Colac Otway
SHIRE

ORDINARY COUNCIL MEETING

AGENDA

23 SEPTEMBER 2015

at 4:00 PM

COPACC Meeting Rooms

Next Meeting:

COPACC Meeting Rooms, Colac

Colac Otway Shire
PO Box 283
Colac Victoria 3250
E: inq@colacotway.vic.gov.au
www.colacotway.vic.gov.au

Customer Service Centre
Colac: 2-6 Rae Street
Apollo Bay: 69-71 Nelson Street
P: (03) 5232 9400
F: (03) 5232 9586

Colac Otway
SHIRE

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.

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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

23 SEPTEMBER 2015

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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 23 September 2015 at 4.00pm.

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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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5. QUESTION TIME

A maximum of 30 minutes is allowed for question time. To ensure that each member of the gallery has the opportunity to ask questions, it may be necessary to allow a maximum of two questions from each person in the first instance. Once everyone has had an opportunity to ask their initial questions, and if time permits, the Mayor will invite further questions.

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. Question time 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

As per Governance Local Law No 4, clause 34:

- **Ordinary Council Meeting held on the 26/08/15.**

Recommendation

That Council confirm the above minutes.

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.

OM152309-1 CEO'S PROGRESS REPORT

AUTHOR:	Maree Redmond	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Executive	FILE REF:	F15/9436

EXECUTIVE

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

- Meeting with the CEO of Western Victorian Primary Health and CEO of Colac Area Health
- G21 Board Meeting
- Meeting with the five G21 CEOs regarding service delivery improvement
- Audit Committee
- Presentation by Great South Coast of the draft Food and Fibre Action Plan
- Barwon South West Regional Emergency Management Executive Committee
- Participated as a judge at the Colac Otway Battle of the Bands Competition
- Colac Otway Shire Young Ambassadors Awards
- Meeting with the Executive of the Otway Coast Committee, Vic Roads and DWELP.

Advocacy
The Mayor and CEO met with a number of representatives at a State and Federal including;

- Senator Penny Wong, Shadow Minister for Trade and federal Labor candidate Libby Coker. Also in attendance were the Mayor and Acting CEO of Golden Plains Shire and representatives from ALC, AKD and Bulla.
- Leader of the Victorian Greens, Greg Barber.
- Victorian Shadow Minister for Industry, Roads and Infrastructure Ryan Smith and Member for Western Victoria and Shadow Parliamentary Secretary for Rural and Regional Transport Simon Ramsay.

Youth Council
As the 2015 Youth Council enters its final term, arrangements are well underway for the major event for the year, a sleepout, market and information to raise awareness for homelessness. The event 'Youth Without a Roof' looks set to be a fantastic family event and sees Youth Council teaming up with FReeZA to bring local talent and headline act 'At Sunset' to entertain participants in Memorial Square on Saturday 21 November 2015. Further information can be obtained, and tickets booked, via the Eventbrite website at http://goo.gl/8M65L6

2015 Youth Awards
The Colac Otway Shire in conjunction with Colac Area Health – Youth Health Hub hosted this year's Youth Awards on Friday 11 September 2015 at which award winners were presented.

The COOL Awards and Young Ambassador Award presentations have been conducted jointly since 2013 and last year the Shire handed the FREEZA program to the Youth Health Hub to maximise the expertise in youth work.

The COOL Awards recognise community minded young people, always volunteering and involved in their particular interests. Six young people received COOL awards in the various categories of Performing Arts – Rebecca Brown, Great Mate – Nathan Bailey, Business – Leah Cuthbertson, Open – Saroj Timilsina, Environment – Rachael Richardson and Sport – Cooper Stephens.

The Young Ambassador Award recognises a young person who lives and attends an educational facility within the Shire. Nominees must excel in their field of endeavor whether it is academic, sporting, community, arts and have well developed presentation skills. Six nominations were received and interviewed by a panel and this year's recipient was awarded to Colac College student, Hana Day.

Regional Network Development Plan – Stakeholder Workshops
Public Transport Victoria, on behalf of the Victorian Government, is currently preparing a long-term strategy for the future of public transport in regional Victoria – the Regional Network Development Plan. The Plan will set out the priorities for regional public transport services, infrastructure and investment over the short, medium and long-term. A Stakeholder workshop was held on 9 September 2015 in Colac as part of a state-wide engagement program.

Regional Development Australia (RDA)
In September 2015, the Chief Executive Officer was appointed to the Committee of the RDA Barwon South West. The RDA Barwon South West works in partnership with community, business and all levels of government to support and contribute to strategic regional development across the local government areas of Greater Geelong, Queenscliffe, Surf Coast, Colac Otway, Corangamite, Moyne, Warrnambool, Southern Grampians and Glenelg.

RDA Barwon South West comprises ten representatives from business, industry, government, education and training who come from various locations throughout the region. Core responsibilities are:

- to be a key facilitator of strategic change and economic, social and environmental development in the region;
- to be the link between government, business and the community; and
- to facilitate whole of government responses to opportunities in the community.

INFRASTRUCTURE & LEISURE SERVICES

Arts & Leisure Services

Older Adults Program
The new Outdoor Adults program, coordinated by Leisure Networks in conjunction with Colac Otway Shire, was launched on Wednesday 19 August 2015. Nine participants attended the first session which was a fantastic response. The program will run for six weeks and aims to improve the health and wellbeing of older adults through physical activity.

Business Events
The COPACC team is busily preparing for a busy final quarter of 2015 with a diverse range of events including school performances, dance school concerts, Christmas parties, fundraisers and conferences.

Programmes
ABC Radio's *The Coodabeen Champions 35th Anniversary* tour was a popular success in late August with a near sell-out crowd. The show brought a new audience to COPACC – predominantly die-hard fans of football and the Coodabeens.

Six district dancers, including a Japanese exchange student, are currently in rehearsals preparing for a guest appearance with Queensland's *Expressions Dance Company* when they perform *Carmen Sweet* at COPACC in October. The dancers auditioned for the company when they made a special visit to COPACC recently and will have the chance to rehearse with the company and perform in one scene.

Bluewater
Stage 1 of the Bluewater opening, inclusive of the new gym and dry program rooms, has been strongly embraced by the community. The redeveloped facility has already experienced a large increase in visitation including 126 new memberships.

Bluewater launched the new group fitness program *MetaFit* in the new facility, which has been a great success so far. The new group fitness timetable has included 6 additional classes compared to the previous timetable.

Capital and Major Projects

Road Reconstruction Program
Planning and investigation for the delivery of the road reconstruction program has commenced. Outline designs of the roads to be reconstructed are currently being developed.

Hesse Street Rainwater Garden Project
In late 2014, Council received approval from the Office of Living Victoria, now part of the Department of Environment, Land, Water, and Planning (DELWP), for a rainwater garden and stormwater reuse system to the Gellibrand Street toilet block adjacent Memorial Square. This was subsequently found to be unfeasible in May 2015. Project officers endeavoured to re-scope the project in accordance with DELWP's requirements in order to retain the outstanding funding amount of $160,000. In late August 2015, approval for the revised project was received.

Contracts are now being prepared for the revised project, which is for two (2) new rainwater gardens to be installed at the corner of Hesse and Dennis Streets, and the corner of Hesse and Murray Streets. These rainwater gardens are derived from the Colac CBD & Entrances Project. The re-scoped project therefore represents a significant saving to the future costs of the implementation of the Colac CBD & Entrances.

Completion of the revised project is expected by the end of December 2015 as part of the funding agreement with the State Government.

Apollo Bay Transfer Station Resale Yard
Preliminary planning for the Apollo Bay Transfer Station Resale Yard has commenced. The project is intended to fulfil a storage and resale need for goods suitable for resale to the general public, which the current Transfer Station does not allow. A direct side benefit will be a net reduction in hard waste exported from the Transfer Station, along with associated environmental benefits. Completion of this project is expected by the end of March 2016 as part of the funding agreement with the State Government.

Bridge reconstruction program
Planning and investigation for the delivery of the bridge reconstruction program has commenced. Bridges to be reconstructed this financial year have been prioritised according to available funds. As part of these works, a contract for the rehabilitation of the Cape Otway Road Bridge to full detailed design has been awarded to Fulton Hogan. Delivery of this project is expected to commence in early October 2015.

Cororooke Open Space Project
Planning for the delivery of tennis courts within this project has commenced. At least three, possibly four, tennis courts are proposed. Further consultation with major stakeholders to clarify expectations will be pursued over the next month.

Assets and Property Services

ACTIONS	STATUS	% COMPLETION	PROGRESS COMMENTS
Completion of Stage 2 of the Authority Asset Management Module implementation	In Progress	50%	Civica visits to implement the Strategic Asset Management (SAM) module are scheduled for November 2015. This will provide adequate time for Council officers to upload attribute and condition data to Authority. This will complete the implementation of the Asset Management modules.
Monitor the performance and condition of Council's various asset types through programmed inspections and data collection	In Progress	5%	The program for asset condition surveys for this financial year is presently being developed. 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.
Implement the asset renewal and maintenance programs	In Progress	5%	Project lists have been finalised for this year's renewal programs. This includes footpath and kerb & channel replacement, sealed road reconstruction and resealing. These programs have been provided to the Capital & Major Projects department for delivery.
Complete specific incident inspections to identify and address safety/risk issues associated with elements of Council's road and footpath networks; including rail crossings and in response to reported incidents	In Progress	25%	Incident inspections are completed as required in line with Council's Road Management Plan. Over the past month, one report of a fall has been reported to council requiring investigation.
Manage building maintenance program to address programmed and reactive maintenance needs	In Progress	25%	Reactive and routine maintenance activities are coordinated to ensure that Council's buildings are safe and functional. There have been no significant issues noted in the first month of this financial year.

Complete road and footpath network inspections to meet frequencies prescribed by Council's Road Management Plan (RMP).	In Progress	25%	All programmed inspections are conducted in accordance with Council's Road Management Plan. The following road and footpath asset inspections were completed in this reporting period: – Primary Level footpaths in Colac (CBD and other high pedestrian activity areas). – Urban Access Roads in Colac, Skenes Creek, Marengo, Beech Forest and Apollo Bay – Access Roads in the areas of Barwon Downs, Yeodene, Gerangamete, Murroon, and Pennyroyal
Annual Road Resealing Program.	In Progress	10%	This year's sealing program is presently out to tender. Tenders close on 30 September 2015. This year's program measures approximately 227,000 sqm which is comparable to previous years.
Building Renewal Program.	In Progress	17%	Planning has commenced for this year's Building Renewal Program. This year's projects include: – Painting of the Birregurra Public Hall – Painting of the Beech Forest Toilets and Information Centre – Asset restoration works to the Beeac Public Toilets – Forrest Caravan Park Fire Service Upgrade. Quotation for this project closed on 17 September 2015. These projects will be progressively implemented over the course of this financial year.
Coordinate inspections and reporting of Essential Safety Measures (ESM's) relating to nominated Council buildings.	In Progress	25%	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. Following a review of the current buildings being inspected, additional buildings have been included to ensure that Council complies with its legal obligations. Council has recently added a further 16 buildings to this program.

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

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

Road Regrading
Road regrading works have across all areas due to increased rainfall creating soft pavement conditions which are not conducive to producing a serviceable finish.

Gravel Road Resheeting
Approximately 12.8 kilometres of resheeting works have been completed on:

- Sand Road
- Old Ocean Road, Hordern Vale
- Scoullers Road
- Old Ocean Road, Glen Aire
- Robinsons Road
- Old Irrewillipe Road

Street Sweeping
Street Sweeping has been completed as per Council's monthly schedule, with a total of approximately 350km of kerb & channel swept for the month.

Routine Drainage Works
During August, routine drainage works were completed in the following townships and areas:

- Apollo Bay
- Kennett River
- Skenes Creek
- Carlisle
- Elliminyt
- Ridge Road
- Aroona Court
- Wye River
- Separation Creek
- Marengo
- Forest
- Barongarook
- Porcupine Road
- Pipeline Road

Major Drainage Works
During August, major drainage works were completed on the following roads:

- Barham River Road
- Tuxion Road
- Old Ocean Road
- Killala Road
- Ridge Road
- Boundary Road

Bridge Maintenance
During August, works were carried out to replace timber decking on James Access Bridge; replace gravel beams on Daffys Bridge; repair damaged guard rail at McNamaras Bridge; and timber decking has been replaced with a steel and concrete structure and rail on Rollings Bridge.

Vegetation Control
During August, works were undertaken on:

- Montys Vista
- Moomoowrong Road
- Carlisle Township
- Karascays Road
- Melba Gully Road

Tree Maintenance
Tree maintenance works were carried out in the following locations during August:

- Lake Colac foreshore embankment
- Central Reserve
- Botanic Gardens
- Aire Settlement Road
- Upper Gellibrand Road
- Bowden Street
- Birregurra – Yeodene Road
- Eastern Reserve

Tree removal works were also undertaken in Armstrong Street and Calvert Street, Colac.

Township Mowing
Mowing of parks has been reduced due to wet/soft ground. Township mowing has occurred as per the regular cycle in the following towns:

- Apollo Bay
- Gellibrand
- Barwon Downs
- Carlisle
- Beeac
- Birregurra
- Kennett River
- Beech Forest
- Forrest
- Colac
- Cressy
- Kawarren

Sport Ovals
Mowing of sporting ovals continued during August, as conditions permitted, so as not to damage the playing surfaces.

Playgrounds
Routine inspection and repairs completed on all playgrounds as required during August.

Storm Damage
During August there were an average amount of fallen, hanging and dangerous trees due to strong, gusty wind conditions. This has been mainly in the southern section of the shire.

Old Beechy Rail Trail
Crews have worked to clean up fallen trees from the track. New signs are now in place at Ditchley Park.

Murray Street
In August, a Council certified Gardener, in conjunction with Work for the Dole participants, commenced the upgrading of Murray Street garden beds between Corangamite and Gellibrand Streets on the northern side of the road. Existing plantings are being removed, with new top soil and plants being added and mulch applied to the beds.

CORPORATE SERVICES

Tenders
The reporting period is from 9 July 2015 to 8 September 2015.

Tenders opened since the last reporting period:
1527 – Website Content Management System
1529 – Provision of Tree Services

Tenders awarded since the last reporting period:
1526 – Cape Otway Road Bridge Rehabilitation – to Fulton Hogan Industries
1523 – Kawarren Community Hub Redevelopment – GR & JA Johnstone
1529 – Provision of Tree Services – to Panel of Contractors

Tenders advertised since the last reporting period:
1531 – Supply of Crushed Rock, closed 9 September 2015
1532 – Banking Services, closed 9 September 2015
1533 – Consultancy Services – Climate Adaptation Plans, closed 16 September 2015
1534 – Bituminous Sealing Works, closing 30 September 2015
1536 – Asphalt Works, closing 30 September 2015
1537 – Stabilisation for Road Maintenance and Construction, closing 30 September 2015

Review of the Local Government Act 1989
The State Government has launched consultation for its review of the *Local Government Act 1989.* Minister for Local Government Natalie Hutchins has released a discussion paper and consultation website, the first stage in the review process.

The State Government has advised that the Act review will be far-reaching and comprehensive, examining issues from the role and functions of Councillors and CEOs, to donation regulation and how complaints should be handled. It is the first in-depth review of the Act since its inception.

The Minister has also appointed a six-member advisory committee to provide independent advice on the review, alongside extensive consultation with councils, peak bodies, residents and ratepayers across Victoria.

The Discussion Paper includes a number of chapters which reflect the terms of reference for the review:

Chapter 1: Reviewing the Local Government 1989
Chapter 2: The role of councils
Chapter 3: How councils are elected
Chapter 4: How councils operate
Chapter 5: Planning and reporting
Chapter 6: Council rates and charges
Chapter 7: Service delivery and financial decision making
Chapter 8: Councillor conduct, offences and enforcement
Chapter 9: Ministerial powers
Chapter 10: Harmonisation of the Local Government Act

Submissions to the *Local Government Act* review are open until 18 December 2015. Officers will provide a report to Council in the near future.

DEVELOPMENT AND COMMUNITY SERVICES

Economic Development & Events

Colac VIC Visitor Stats

	2014	2015	% Change to previous year
Walk – Ins	2199	1913	-13%
Phone Calls	124	96	-23%
E-Mails	12	5	-58%

Visitation August Overview
The Colac Visitor Information Centre continues to attract visitors form the local area along with strong representation from Melbourne. International visitors predominately hailed from China, the United Kingdom and Singapore. The Love Our Region Campaign saw twenty two new members sign up at the Colac Information Centre; members will be encouraged to visit our Centre with a spring offer of 10% discount on retail items.

Great Ocean Road Visitor Information Centre (GORVIC)

	August 2014	August 2015	% Change
Walk-ins	**6,246**	**6,147**	**-2%**
Phone calls	**625**	**585**	**-6%**
E-mails	**24**	**31**	**29%**

GORVIC August Overview
The Great Ocean Road Visitor Information Centre had a total of 6,147 visitors in August, a 2% decrease on the previous year. Phone calls to the Centre were also slightly down (6%) whereas e-mail enquiries were up by 29%. Main enquiries were for Accommodation (30%), Apollo Bay (13%), Great Ocean Road (15%), Attractions (7%) and Great Ocean Walk & Transport Information (4%). International Visitors were travelling from UK, China and France whereas Interstate visitors were travelling from NSW, QLD and South Australia.

GORRT Partnership Agreement
Council, via the Otway Tourism Advisory Committee (OTAC), is finalising a partnership agreement between Local Trader Associations (LTAs) and Great Ocean Road Regional Tourism (GORRT). When finalised, the partnership agreement will formalise funding arrangements for the Destination Action Plans (DAPs) and the LTAs. GORRT will be returning 20% of business marketing spend back to the OTAC. 75% of these funds will be used to action agreed priorities from the Apollo Bay and Otways DAPs and the other 25% will be returned to the LTAs for community and marketing based initiatives. Copies of the Otways and Apollo Bay Destination Action Plans are available on GORRTs website:
http://greatoceanroadtourism.org.au/resources/apollo-bay/
http://greatoceanroadtourism.org.au/resources/otway/

Upcoming Events

Birregurra Festival & Art Show – 10 – 11 October
Annual festival and art show held over 2 days. Celebrating and showcasing the town of Birregurra with diverse activities, music, stalls and the best of the regions food and wine.

Chase the Dog – 17 October
A noncompetitive cycling event that starts in Forrest, travels through the Otways to Turtons Track and then along the Old Beechy Rail Trail and back to Forrest, and a fundraising event for Beyond Blue, this is the second year of the event. It involves a road closure of Turtons Track between 10am and 2pm.

GORC Classic – 17 October
Team cycling event that starts and finishes in Lorne traveling along the Great Ocean Road to the Skenes Creek Road, up Skenes Creek Road, through Forrest, Barwon Downs and back to Lorne through Deans Marsh and Benwerrin. Teams of 6 head off from Lorne in a clockwise and anticlockwise direction. No road closures involved with this event.

Gellibrand Sustainable Living Day – 18 October
Inaugural Sustainable Living Day to be held at the Gellibrand Community Hall. Through workshops, speakers, “ask an expert” sessions, info and market stalls, the community will have an opportunity to discuss sustainable living and find practical solutions that they can apply to their own journey to a more sustainable life.

Warrion Flower Show – 28 October
This year is the 105th Warrion Flower show, making it one of the longest running annual events in Victoria. Vegetables, cakes and preserves, handcraft, photography and school art are also on display. The famous afternoon tea is a wonderful experience with food provided by the local community. Stalls selling local produce, plants and craft are a popular feature as is the evening “tastes of the shire” meal. A large marquee provides a comfortable dining area.

Saleyards
Prices remain high at the Colac Saleyards. Council is preparing for the new management arrangements under Councils role as the facility owner. By and large there will be no difference for any user at the saleyards but it will be a good opportunity to re-acquaint all users with their responsibilities so that we can continue to have a well-run saleyards.

Planning, Building & Health

DWMP Draft Domestic Wastewater Management Plan
The draft Domestic Wastewater Management Plan (DWMP) is on exhibition until 28 September 2015 and any written submissions should be submitted to Council by this date.

The draft Plan fulfils regulatory requirements for Council to demonstrate how it will manage wastewater treatment on unsewered properties in the Shire, but also aims to create flexibility to vary State Government guidelines for water catchments which currently restrict development potential in the Otways. Public drop-in information sessions were held in Colac, Lavers Hill, Beech Forest and Gellibrand on 21 and 22 August, each of which was well attended.

Environment & Community Safety

Lake Colac Foreshore Master Plan
Council undertook a comprehensive community engagement process during August to get a broad range of ideas for the new Lake Colac Foreshore Master Plan. The community have filled in over 130 surveys and also made more than 20 formal submissions. The ideas wall set up in COPACC attracted lots of interest. Five school groups (approximately 155 kids) visited the wall to help form a collage of the different ideas. In addition Council Officers have met with over 50 people in Murray Street and in a number of locations around the lake to discuss their ideas face to face. The strong input from the community reflects the passion people have for the lake and the importance of working to improve it. Workshops were held in early September 2015 with key stakeholders to discuss the key themes that came through from the consultation process in order to develop a new vision for the lake foreshore and parkland. The aim is to have the new Master Plan developed by the end of the year so we can start seeking funding to implement actions on the ground in 2016.

Lake Colac Water Level
Reduced rainfall in Spring will mean we are likely to see a large number of inland lakes go dry again this summer. Lake Colac is currently only 2-3 feet deep and if it dries out we are likely to experience another mass carp death. In order to prepare for this the EPA is developing a fish kill plan for Lake Colac so that we can try to ensure that there is minimal impact on the community. Whenever lakes go dry there are discussions about how more water could be diverted into them. Lake Wendouree in Ballarat has had extra water added from the surrounding urban drainage network and this has helped regulate the water level. Lake Colac, however is a very different proposition because it is 11 times as large so a much larger volume of water would need to be diverted in order to help prevent it going dry. Barwon Water is currently developing a fact sheet to help the local community understand the scale of the issue and why diverting the volume of water that would be required into Lake Colac is not considered viable.

Unconventional Onshore Gas
In May 2015 Council resolved to support an extension to the moratorium on unconventional onshore gas extraction until such time that the environmental, social and economic issues raised by the community can be effectively addressed. On this basis, Council made a submission to the Parliamentary Inquiry into Unconventional Onshore Gas and this position was reiterated by Council representatives that presented at the public hearing held in Torquay on 12 August 2015 as part of the inquiry. Council has also written to the State and Federal Governments requesting that more support should be provided to growing the renewable energy to enable a transition from the use of fossil fuels.

The Municipal Association of Victoria (MAV) has also made a submission to the Parliamentary Inquiry that aligns with Council's position. In October 2014, the MAV State Council resolved that the MAV should strongly advocate to the State that unconventional gas exploration should not occur unless social and environmental impacts are definitively demonstrated not to be detrimental; an appropriate level of community support is evident; and there is an appropriate regulatory framework in place to ensure protection of the natural environment, local communities, rural industries and private property rights. Based on the above motion and the MAV's continued advocacy on the issue it is not considered necessary to submit a further motion on this matter to the MAV State Council in October 2015.

Community Services
Summary of 2014/15 Older Persons & Ability Support Services (OPASS)
The OPASS Unit delivered domestic support, personal care, respite care, property maintenance and meals on wheels services to 849 clients for the period of 1st July 2014 to 30th June 2015. These services include NDIS.

Service Type	Number of individual visits	Number of Hours
Domestic Support	13,915 visits	16,572 hours
Personal Care and Medication	19,100 visits	12,449 hours
Property Maintenance	676 visits	1,180 hours
Respite care	2,957 Visits	7,492 Hours
Delivered & centre based meals		12,397 Meals

The community transport program that incorporates the community car and an 11 seater commuter bus continues to be in demand, with 233 individuals regularly using this service. Examples of uses include social outings, travel to medical appointments in Colac, Geelong and Melbourne, transport to exercise programs, and weekly shopping trips. This service is for people eligible to receive services from OPASS.

Service Type	Number of events	Number of hours
Community Transport	6,496 events	6,180 Hours

The Assessment Team completed 451 In-Home Assessments/Reviews totalling 1,649 hours. In addition, Care Coordination is undertaken when the client requires a service change, referral to another service or new needs require further action. The number of Care Coordination occurrence where 2,521 taking 811 hours.

Attachments
Nil

Recommendation(s)

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

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OM152309-2 COLAC LIBRARY ANNEXE SERVICE REVIEW 2015

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/951

Purpose
To consider the final report on the Colac Library Annexe Service Review 2015.

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

Background
The Colac Community Library and Learning Centre (CCLLC) building commenced construction in April 2009 and opened to the public on 18 October 2010.

The CCLLC was officially launched on the 22 October 2010 by Gayle Tierney, MP.

The CCLLC is located at 173 Queen Street, Colac 3250 and operates as follows;

Opening Hours

Monday	8.30 am	- 5.30 pm
Tuesday	8.30 am	- 5.30 pm
Wednesday	8.30 am	- 5.30 pm
Thursday	8.30 am	- 5.30 pm
Friday	8.30 am	- 7.00 pm
Saturday	10.00 am	- 12 noon

Except during School Holidays open at 9.30am Monday to Friday

Services at the CCLLC include:
- Access to computers
- Access to Online Resources
- After hours return chute
- Baby Bounce Sessions
- Bulk Loans to Institutions
- Community Information
- Home Library Services
- Information Services
- Lending Services
- Local & Family History Resources
- Meeting Rooms
- Newspapers
- Printing
- Rhyme Time Sessions
- School and Group Visits
- Self-service Photocopying Facilities

- Storytime Sessions
- WiFi

The Colac Library Annexe commenced operation in 2010 shortly after the Colac Otway Shire Council opened the Colac Community Library and Learning Centre (CCLLC). The Annexe was established following the Council's consideration of a range options regarding library services in Colac.

2015 Annexe Review
In March 2015, Council engaged Graham Shiell Consulting to undertake an independent consultation process with users of the Colac Library Annexe and the wider community to provide input into a review of the future of the Annexe.

The project brief required that the consultation result in:

- Providing an understanding of the needs of annexe users;
- Providing the opportunity for annexe users and the community more generally to express their views on the annexe – both advantages & disadvantages;
- Identifying any variations to service levels at the annexe that would be acceptable to users; and
- Providing an understanding of whether annexe users use the Colac Community Library & Learning Centre for some of their needs and if not, why.

The project brief required that the final report identify and recommend options for the future of the annexe as well as detail possible means to overcome any perceived barriers to the use of the Colac Community Library & Learning Centre.

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

Establishment of the Library Annexe
In late 2009 Mach 11 Consulting were engaged by Council to undertake an investigation and develop a strategic plan providing a sound strategic framework and recommendations for the enhancement of library services in Colac. The desired outcomes of the project were:

- A review of current library service provision and resource capacities within Colac, with identified gaps and opportunities in provision;
- An analysis of proposed enhanced library services in Colac, associated resource requirements and possible venues or facilities, funding and partnership options;
- A detailed plan to enhance library services in Colac, acknowledging future community needs and resource provisions.

The *"Enhanced Delivery of Library Services in Colac"* report including information on:

Part 2 - Situation Analysis
Part 3 - Identified Gaps in Library Service Provision/Opportunities for Enhanced Library Services – a Community Perspective

Part 4 - Opportunities, Options and Tools for Enhanced Library Services in Colac.
Part 5 - Conclusions

Council considered the report at a Special Council meeting on 10 February 2010. The conclusion to the Council report stated the following:

"The Enhanced Library Services Project has identified the various library venues and services that currently operate within Colac. Many of these are important contributors to the total library service provision across the community and the further promotion and strengthening of these services in partnership with the new Joint Use Library is supported regardless of the outcome of this report. The Joint Use Library is significantly supported through resource allocations and partnerships and provides a unique opportunity for the Colac Otway community to have access to state of the art facilities and equipment and up-to-date information and services covering a broad range of lifelong learning options. The Joint Use Library will provide opportunity to further promote and strengthen the other services provided within Colac through partnership arrangements and greater promotion resulting in a greater choice of options for all community members."

Following consideration of the Council report Council resolved the following:

"Having received the "Enhanced Library Services Report" Council resolves to:

1. ***Establish a library annex, or sub-branch in the existing library building in Gellibrand Street Colac in an area of approximately 100 square metres.***

2. ***Operate the annex for approximately 22 hours per week.***

3. ***Suggest the allocation of approximately 2,500 items to the annex.***

4. ***Where possible, utilise existing furniture, fittings and equipment, such as shelving for the annex.***

5. ***Review the operation of the annex after approximately 12 months of operations with a report of its operation to be presented to Council no later than the November 2011 Council meeting with Council to decide at that time whether or not the annex will operate beyond 30 June 2012.***

6. ***The precise details of the operations, size and layout is to be determined following discussion with Councillors, the CEO and the Steering Committee, if one is formed. The Chief Executive Officer is to ensure that those details are broadly consistent with the approximate figures set out in this resolution.***

Council does <u>NOT</u> support the levy of any special rate or extra rate to fund library services. The Chief Executive Officer is to ensure that no Council time, officer time or Council resources are used to formulate such a rate as it does <u>NOT</u> have Council support.

Council notes that there are a number of other details contained in the Enhanced Library Services report. Those that have not been addressed directly to date will be considered as part of the budget process and ongoing operations of the relevant Committees. Where there are financial implications these will need to be referred to Council for approval."

Council reaffirmed the decision to maintain the Colac Library Annexe in December 2011 and further discussed the issue at a Councillor Workshop in March 2013.

At the Council Meeting on 23 April 2014 Council resolved the following resolution with respect to the Colac Library Annexe.

Council:

1. ***Notes that Councillors have a range of views as to whether the Colac Library Annexe should continue to operate.***

2. ***Notes that Council made a commitment to consult with the users of the annexe before any decision is made to reduce the hours of service or to close it.***

3. ***Calls on the Chief Executive Officer to call a Council workshop so that a full range of options may be considered.***

4. ***Notes that before any changes are made, Council commits to appropriate consultation with annexe users and the wider community.***

5. ***Commits to keeping the Annexe open at least until this process is complete.***

2015 Annexe Review - Consultation Process

In March 2015 the Council engaged Graham Shiell Consulting to undertake a thorough independent community consultation process with users of the Colac Library Annexe and the wider community to provide input into a review of the future of the Annexe.

The project brief required that the consultation result in:

- Providing an understanding of the needs of annexe users;
- Providing the opportunity for the users and the community to express their views on the annexe – both advantages & disadvantages;
- Identifying any variations to service levels at the annexe that would be acceptable to users; and
- Providing an understanding of whether annexe users use the Colac Community Library & Learning Centre for some of their needs and if not, why.

Graham Shiell Consulting undertook the following activities:

- Liaising with the Council and the Corangamite Regional Library Corporation;
- Surveying Colac library users and the wider community to identify needs, opportunities and barriers;
- Analysing the feedback and undertake relevant research;
- Identifying the options for moving forward; and
- Recommending the way forward

The stakeholder consultation process incorporated interviews with the unique annexe users and a survey with users of the libraries and other residents to ascertain their views on the library service and options for the future.

A written invitation was mailed to each of the “unique” annexe users to attend a one-to-one interview with the consultant.

A detailed information sheet outlining the review was prepared and copies were made available at the CCLLC, the annexe and Council Offices. The information sheet outlined the purpose of the review, gave a brief overview of trends in usage at the annexe and encouraged library users and other residents to give their views on the library service by participating in a survey.

The conduct of the library annexe survey was advertised in the Council's regular public notice column in the Colac Herald newspaper, Councils facebook page and was the subject of a number of media reports in the newspaper and also on the local radio station 3CS.

The survey form was available for completion online, through the Survey Monkey® website and in paper form, available at the Annexe, the CCLLC and the Council's Customer Service Centre in Rae Street, Colac.

2015 Annexe Review - Survey Analysis

More than 230 people participated in the consultation process which included opportunities to complete a survey, provide a detailed written submission and take part in a user interview with the consultant.

The Survey indicated that only nine (9) survey participants had not used a Colac library in the past 12 months. This extremely low response rate from 'non-users' possibly indicates that the future of the library service is not a significant issue within the wider (non-library user) community.

Snapshot of key responses

- A majority of annexe users (56%) also visited the CCLLC in the past year.
- Just over half the respondents (53%) visit a library each week.
- The most valued service at both libraries is "borrowing books". The only other service rated as most valuable by more than 50% of respondents is "borrowing media items".
- Reading newspapers was more highly rated by annexe users, but the library as a place for social interaction was rated lower at the annexe than at the CCLLC.
- Using the computer facilities are more highly ranked at the annexe than at the CCLLC.
- 59% of all visitors to the annexe drive or get a lift and 39% walk to the library
- Annexe users access online services much less than CCLLC users
- 51% of annexe users nominated accessibility as a factor in restricting them from visiting the CCLLC as frequently as they would like or that makes visiting the library uncomfortable
- Whilst opening hours was cited as an issue, it is noted that the CCLLC is always open during the hours the annexe is open

A number of issues were raised through the consultation process. These can be summarised as follows:

- Borrowing from collection
- Borrowing trend
- Borrowers
- Use of CCLLC
- Access to CCLLC
- Alternate access to collection
- Ancillary services
- Returns of borrowed items
- Library environment

The following table summarises the concerns raised and responses;

	The Way Forward
Issue	**Evidence and supporting comments**
Borrowing from Collection	**The CCLLC offers a far superior in-store choice of collection options for borrowers.**
	Library users rated "Borrowing Books" as the most valued service. The only other service rated as most valuable by more than 50% of survey respondents is "Borrowing Media Items". For borrowers who prefer to peruse a collection, the CCLLC provides a far superior outlet. It has 30,000 items in-store compared to only 3,000 at the Annexe.
Borrowing Trend	**Usage of the Annexe for 'borrowing' is fading.**
	Total borrowings per annum at the annexe have been consistently falling since its first year of operation. It now accounts for less than 5% of all borrowings from Colac libraries. Only 7,000 books were borrowed from the annexe in 2014/15, compared to over 133,000 at the CCLLC.
Borrowers	**Exclusive use of the Annexe for borrowing is minimal.**
	In 2014/15, only five (5) Annexe users borrowed exclusively from the Annexe ("unique users"). Records indicate that two of the five unique users do not reside within walking distance. 98.5% of annexe users also borrowed by visiting the CCLLC.
Use of CCLLC	**The majority of Annexe users also access the CCLLC.**
	56% of all annexe users also visited the CCLLC in the past 12 months.
Access to CCLLC	**Reasonable transport options to access the CCLLC are available.**
	Almost half the Annexe users drive to the facility and could therefore also drive to the CCLLC
	Access to the service for those users without their own form of transport can be addressed by means other than continuing to provide a satellite facility.
Alternative access to collection	**Access to the library service for those users who cannot or will not travel to the CCLLC can be addressed by means other than continuing to provide a satellite facility.**
	For borrowers who want to select from viewing a collection, in person, utilizing the Library Outreach Van service, which carries a collection of over 1,200 items, is a low cost option.
	For borrowers who do not need to select from viewing the collection, in person, the library service offers an excellent online catalogue and reservation system.
Ancillary Services	**Other significant, but less valued, services currently provided at the annexe can be provided through more cost effective solutions.**
	After borrowing books and media Items, the next most valuable rated services are reading newspapers and magazines and the use of the computer facilities.
	Newspapers for casual reading can be readily relocated to another centrally located facility.

	Whilst use of the public access computers at the annexe has increased the usage level is still relatively low.
Returns of Borrowed Items	**Use of a central location for the return of borrowed items is convenient for all users and a low cost service.**
	The return of books and other borrowed materials at the annexe accounted for 10% of all returns in Colac. It is therefore popular with CCLLC borrowers as well as annexe users. Retaining a secondary returns point is a low cost option.
Library Environment	**The CCLLC is a 'state-of-the-art' facility.**
	The CCLLC is a modern, built for purpose library offering - Well-lit, welcoming environment and ambience - Spacious, well laid out collection aisles - Quiet reading spaces - Lounge and easy chair areas - Modern amenities - Refreshment facilities
	Although social interaction did not rate highly as a significant service at either library, the CCLLC facilities provide greater opportunity to encourage and support the concept of the library as a social gathering point in the future.

2015 Annexe Review – Identified Future Options

The report summarises 2 options:

- Option 1 – Retention of annexe
- Option 2 – Closure of annexe

Other options include:

- Option 3 – Reducing the hours at the annexe
- Option 4 – Transition to closure

2015 Annexe Review – Option 1 Retention of Annexe

Key Findings;

- The annexe is popular with users and they advocate strongly for its retention.
- The annexe is centrally located, in common with libraries in other comparable sized rural urban centres.
- The annexe meets the needs of its users – high level of satisfaction.
- It has a warm and supportive environment.
- Access to the CCLLC is a barrier for some users.
- The cost to Council is not excessive.

2015 Annexe Review – Option 2 Closure of Annexe

Key Findings;

- The vast majority (98%) of annexe borrowers also borrow from the CCLLC.
- The annexe is duplicating the services available at the state-of-the-art CCLLC.
- The most valued library services are 'borrowing books' and 'borrowing media items' and the CCLLC collection offers a much greater range for 'in store' borrowers – it is 10 times the size of the annexe stock.
- Usage of the annexe for borrowings is falling.
- Significant reduction in number of borrowers using the annexe.
- The majority of annexe users also visit the CCLLC.
- The CCLLC is open more hours.
- The CCLLC provides better Internet access services.

- Closure of the annexe would reduce costs.
- All comparable sized rural urban centres have only one library.

Option 3 Reducing the hours at the Annexe
The Annexe currently opens 22 hours per week.

One of the questions asked as part of the survey was:
"If the Library Annexe hours are to be reduced, what reductions do you most favour?"

The most favoured options being:
- Reduce each day (Monday to Friday) by 2 hours (saves 10 hours)
- Close Saturday morning (saves 2 hours)
- Close Monday and Wednesday (saves 8 hours)
- Close Tuesday and Friday (saves 8 hours)

It is noted that any reduction in the operating hours of the annexe would reduce the cost to Council.

Option 4 Transition to Closure
A further option is to transition to closure of the annexe over a further period.
- In 2016/17 reduce the hours of opening by approximately half.
- Close the library annexe from 1 July 2017.

It is noted that any transition to closure with reduction in the operating hours of the annexe would reduce the cost to Council.

Other Enhancements:
If closure of the annexe was supported, the Review also identifies a range of possible actions/measures for consideration under the following headings:
- Access to CCLLC
- Alternative access to collection
- Library Environment
- Returns
- Newspapers and Magazines
- Internet Services
- Collection

Further detail and a response from Council officers is provided below:

Proposed Service	Description	Up Front Cost Estimate	Annual Cost Estimate	Officer Comments
Public transport infrastructure	Shelter at Queen Street Stop	$15,000		Officers consider this proposal has merit and recommend that it be supported. Options for grant funding via Public Transport Victoria (PTV) are being pursued. If no grant funding is available, recommend that Council allocate the funding required as part of the 2015/16 capital programs budget. It is noted that discussions with

				Colac Secondary College would occur to identify preferred location.
Outreach Van	Program a new regular one hour visit one day per week at a central Colac location		$2,600	Not supported. The 2015 Annexe Review clearly indicates that the needs of library users can be appropriately met through the CCLLC and therefore an additional service is not justified or required.
CCLLC Access	Passenger vehicle access loop	$40,000		Not supported. Some users have indicated that they would support the construction of a drop off/pick up passenger loop on the front concrete concourse directly in front of the CCLLC. The following matters are noted; -the CCLLC is located on Education Department land -the 2015 Annexe Review indicates that a passenger vehicle access loop out the front of the CCLLC has previously been considered but rejected due to the cost and possible safety issues -the concourse area outside the CCLLC is a pedestrian thoroughfare for students and the public – the construction of a loop and the introduction of vehicles would create a safety risk -Improvements that have been made to access at the CCLLC include: - Mobile Buggy/Scooter recharge point - Child Friendly Car Park markings and access - Installation of a seat - Provision of a wheelchair through funding from South West Foundation -The facility is a modern building designed to comply with all accessibility/disabled access legislative requirements and therefore a vehicle drop is not justified or required

CCLLC Signage to improve visual recognition	Provisional Sum	$3,000		Officers consider this proposal has merit and recommend that the issue of signage be referred to the CCLLC for further consideration. This can be actioned in the short term and funded from the operating budget. It is recommended that Council include $3,000 funding from existing budgets in 2015/16 for the signage.
Reading Room at CCLLC	Furnishing Room	$2,000		Officers consider this proposal has merit and recommend that it be supported. It was agreed at the last meeting of the CCLLC Joint Committee that an area would be adapted to a quiet reading area. The Committee agreed that this would further enhance the facility. Depending on the availability of funds the furnishings may be able to be funded through the CCLLC.
Computer Access	Wi-Fi at COPACC	$1,500	$2,300	Whilst opportunities to provide publicly accessible Wi-Fi at COPACC are supported in principle, the concept requires further investigation to determine the practicalities, security, costs and usage. The consideration of the future of the annexe is not considered to be critically linked to the provision of Wi-Fi at COPACC and therefore it is recommended that this be determined as a separate issue as part of a future detailed business case.
	Relocating 4 computers (3 public use & 1 staff) to CCLLC		nominal	Officers consider this proposal has merit and recommend that it be supported. It is recommended that the four computers currently located at the annexe be relocated to the CCLLC. This would increase the number of computers available to the public. There would be no extra costs as Council currently pays for the computers as part of its current contribution to the Corangamite Regional Library Corporation (CRLC).

Central Returns Chute	Installation of returns chute at Council's Customer Service Centre, Rae Street	$2,000		Officers consider this proposal has merit and recommend that it be supported. This can be actioned in the short term and funded from the operating budget.
	Installation of 'smart technology' (RFID) on returns chute	$2,500		Agree with recommendation – will require liaising with CCLLC.
Newspaper reading	Relocating newspaper rack to COPACC		nominal	Officers consider this proposal has merit and recommend that it be supported. COPACC would welcome this recommendation to relocate the newspaper rack to COPACC. Currently Council is paying for the newspapers through its contribution to the CRLC, so there would be no extra cost.
Annexe Staff	Contracts to 30 June 2016. No redundancy payments subject to terms of contracts.	nil		Noted
TOTALS		**$66,000**	**$4,900**	

Plaque
There is currently a plaque in the foyer of the old library building regarding the former City of Colac and recognition of the library service. It recommended that the plaque be immediately moved and displayed on the exterior of the old library building.

Corangamite Regional Library Corporation (CRLC) Service Review
A service review is currently being undertaken of the CRLC.

The aim of the service review is to undertake a detailed review of the Corporation's current library service, and recommend the best service delivery model and elements of service provision, including key improvements to be undertaken, that will meet future requirements and fit within the resources available to the service.

Member councils whilst acknowledging the value of the library service, also wish to control the level of annual contribution they make to the Corporation based on their financial situation and constraints. The need for financial prudence from member councils will no doubt be heighted with the introduction of some form of rate capping for al Victorian municipal councils in 2016/2017.

Each Council is responsible for the level of library services delivered in their municipality.

Proposal
It is recommended that Council resolve to close the annexe at the end of the 2015/16 financial year. Whilst it is acknowledged that some of the users of the library annexe have a strong connection to the facility, it is a duplicated service with comparatively very low usage. The Queen Street library is a state of the art facility which is spacious and well-lit, has quiet reading spaces and 10 times the collection size of the annexe.

The independent review has found that the new library in Queen Street is growing in popularity and loans from the annexe have been decreasing. Borrowings per year at the annexe have been consistently falling since its first year of operation. It now accounts for less than five per cent of all borrowings from Colac libraries. Only 7,000 books were borrowed from the annexe in 2014/15, compared to over 133,000 at the Queen Street library.

The review also found that 98 per cent of our users who borrow from the annexe also borrow from the Queen Street library and that only five people used the annexe exclusively in 2014-15.

The independent report concludes that any of the perceived barriers to the use of the CLLC can be overcome and has made a number of recommendations for Council to consider if the annexe library was closed to ensure that annexe users were able to easily make the transition to use the Queen Street library.

In response to this, the following are recommended to be undertaken prior to 30 June 2016:
- Installation of bus shelter and associated signage at the Queen Street stop
- Improved signage at the CCLLC
- Furnishing of a reading room at the CCLLC
- Installation of a returns chute at the Rae Street Customer Service Centre
- Removal of plaque to a location external to the old library building.

The following are recommended to be undertaken on 1 July 2016 when the Library Annexe is proposed to be closed.
- Relocation of computers from the annexe to the CCLLC
- Relocation of the newspaper rack from the annexe to COPACC

Consideration for 2016/17 Budget process:
- Wi-Fi at COPACC - Will need to be further research undertaken as to technical requirements and coverage of any proposed Wi-Fi not only in the foyer area, but across the whole of the COPACC facility.

Summary of proposals:
- That the Colac Library Annexe be closed from 1 July 2016
- That approved actions/recommendations under cost implications be implemented
- That all savings from the closure of the Library Annexe be allocated as savings as part of the consideration of the 2016-2017 budget and not used for additional library services

Financial and Other Resource Implications
Recommended Outlays prior to 30 June 2016:
- Improved signage at the CCLLC –implemented subject to discussions with the CCLLC Joint Use Committee and approval of the Colac Secondary College.

- Possible contribution to furnishing a reading room at the CCLLC. The cost to refurbish the room is minimal. The Joint Use Committee has agreed to the project and may have funds available. Any cost shortfall can met by Council.

- Central Returns Chute and installation of ‘smart technology” at Rae Street Offices.

- Bus Shelter and signage at Queen Street stop (subject to grant application and discussions with the Colac Secondary College). If the improvements are agreed to by the College and if a grant is not available, Council’s fund to be utilised.

- Placement of plaque on the exterior of the Old Library building.

Actions from 1 July 2016 (no additional cost to Council):
- Relocation of computers from the Annexe to the CCLLC
- Relocation of the newspaper rack from the Annexe to COPACC

Consideration for 2016/17 Budget process:
- Wi-Fi at COPACC

Savings from closure
The recommendation of this report is that any savings from the closure of the Library Annexe be put into general revenue as part of the consideration of the 2016-2017 budget.

Council is facing significant financial challenges. The freeze on the indexation of Federal Financial Assistance Grants and the impending introduction of rate capping will have major impacts on the Council's ability to continue to provide all services at current levels.

The council will be progressively undertaking a review of other services to ensure that we are providing value for money, accessible and appropriately targeted services.

Council Contributions Formula
Each Council's contribution as part of the CRLC is based on a funding formula for the various budget items.

	Regional/Materials	IT	Outreach
Colac Otway	24%	35%	65%
Corangamite	19%	26%	23%
Moyne	19%	15%	12%
Warrnambool	38%	24%	0%

Council's Budgeted Contributions for 2015/2016

Colac Otway	$672,922	31.4%
Corangamite	$415,810	19.4%
Moyne	$309,990	14.5%
Warrnambool	$744,306	34.7%
	$2,143,028	**100%**

Based on the estimated population figures for each Council the Council contribution equates to the following per capita:

Colac Otway	$32.52
Corangamite	$25.77
Moyne	$19.04
Warrnambool	$22.35

Using the figures for 2015/16 and taking away the savings in staffing costs if the annexe was closed the breakdown of costs would be as follows:

Council's Budgeted Contributions for 2015/2016

Colac Otway	$614,222	29.5%
Corangamite	$415,810	19.9%
Moyne	$309,990	14.9%
Warrnambool	$744,306	35.7%
	$2,084,328	**100%**

Based on the estimated population figures for each Council and the revised financial contributions would equate to the following per capita:

Colac Otway	$29.68
Corangamite	$25.77
Moyne	$19.04
Warrnambool	$22.35

Even with the closure of the Library annexe, Colac Otway would still be significantly contributing more per capita than the other municipalities in the CRLC for library services.

Risk Management & Compliance Issues
The Colac Community Library and Learning Centre (CCLLC) meets the required standards. The installation of an access loop would create safety issues as the front of the library is a thoroughfare for students and the public.

The installation of a bus shelter at Queen Street would improve both the safety and convenience for those using the bus service.

Environmental and Climate Change Considerations
Not applicable.

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

The method selected has been to inform and consult.

Stakeholder Consultation
The stakeholder consultation process incorporated interviews with the unique annexe users and a survey with users of the libraries and other residents to ascertain their views on the library service and some options for the future.

Annexe User Interviews
A written invitation was mailed to each of the unique annexe users to attend a one-to-one interview with the consultant.

Only one user responded. This person had been to the annexe only once in the past 12 months and that was to collect a book ordered on line for a housebound friend. She initially went to the CCLLC to collect the book.

User and Resident Survey

Information Sheet
An information sheet on the review was prepared and copies were made available at the CCLLC, the Annexe and the Council Office.

The sheet outlined the purpose of the review, gave a brief overview of trends in usage at the Annexe and invited library users and other residents to give their views on the library service by participating in a survey.

Awareness of Survey
The conduct of the survey was advertised in the Council's regular public notice column in the Colac Herald newspaper, the subject of several media reports in the newspaper and also on the local radio station 3CS.

Survey Form
The survey form was available for completion online, through the Survey Monkey® website and in paper form, available at the annexe, the CCLLC and the Council's Customer Service Centre in Rae Street, Colac.

Submissions
Additional to the survey responses two written submissions were received.

One submitter said the annexe "*is an essential service to many people and it would be a disgrace to deny this facility, especially to the older generation"*.

The second submission supported a library being "*centrally located to other retail services*". It advocated a "*flatter model of delivering library services*" and that "*all library staff should be in libraries carrying out all the necessary functions to operate a library*".

It urged Colac Otway Shire to provide "*accessible library branches open to the community, the front line service*. *Crazy to reduce library hours and libraries to maintain an off-site library bureaucracy*".

The submitter's '*off-site library bureaucracy'* is, most likely, a reference to the CRLC staff located at the Wilson Street (Colac) headquarters. The CRLC staff carry out the 'back room' functions to support all libraries within its catchment and not front of house library services. This support is crucial to the operation of the regional service.

Survey Responses – All Participants
In total 233 survey forms were completed. 66 (28%) were completed online and 167 (72%) were submitted in hard copy. Almost all respondents (220 – 94%) had used the Colac libraries in the past 12 months.

Implementation
Should the recommendations be adopted, mechanisms would be put in place to undertake the various changes to services.

Letters would be written to the Corangamite Regional Library Corporation, Colac College and the Joint Committee of the CCLLC advising them of Council's decision to close the Colac Library annexe from 1 July 2016 and Council's commitment to services at the CCLLC in light of the closure of the annexe.

The staff currently employed at the Colac Library annexe would be advised that the annexe would close from 1 July 2016.

The following outlays/changes to services would be undertaken prior to 30 June 2016:
- Installation of Bus Shelter and associated signage at the Queen Street Stop
- Improved signage at the CCLLC
- Furnishing of a reading room at the CCLLC
- Installation of a returns chute at the Rae Street Customer Service Centre
- Removal of plaque to a location external to the old library building

The following outlays/changes to services would be undertaken on 1 July 2016 when the Library annexe is proposed to be closed.
- Relocation of computers from the annexe to the CCLLC
- Relocation of the newspaper rack from the annexe to COPACC

Consideration for 2016/17 Budget process:
- Wi-Fi at COPACC - Will need to be further research undertaken as to technical requirements and coverage of any proposed Wi-Fi not only in the foyer area, but across the whole of the COPACC facility. A business case would be developed.

Current area used by the Library Annexe:

In the event that Council resolved to close the library annexe, the future use of this space will require further consideration. There are currently no proposals for it to be used for staff office accommodation. This will be the subject of a further report when appropriate.

Conclusion
It is recommended that Council resolve to close the annexe at the end of the 2015/16 financial year.

The library annexe is a duplicated service with comparatively very low usage and declining loans. Over time, the community have largely made the transition to the Queen Street facility and records show that only five people used the annexe exclusively in 2014-15 and 98 per cent our users who borrow from the annexe also borrow from the Queen Street library.

The *2015 Annexe Review* notes the following:

"Borrowing from the collection is clearly the most valued service provided by the library. The 'Way Forward' is focused on providing the best possible access to the collection based in Colac and taking into consideration the trend in the usage of the Colac libraries and the views of library users."

The *2015 Annexe Review* concludes that the case for the closure of the annexe clearly outweighs the case for its retention.

It is also recommended that Council undertake a range of measures to enhance the provision and effectiveness of the Queen Street library service in Colac.

Council is facing significant financial challenges. The freeze on the indexation of Federal Financial Assistance Grants and the impending introduction of rate capping will have major impacts on the Council's ability to continue to provide all services at current levels.

Council will be undertaking a review of other services to ensure that we are providing value for money, accessible and appropriately targeted services.

Even with the closure of the Library annexe, Council's contribution to library services in the region would still continue to be significantly more per capita than the other municipalities in the CRLC.

Attachments
1. Colac Library Annexe Review

Recommendation(s)

That Council:

1. Notes the 2015 Colac Library Annexe report.

2. Discontinues the provision of the Library Annexe facility from 1 July 2016.

3. Undertakes the following:

(a) Recommended outlays prior to 30 June 2016:
- ***Improved signage at the CCLLC***
- ***Contribution to furnishing a reading room at the CCLLC***
- ***Central Returns Chute and installation of 'smart technology" at Rae Street Offices***
- ***Bus Shelter and signage at Queen Street Stop***
- ***Placement of plaque on the exterior of the old library building.***

(b) Actions from 1 July 2016 (no additional cost to Council):
- ***Relocation of computers from the Annexe to the CCLLC***
- ***Relocation of the newspaper rack from the Annexe to COPACC***

(c) Consideration for 2016/17 Budget process:
- ***Wi-Fi at COPACC***

4. Notes that any savings from the closure of the Library Annexe be captured as savings as part of the 2016-2017 Budget and not used to expand or enhance library services in other locations

5. Writes to the Corangamite Regional Library Corporation, Colac Secondary College and the Joint Committee of the CCLLC advising them of Council's decision to close the Colac Library Annexe from 1 July 2016 and the proposed actions with respect to enhancements.

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OM152309-3 FRIENDS OF COLAC BOTANIC GARDENS ADVISORY COMMITTEE

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F12/4880

Purpose
For Council to endorse the current membership of the Friends of Colac Botanic Gardens Advisory Committee.

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

Background
The Annual General Meeting of the Friends of Colac Botanic Gardens Advisory Committee was held on 9 July 2015.

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

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

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

Current Membership
The current membership of the Committee has been received from the secretary of the Committee.

The updated list of members is required to be endorsed by Council.

President:	Helen Paatsch
Vice President:	Mary Eaton
Secretary:	Margot Fitzpatrick
Treasurer:	Chris Bell
Committee:	Anne Mercer, Ros Scanlan, Jan McMahon, Pauline Maunsell, John Simmonds, Jen Todorovic, Gwenyth Knox, Geoff Beilby, Chris Smith

Cr Woodcroft is Council's representative on the Committee.

Proposal
That Council endorses the current membership of the Friends of the Colac Botanic Gardens.

Financial and Other Resource Implications
No additional financial and other resource implications.

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

Environmental and Climate Change Considerations
Not applicable.

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

Information has been received from the Committee which reflects the proposed changes to the membership from the Committee.

Implementation
Once approved by Council, a letter will be forwarded to the Committee confirming the revised membership and thanking them for the work that the Committee does on the community's behalf.

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

Attachments
Nil

Recommendation(s)

That Council endorses the current membership of the Friends of the Colac Botanic Gardens being:

- ***Helen Paatsch***
- ***Mary Eaton***
- ***Margot Fitzpatrick***
- ***Chris Bell,***
- ***Anne Mercer,***
- ***Ros Scanlan***
- ***Jan McMahon***
- ***Pauline Maunsell***
- ***John Simmonds,***
- ***Jen Todorovic***
- ***Gwenyth Knox***
- ***Geoff Beilby***
- ***Chris Smith and***
- ***Council Delegate Cr Terry Woodcroft***

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OM152309-4 RE-ELECTION OF S86 COMMITTEES OF MANAGEMENT

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	11/96654

Purpose
To consider the appointment of newly elected committee members to the Stoneyford Hall, Pennyroyal Hall and Barongarook Hall and Tennis Reserve S86 Committees of Management.

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

Background
Council appoints Committees of Management under section 86 of the *Local Government Act 1989* as Special Committees of Council to act in accordance with rules and conditions of appointment adopted by Council. The purpose of the Committees is to manage the operations of the facilities. Council policy is that Committee of Management members are appointed for a three year term.

Meetings to appoint new members to the following reserves have been conducted.

Stoneyford Hall	3 August 2015
Pennyroyal Hall	17 August 2015
Barongarook Hall & Tennis Reserve	1 September 2015

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

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

Issues / Options
Option 1
To appoint the nominees as put forward by the Committees of Management. Council's policy is that Committee of Management members are appointed for a 3 year term or less where applicable.

The current three year term for these Committees of Management has been completed and the nominations of community persons have been put forward to be on the committees for a period of three years for Council endorsement.

Option 2
Not to appoint the community persons put forward. It is an important process that each 3 years the members of the particular community/facility consider the membership of the S86 committee. Council's policy is that Committees of Management members are appointed for a 3 year term or less where applicable.

Proposal
It is proposed to appoint the following community persons to the committee named for a term of 3 years until 26 September 2018.

Stoneyford Hall	Terry Riggs, Ammie Jackson, Col Hillier, Sally White, Wayne Grinham, Wayne Fisher, Shaun Daniels, Garth Wesson, Paul Wilson
Pennyroyal Hall	Sharron Swaneveld, Katrine Juleff, Jen Bush, Peter Hope, Jennette Brown, Rhiannon White, Leeza Clissold, Veronica Phillips, Victoria Hope
Barongarook Hall & Tennis Reserve	Ian Lane, Jane Bear, Jan Healey, Mick Fenton, Kathy Allan, Joy Wright, Lorretto Morshead, Vicky Fenton, Barb Alford

Financial and Other Resource Implications
Each Committee holds their own bank account and administers budgets set by the Committee in accordance with funds within these accounts.

Each Committee is required to provide copies of annual financial statements/treasurer's report to Council.

Risk Management & Compliance Issues
Each committee has been provided with a Risk Management and Insurance Manual developed for Council Committees of Management.

Environmental and Climate Change Considerations
Nil

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

The method selected has been to inform and consult. Advertisements were placed in the local media seeking nominations to the committee. Consultation also took place with Committee members as to the preferred time for the meetings to be held.

Implementation
A letter will be forwarded to the Management Committees advising them of Council's endorsement of the appointments to the committee.

Conclusion
The decision to appoint the Committees as Special Committees of Council is in keeping with Council's policy of working with its community in the management of halls, reserves and other facilities throughout the Shire.

Attachments
Nil

Recommendation(s)

That Council:

1. Pursuant to section 86 of the Local Government Act 1989, resolves to appoint the following nominated members to the Stoneyford Hall, Pennyroyal Hall and Barongarook Hall and Tennis Reserve Committees of Management until 26 September 2018:

Stoneyford Hall	***Terry Riggs, Ammie Jackson, Col Hillier, Sally White, Wayne Grinham, Wayne Fisher, Shaun Daniels, Garth Wesson, Paul Wilson***
Pennyroyal Hall	***Sharron Swaneveld, Katrine Juleff, Jen Bush, Peter Hope, Jennette Brown, Rhiannon White, Leeza Clissold, Veronica Phillips, Victoria Hope***
Barongarook Hall & Tennis	***Ian Lane, Jane Bear, Jan Healey, Mick Fenton, Kathy Allan, Joy Wright, Lorretto Morshead, Vicky Fenton, Barb Alford***

2. In accordance with section 81 sub-section(2) sub-section(a) of the Local Government Act 1989, resolves to exempt members of the Committee from being required to submit a primary or ordinary conflict of interest return in accordance with this section.

3. Advises the Committee that a copy of minutes of meetings held be forwarded to Council for its record after each meeting and that a Treasurer's Report be provided on an annual basis.

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OM152309-5 FINANCIAL ASSISTANCE GRANTS - AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION CAMPAIGN

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5785

Purpose
To consider a recommendation to acknowledge the importance of the Commonwealth's Financial Assistance Grants in assisting Council to provide important community infrastructure and services.

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

Background
Financial Assistance Grants (FAGs) are a vital part of the revenue base of all Australian Councils. This year Councils will receive $2.3 billion from the Federal Government under this important program.

However the Federal Government's decision in the 2014 federal budget to freeze the indexation of FAGs for three years, beginning in 2014-2015 will cost councils across Australia an estimated $925 million by 2017-2018.

The Australian Local Government Association (ALGA) and the state local government associations are seeking the support of Councils for advocacy to have the Federal Government reverse the decision to freeze the indexation of FAGs.

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

A summary of the Issues

- In the 2014/2015 Budget, the Commonwealth Government announced that the indexation applied to the Financial Assistance Grant ("FAGs") programme would be frozen for three years (2014/2015 to 2016/2017).
- It has been estimated that the decision to freeze the indexation of FAGs for three years will cost councils across Australia an estimated $925 million by 2017-2018.
- Councils on average may lose as much as 13% off the base of their FAGs by the time the freeze is due to end.

- FAGs are intended to improve local government's capacity to provide communities with an equitable level of services and to increase the effectiveness and efficiency of local government.
- The FAGs funding is untied and used by Council for infrastructure and service provision and is a critical component to Council's Budget.
- The Australian Local Government Association ("ALGA") is conducting a campaign to restore the indexation and has requested that all Councils across Australia resolve to acknowledge the importance of the grants.

Proposal
As a means to support the ALGA and MAV campaign it is proposed that Council:

1. Acknowledges the importance of Federal funding through the Financial Assistance Grants program for the continued delivery of Council's services and infrastructure;
2. Acknowledges that Council will receive $5.98 Million in 2015-2016;
3. Will ensure that this Federal funding and other funding provided by the Federal Government under relevant grant programs , is appropriately identified as Commonwealth grant funding in Council publications, including the Annual Report; and
4. Requests the ALGA encourages the Federal Government to remove the Federal Financial Assistance Grants Program indexing freeze, as the freeze has significant impact on Council's budget.

Financial and Other Resource Implications
There are no costs associated with pursuing the ALGA and MAV campaign. However, there would be a positive financial benefit to local communities if the campaign is successful, if the Commonwealth grants' indexing is restored and the grants program continually supported.

It has been estimated that the decision to freeze the indexation of FAGs for three years will cost councils across Australia an estimated $925 million by 2017-2018.

If a 3% increase in grants had been factored in, Colac Otway will be $890,000 worse off than what would've been expected for only the 3 year period. This is a significant amount of revenue that could be utilised for important infrastructure and services in the Shire.

The following indicates the grants for a 3 year period (excluding any adjustments).

GRANTS COMMISSION ALLOCATIONS			
	2013/2014 $	2014/2015 $	2015/2016 $
General Purpose	3,406,187	3,447,840	3,440,181
Local Roads	2,501,013	2,537,244	2,507,666
Natural Disaster Funding	0	0	35,000
Total	**5,907,200**	**5,985,084**	**5,982,847**

Risk Management & Compliance Issues
There are no identified risks arising from participating in the campaign. Council's involvement may support the restoration of the Financial Assistance Grant Program. This in turn would reduce the risk of inadequate infrastructure and service provision forecast to be impacted as a result of the indexation freeze that is currently in place.

Environmental and Climate Change Considerations
Not applicable.

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

The method selected has been to inform. The Australian Local Government Association (ALGA) has approached Victorian councils to seek support for a national campaign regarding the importance of the Federal Financial Assistance Grants to Local Government.

Implementation
A letter will be written to the Australian Local Government Association and the Municipal Association of Victoria advising them of Council's decision.

Conclusion
The ALGA and MAV are pursuing a proactive campaign to recognise the importance of the Federal Financial Assistance Grant Program to local government. Councils from across the nation are being encouraged through their local associations to support this campaign for the benefit of local communities.

Attachments
Nil

Recommendation(s)

That Council:

1. ***Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of Council services and infrastructure.***

2. ***Acknowledges that Council will receive $5,982,847 in 2015/2016 through the Financial Assistance Grants programs.***

3. ***Will ensure that this federal funding and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including the annual report.***

4. ***Supports the advocacy campaign by the Australian Local Government Association and the Municipal Association of Victoria to have the Federal Government reverse its decision to freeze the indexation of the Financial Assistance Grants Program.***

5. ***Writes to the Deputy Prime Minister and Minister for Infrastructure and Regional Development, the Hon Warren Truss M, raising the importance of Financial Assistance Grants to Council's budget and sustainability and urging him to support the restoration of the indexation of FAGs as soon as possible.***

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OM152309-6 FINANCIAL STATEMENTS AND PERFORMANCE STATEMENT FOR 2014-2015

AUTHOR:	Ashley Roberts	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	11/96311

Purpose
To give in-principle approval to the Financial Statements and Performance Statement for the year ended 30 June 2015 and authorise Councillor Stephen Hart and Councillor Michael Delahunty to certify them.

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

Background
Pursuant to sections 132(2) and (5) of the *Local Government Act 1989* (the Act) Council is required to give 'in-principle' approval of the 2014-2015 Financial Statements and Performance Statement and authorise two Councillors to approve the statements in their final form after any changes recommended or agreed to by the Victorian Auditor General's Office have been made.

Council's Financial and Performance Statements are audited by the Victorian Auditor General each year. LD Assurance acted as the Auditor General's agent for 2014/15. The Financial and Performance Statements are forwarded to the Victorian Auditor General's Office for final certification by 30 September 2015.

LD Assurance and the Auditor General have reviewed Council's Financial and Performance Statements and have indicated to Council that subject to any subsequent events occurring between now and 30 September 2015, Council will be issued with an unqualified audit opinion for both the 2014/15 Financial Statements and the 2014/15 Performance Statement.

It is noted that significant changes have been made to the formats of both the Financial Statements and the Performance Statement as required by the Local Government (Planning and Reporting) Act 2014, and, the introduction of the Local Government Reporting Framework. The 2014-15 Financial and Performance Statements have been produced in compliance with the new reporting regime.

Council's Audit Committee considered the draft 2014/15 Financial Statements and the Performance Statement on 2 September 2015 and resolved to adopt in principle the various statements and recommended that Councillors Stephen Hart and Michael Delahunty sign the final amended statements on behalf of Council.

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

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

Issues / Options
Annual Financial Report 2014/15
Council's 2014/15 operating surplus is $11.46 million, compared to a 2013/14 operating surplus of $2.74 million. The major factors contributing to the improved result were:

- Additional operating grants received of $3.67 million. The majority of this relates to the prepayment of 50% of the 2015/16 Financial Assistance Grant by the Victoria Grants Commission on 30 June 2015.
- Additional infrastructure funding of $2.80 million (capital grant)
- Additional $0.52 million in contributed assets (footpaths, roads and drainage)
- Additional $0.38 million in cash contributions (including $0.25 million contributions received for the construction of the Pascoe Street Carpark)
- Approx $4.00 million required for liquidity ratio

Council's operating expenditure increased overall by $1.67 million. Major movements in operating expenditure were:

  - Employee Benefits $0.583 million. This is in line with Council's 3.6% Enterprise Bargain Agreement movement. It is noted that although the 'Related Party' note (note 34) of the Financial Statements for 2014/15 shows an increase in Senior Officers from 6 in 2013/14 to 10 in 2015/16 this is a result of Enterprise Bargain Agreement reporting thresholds.
  - There has been no net increase in senior officers or managers employed.
- Depreciation and Amortisation increased by $1.23 million, as a result of the expenditure on assets Council has been making through its capital works programs over the last two years.

Reflecting the strong operating result, Council is holding $15.70 million of cash at the end of 2014/15 ($12.82 million 2013/14). Council's total current assets at 30 June 2014/15 were $18.98 million ($15.68 2013/14), compared to total current liabilities of $8.38 million ($8.14 million 2013/14) giving Council a healthy working capital ratio of 226% (193% 2013/14).

Council undertook $18.89 million in capital works during 2014/15, compared to $13.23 million for 2013/14. Much of the difference was made up of buildings renewal and upgrade, including the redevelopment of the Bluewater Fitness Centre. Highlights of the 2014/15 capital expenditure program include:

- Buildings $8.56 million ($3.25 million 2013/14)
- Roads $5.79 million ($4.51 million 2013/14)
- Footpaths and cycleways $1.02 million ($0.72 million 2013/14)
- Bridges $0.76 million ($0.35 million 2013/14)

Total renewal and upgrade of Council assets for 2014/15 was $17.00 million ($11.08 million 2013/14) giving Council a renewal ratio of 179% for 2014/15 (134% 2013/14).

In terms of the delivering of capital projects for 2014/15, Council identified net capital expenditure of $1.38 million to be placed into reserve at the end of 2014/15 so that it can be carried over to 2015/16. This along with the $2.99 million identified at budget time as being works which will be deferred, results in Council carrying forward $4.37 million of capital projects into the following year. This is a significant improvement compared to $6.01 million the previous year.

Performance Statement
The form and content for the performance statement to 30 June 2015 has changed in compliance with amendments to the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

The performance statement includes:

- a description of the municipal district including its size, location and population;
- a set of prescribed sustainable capacity indicators;
- a set of prescribed service performance indicators; and
- a set of prescribed financial performance indicators including forecast results for the next four years from the Strategic Resource Plan.

The key objective of the financial performance indicators is to measure the financial management of Council and assess this in the context of the following five dimensions:

- operating position – Council's ability to generate an underlying surplus;
- liquidity – Council's ability to generate sufficient cash to pay bills on time;
- obligations – Council's level of debt and other long term obligation are appropriate;
- stability – Council's ability to generate revenue from a range of sources; and
- efficiency – measures whether a council is using resources efficiently

To assess Council's annual performance, the Local Government Performance Reporting Framework (LGPRF) has published the permissible range of values for each of the above indicators. It is expected that the measures reported by councils in the Performance Statement will be within the permissible ranges for each of the indicators.

All of Council's financial indicators for 2014/15 fall within the permissible ranges set by the LGPRF. The calculations and supporting documentation used in determining these results have been subject to verification by external audit.

Signing of the Statements
Two Councillors are required to be authorised to certify the financial statements and the performance statement in their final form after any changes recommended or agreed by the auditor have been made pursuant to section 132(5) of the Act.

Past practice has been to have the councillor representatives on the Audit Committee approved to sign the statements.

As the Statements are still subject to review and amendment by the Auditor-General's office, any amendments will be incorporated into the final statements.

Preliminary Audit
The preliminary audit has been conducted by LD Assurance acting on behalf of and appointed by the Victorian Auditor-General.

Council's Audit Committee reviewed the draft Statements at its meeting on 2 September 2015 and have recommended these to Council for adoption.

The preparation of the Statements has been informed by the pro-forma template that is released annually by Local Government Victoria following review by a Model Accounts working group which includes representation from professional accounting practitioners, the Australian Society of Certified Practising Accountants and FINPRO.

Proposal
The Statements have been reviewed by Council's Auditors and Councils Audit Committee. It is recommended that Council approve the Statements 'In-Principle' and authorise Councillors Hart and Delahunty to certify the statements once finalised.

Financial and Other Resource Implications
The Statements need to be certified by Council to ensure the Financial Statements are forwarded to the Minister by the statutory deadline of 30 September 2015 as part of Council's Annual Report.

Risk Management & Compliance Issues
In principle approval of the Statements is required to enable Council to meet its legislative obligation to lodge the Annual Report with the Minister of Local Government by 30 September 2015. A failure to meet this deadline will result in Council being named in a report that goes to the Victorian Parliament and this will have a negative impact on its reputation.

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 Financial Statements have undergone extensive review by staff, the Council's External Auditor and the Audit Committee.

Implementation
Once certified, the Financial and Performance Statements will be forwarded to the Victorian Auditor-General who reviews them and may recommend further changes. Final changes (if required) will be made to the Statements which are then certified by the Principal Accounting Officer, two Councillors and the Chief Executive Officer.

The Victorian Auditor-General certifies the Statements and issues an independent Audit Report expressing an opinion on the Statements. The Statements and the independent Audit Report are incorporated in the Annual Report which needs to be sent to the Minister of Local Government by 30 September 2015

A copy of the annual report will be available on Council's website and at Council offices and libraries. The Annual Report will be provided to Council at the 28 October 2015 Council meeting.

Conclusion
All of Council's financial indicators for 2014/15 fall within the permissible ranges set by the Local Government Performance Reporting Framework.

Our strong financial position is demonstrated by:

- Positive operating surplus
- Strong cash position
- Strong working capital position of 226% and
- Strong asset renewal ratio of 179%

In-principle approval of the statements at this meeting, and authorisation of two Councillors to certify the final copy, will ensure that they are lodged with the Minister within the required timeframe and satisfy the requirements of the Local Government Act.

Council practice has been to nominate the Councillors on the Audit Committee to certify the statements.

Attachments
Nil

Recommendation(s)

That Council:

1. ***Gives in principle approval to the Annual Financial Report and Performance Statement for the year ended 30 June 2015 pursuant to section 132(2) of the Local Government Act 1989.***

2. ***Authorises Councillors Stephen Hart and Michael Delahunty to certify the Annual Financial Report and Performance Statement for the year ended 30 June 2015 pursuant to section 132(5) of the Local Government Act 1989 in their final form after any changes recommended or agreed to, by the auditors, have been made.***

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OM152309-7 ASSET POLICIES

AUTHOR:	Ashley Roberts	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	11/96037

Purpose
The purpose of this report is for Council to consider two Asset Policies for adoption:
- Asset Valuation and Revaluation Policy
- Asset Capitalisation Policy

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

Background
Asset Valuation and Revaluation Policy
The current Asset Revaluation Policy was created in February 2007 and last updated in July 2008. It has previously been an Operational Policy.

The Policy has been changed to an Asset Valuation and Revaluation Policy.

Asset Capitalisation Policy
With the implementation of the new Asset system it has been recognised that an Asset Capitalisation Policy should be developed.

Having an Asset Capitalisation Policy will be consistent with the National Assessment Framework for Local Government Asset Management and Financial Planning (NAF). The framework has been developed to evaluate progress with implementation of the Local Government Financial Sustainability Nationally Consistent Frameworks (LGPMC Financial Sustainability Frameworks) initiated by the Local Government and Planning Ministers' Council (LGPMC) and adopted in 2007.

The Sustainability Frameworks provide nationally consistent elements for local government to manage its community infrastructure more sustainably through effective asset management and financial planning.

Both policies were considered by the Audit Committee Meeting on 2 September 2015. The Audit Committee has recommended to Council that the two policies be adopted.

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

Asset Valuation and Revaluation Policy

The issue of the Asset Revaluation Policy has been previously noted in previous External Audit Management Letters.

The Interim Management Letter for Year Ending 30 June 2015 notes that the policy is out of date, mainly with respect to the valuation cycles.

The letter recommends that the Policy be reviewed and updated.

The Asset Valuation and Revaluation Policy is to provide staff involved in finance and asset management decisions, clear guidance when undertaking financial valuations of Council's non-current assets.

This Policy specifies Council's approach in accordance with relevant Australian Accounting Standards and other State Government requirements, to undertaking financial valuations of non-current assets.

The Policy also assists Council's commitment to sustainable financial planning.

The Policy covers financial valuation of non-current physical assets, subsequent to initial recognition, including:

- Frequency and method of valuation and revaluation; and
- Roles and responsibilities.

Asset Capitalisation Policy

The Asset Capitalisation Policy is to provide staff involved in budgeting and expenditure decisions with clear guidance when classifying expenditure in the corporate Finance system and ensure compliance with relevant Accounting Standards and State Government Policy. It establishes the capitalisation criteria at the point of recognition of an asset.

The Policy:

- Identifies the Council's Asset Classes, and the assets within each Asset Class;
- Specifies the principles for recognising an asset for capitalisation; and
- States what 'measurement after recognition' model Council applies to its assets.

Accounting standards (particularly AASB 116 – Property, Plant and Equipment) require a distinction to be made between expenditure that is consumed immediately in operations (or within one financial year) and expenditure on physical assets that will provide service over more than one financial year. Typical non-current physical assets managed by Council include roads, bridges, footpaths, drains, parks and buildings used by the community.

Proposal

That Council adopts the:

- Asset Valuation and Revaluation Policy
- Asset Capitalisation Policy

Financial and Other Resource Implications

The policies provide guidance to staff when undertaking financial valuations of Council's non-current assets and guidance when classifying expenditure in the corporate Finance system and ensure compliance with relevant Accounting Standards and State Government Policy.

Risk Management & Compliance Issues

The policies will ensure compliance with relevant State Government Legislation and Guidelines and with the Australian Accounting Standards.

Environmental and Climate Change Considerations
Not applicable.

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

The method selected has been to inform and consult.
The policies were prepared by the Financial Services Unit of Council and consultation took place with the appropriate staff. The policy was also reviewed by the Executive Management Team prior to being considered by the Audit Committee at its meeting on Wednesday 2 September 2015.

Implementation
It is proposed that once the policies are adopted Council's register and website would be updated.

Conclusion
The policies have been reviewed and considered by officers and the Audit Committee.

Asset Valuation and Revaluation Policy
This Policy specifies Council's approach in accordance with relevant Australian Accounting Standards and other State Government requirements, to undertaking financial valuations of non-current assets.

Asset Capitalisation Policy
Non-current physical assets represent the overwhelming majority of Council's asset base. Renewal and maintenance of non-current physical assets also form the basis of much of Council's spending programs as detailed in Council's Annual Budgets. As such it is critically important to recognize and record these assets in a correct and efficient manner.

The asset capitalisation policy provides a framework for Council to recognize and record assets created, gifted or disposed of in an accurate and efficient manner

Attachments
1. 16.7 Asset Valuation and Revaluation Policy
2. 16.6 Asset Capitalisation Policy

Recommendation(s)

That Council adopts the:

1. Asset Valuation and Revaluation Policy

2. Asset Capitalisation Policy.

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OM152309-8 2016-17 COMMUNITY SPORTS INFRASTRUCTURE FUND

AUTHOR:	Ian Seuren	ENDORSED:	Ingrid Bishop
DEPARTMENT:	Infrastructure & Leisure Services	FILE REF:	F15/6328

Purpose
To seek Council endorsement for local projects to be submitted to the State Government's 2016-2017 Community Sports Infrastructure Fund.

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

Background
Each year, the State Government make funds available for sport and recreation projects through a number of Sport and Recreation Victoria (SRV) grant programs. This report refers specifically to applications for possible funding by SRV under the Community Sports Infrastructure Fund – Major Facilities, Minors Facilities, Cricket Facilities, Female Friendly Facilities and Planning categories.

This funding program encourages:

- Increased sport and recreation participation for all Victorians;
- Increased junior and female participation;
- Increased access to sport and recreation opportunities;
- Innovative sport and recreation facilities;
- Environmentally sustainable facilities; and
- Universally designed facilities.

The Community Sports Infrastructure Fund provides grants for planning, building new, and improving existing facilities where communities conduct, organise and participate in sport and recreation. Funding is available under the following categories:

- **Better Pools** – Grants of up to $3 million to build new or upgrade existing aquatic centres. Funding ratio is SRV $1:$1 local for rural Councils.
- **Major Facilities** – Grants of up to $650,000 to develop or upgrade major sport and recreation facilities. Funding ratio is SRV $1:$1 local for rural Councils.
- **Small Aquatic Project** – Grants of up to $200,000 to upgrade pools and aquatic leisure facilities. Funding ratio is SRV $1:$1 local for rural Councils.
- **Minor Facilities** – Grants of up to $100,000 to develop or upgrade local sport and recreation facilities. Funding ratio is SRV $2:$1 local for rural Councils.
- **Female Friendly Facilities** – Grants of up to $100,000 to build new or upgrade existing change rooms to prioritise female participation. Funding ratio is SRV $2:$1 local for rural Councils.
- **Cricket Facilities** – Grants of up to $100,000 to develop or upgrade cricket facilities. Funding ratio is SRV $2:$1 local for rural Councils.

- **Planning** – Grants of up to $30,000 to fund initiatives that assess the future sport and recreation needs of local communities, and up to $50,000 for regional planning initiatives. Funding ratio is SRV $2:$1 local for regional city/rural Councils.

Only one project can be submitted under the Better Pools, Major Facilities and Small Aquatic Projects categories.

Councils may apply for the maximum grant amount for up to three (3) projects from the Minor Facilities, Cricket Facilities and Female Friendly Facilities categories combined, with a maximum of two (2) applications from any single category.

Applications to the program opened on 16 July 2015 and close 29 October 2015.

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.

Alignment with the following strategies was considered when assessing Expressions of Interest:

- Recreation Strategy 2006
- Public Open Space Strategy 2011
- G21 and AFL Barwon Regional Strategy
- G21 Regional Tennis Strategy
- Relevant Master Plans
- Council Plan 2013-17

Issues / Options
Over many years Council has accessed funding from this program, or similar past programs, to develop sport and recreation projects. In recent times, successful grants have included the Bluewater Fitness Centre Redevelopment, Cororooke Tennis Courts Redevelopment, Pirron Yallock Clubrooms Redevelopment, Colac Secondary College Sports Field, Elliminyt Playspace, and Wyuna and Colac East Playground Developments.

Council officers are aware of a number of possible projects that community groups are seeking to access funding for however there is a restriction on the number of applications that Councils can submit to this program. In order to determine priority projects from a community perspective, an Expression of Interest process was conducted. Eight (8) Expressions of Interest were received.

An internal assessment by Council officers was undertaken using the SRV funding guidelines as a basis to guide officer's recommendations. The assessment considered the level of planning undertaken, whether the project is ready to proceed, alignment to SRV criteria, capital and recurrent costs to Council and if the project can be developed within the prescribed timeframes. Possible projects were also discussed with SRV's regional office to gather advice on which projects had the best chance of attracting funding.

Project proposals to the Major Facilities category were required to be submitted to SRV by the 24 August 2015. A proposal for $650,000 was submitted for the Central Reserve Redevelopment, leveraging the Federal Government funds of $2.5m already achieved. Should the proposal stage be successful, SRV will request a full application to be completed and submitted by 29 October 2015.

The other projects recommended for funding under the other categories are also required to be completed and submitted to SRV by 29 October 2015.

The following table provides an overview of the Expressions of Interest submitted to Council.

Project	Description	Funding Overview	Assessment
Majors Category			
Central Reserve Redevelopment - Major Facilities Category	New pavilion development to include player and umpire changerooms, first aid room, storage, flexible elevated areas for coaches, officials, statisticians, media, etc. and renovation of the netball courts to comply with Netball Victoria Standards.	Total project cost - $3.4m Requested amount from SRV - $650,000. Federal contribution - $2,500,000 Community contribution - $100,000 (confirmed) Council contribution - $150,000 (committed in 2015-16 budget) ***Cost accuracy?*** Costs confirmed by Quantity Surveyor Cost Plan and technical specialist estimates.	Upgrade of off-field facilities will transform reserve into a regional facility capable of hosting state and regional competition/ events. Additional funding will ensure project is completed to full scope. Alignment to funding criteria = HIGH. Project readiness = Detailed design process has commenced, concept plans finalised. **Recommended**
Minor Facilities, Female Friendly Facilities, Cricket Facilities Categories			
Birregurra Tennis & Netball Court Redevelopment	Build 3 tennis and netball courts – 1 x netball, 1 x tennis, 1	Total project cost - $330,000	Re-submission from 2015/16 program. Strong project that benefits

- Minor Facilities Category	x dual netball/tennis with new concrete base and plexipave surface, inclusive of fencing and lighting to one court.	Requested amount from SRV - $100,000 Community contribution - $130,000 cash $20,000 in-kind (confirmed) Requested Council contribution - $80,000 (includes $30,000 Project Management) ***Cost accuracy?*** Cost estimates provided by technical specialist. Further work is required to ensure accuracy. It is noted that Council currently allocates $50,000 p.a. towards tennis facility upgrades each through operational budgets. If the project is supported, Council funds for 16/17 year would be directed to this project with the balance ($30,000 being from capital).	netball and tennis. Courts currently unsafe, almost unusable. Aligns with Birregurra Recreation Reserve Master Plan. Community has raised significant funds to contribute to project. Would increase participation in netball and tennis, particularly juniors. Strongly supported by State Sporting Associations. Project is a high priority in the G21 Regional Tennis Strategy. Alignment to funding criteria = HIGH Project readiness = Geotechnical report completed, significant consultation undertaken, ready to implement subject to revised costings and review of design. **Recommended**
Colac Secondary College Sports Pavilion (Irrewarra Cricket Club) - Cricket Facilities Category	Construct changerooms and amenities at the new Colac Secondary College sports field to enable competition sport.	Total project cost - $220,000 Requested amount from SRV - $100,000 Community contribution - $30,000 cash and $50,000 in-kind (not all contributions confirmed) Requested Council contribution - $40,000 (includes $20,000 Project Management)	This will result in tenant clubs utilising the ground including cricket, AFL and soccer. Colac Secondary College supportive, offer opportunities for other user groups such as Auskick and Colac Football Netball Club. Meets the program guidelines however project requires further development and consultation with other potential users eg: soccer. Implements the vision of the Beechy

		Cost accuracy? Quotes provided for most elements of the project. Estimates provided for the remaining elements. Further work is required to ensure accuracy. It is noted that Council currently has capacity in the Public Open Space reserve. It is recommended that if supported, the total contribution ($40,000) requested from Council be allocated from the Open Space Reserve in the 16/17 budget.	Precinct. Alignment to funding criteria = HIGH. Project readiness = plans and costings provided, consultation with other user groups, need to clarify extent of in-kind. **Recommended**
Western Reserve Netball Changerooms/Cricket Facilities - Female Friendly Facilities Category OR Cricket Facilities Category	Extend existing netball changerooms to cater for home and away netball teams and officials. Will also provide changerooms and social space for the Colac West Cricket Club.	Total project cost - $165,000 Requested amount from SRV - $100,000 Community contribution - $25,000 cash and $10,000 in-kind (confirmed) Requested Council contribution – $30,000 (includes $15,000 Project Management) ***Cost accuracy?*** Cost estimate provided by registered builder. Further work is required to ensure accuracy. It is noted that Council currently has capacity in the Public Open Space reserve. It is recommended that if supported, the total contribution ($30,000)	Project will provide necessary amenities and long term benefits to female/netball participants. Will also provide required facilities for the tenant cricket club without duplicating facilities onsite. Aligns to Master Plan, supported by G21 & AFL Region Plan. Could possibly be funded through alternative program (Country Football Netball Program). Alignment to funding criteria = HIGH Project readiness = Concept plans prepared, costings provided. **Recommended.** Strongly aligns to funding guidelines as it meets criteria for both Female Facilities and Cricket Facilities categories

		requested from Council be allocated from the Open Space Reserve in the 16/17 budget.	
Colac & District Football Umpires Association Rooms - Female Friendly Facilities Category	Upgrade existing change rooms at the Lake Oval to cater for female participation.	Total project cost - $140,000 Request amount from SRV - $90,000 Community contribution - $22,000 (cash) and $28,000 (in-kind) Requested Council contribution – Nil ***Cost accuracy?*** Quote provided by registered builder. This cost estimate indicates total project cost of $265,000 (excluding contingency) putting the project outside the scope of applicant to fund.	Will provide changerooms and amenities for the growing number of female umpires. Will also provide benefits for the Colac Cricket Club as the co-tenant. Only one aspect of the project is for female facilities. May increase participation, particularly for female umpires. Could be funded through alternative SRV program (Country Football Netball Program). Alignment to funding criteria = MEDIUM Project readiness = Concept plans prepared, however revised cost estimate identifies total project cost of $265,000 (excluding contingency). **Not recommended for 2016/17.** Worthwhile project however current scope is outside of applicant's ability to fund. Only part of the project is relevant to female facilities.
Cororooke Playground - Minor Facilities Category	Build a dedicated play area at the new Cororooke Open Space to address the gap in play provision at Cororooke and surrounding areas.	Total project cost - $90,000 Request amount from SRV - $60,000 Community contribution - $10,000 (cash) and $10,000 (in-kind) (not	Will develop quality, accessible community recreation facilities and service Cororooke and surrounding districts. Key priority in the Cororooke Open Space Landscape Master Plan. Council has received funding in 2015/16 to construct two

		confirmed) Requested Council contribution - $10,000 ***Cost accuracy?*** No quotes provided however playground developments are usually based on available budget.	playgrounds in Colac East and Elliminyt. Alignment to funding criteria = HIGH Project readiness = Geotechnical report completed, some consultation through master plan process. Further consultation would need to be undertaken if application successful. No confirmation of funding sources. **Not recommended for 2016/17.** Further required to confirm funding contributions and to determine project scope. Recommend application to future round of the program.
Colac Pony Club Clubrooms - Female Friendly Facilities Category	Incorporate female and accessible changerooms and amenities into the new clubrooms facility.	Total project cost - $60,000 Requested amount from SRV - $40,000 Community contribution - $20,000 (confirmed) Requested Council contribution – Nil ***Cost accuracy?*** Quote provided by registered builder.	Project would provide benefits to members and visitors. SRV have traditionally not favoured equestrian facilities due to barriers to participation and reduced physical activity benefits. Alignment to funding criteria = MEDIUM/LOW Project readiness = Ready for implementation. **Not recommended for 2016/17.** Doesn't strongly align to program criteria of increasing participation in physical activity.
Colac Golf Club – Minors Facilities Category	Relocate Pro Shop into existing clubhouse and	Total project cost - $64,350	Provide a modern and functional Pro Shop area and will improve female

	refurbish ladies members' area.	Requested amount from SRV - $44,350 Community contribution - $10,000 cash and $10,000 in-kind (confirmed) Requested Council contribution – Nil ***Cost accuracy?*** No quotes or estimates provided.	members facilities. Project will provide limited participation in physical activity outcomes. Alignment to funding criteria = LOW Project readiness = no plans or costings, project needs further work. **Not recommended for 2016/17.** Doesn't strongly align to program criteria.
Colac Braves Baseball Club – Female Friendly Facilities Category	Provide new changerooms and covered training area adjacent to playing arena.	Total project cost - $30,000 Requested amount from SRV - $20,000 Community contribution - $5,000 in-kind (confirmed) Requested Council contribution - $5,000 ***Cost accuracy?*** Quotes from shed suppliers provided.	Existing changerooms located 200m from playing arena. Changerooms only cater for male participants however there is an ability to access adjacent netball changerooms for female participants. No shelter for players or spectators. Project would duplicate existing facilities. Alignment to funding criteria = LOW Project readiness = quotes and plans provided, no amenities included though, basic project ready for implementation. **Not recommended for 2016/17.** Doesn't strongly align to program criteria.
Planning Category			
G21 Regional Netball Strategy - Regional Planning Category (To be submitted by the City of	To prepare a strategy to guide the development of Netball within the G21 region. The plan will address	Total project cost - $65,000 Requested amount from SRV - $30,000	Priority project for the G21 Sport & Recreation Pillar. Cost effective planning strategy to address regional and local issues associated

Greater Geelong as auspice and project lead)	infrastructure and sports development aspects.	Requested Council contribution - $1,518 This can be funded from the annual operating budget. Note: Remaining budget to be sourced from other G21 member Councils on a per capita funding model. ***Cost accuracy?*** Based on previous regional planning studies.	with netball facilities and sports development. Alignment to funding criteria = MEDIUM Project readiness = Project brief completed, ready for implementation. **Recommended**

Officer assessments identify that the following projects have the best chance of attracting funding and should be submitted to SRV for consideration:

Majors

- Central Reserve Redevelopment

Regional Planning

- G21 Netball Strategy (auspiced and lead by City of Greater Geelong)

Minors, Female Friendly Facilities, Cricket Facilities

- Birregurra Tennis/Netball Courts Redevelopment (Birregurra Recreation Reserve Committee of Management)
- Colac Secondary College Sports Field Pavilion (Irrewarra Cricket Club)
- Western Reserve Netball/Cricket Facilities (Colac Imperials Football Netball Club in partnership with Colac West Cricket Club)

Officers determined that there were no local projects to be submitted to the Planning category.

Traditionally, there are limited opportunities for funding of sport and recreation project outside of the SRV funding programs. Of the projects that haven't been recommended, there are limited opportunities for funding from other programs. The exception is the Colac & District Football Umpires Association facility which could possibly source funding from the *Country Football Netball Program*. Officers will work with the organisations to investigate any other sources of funding for their projects.

Options

There are a number of options available to Council:

Option 1

Support the officers' recommendations and submit funding applications for the identified projects to SRV.

Option 2
Determine to submit alternative projects to SRV.

Option 3
Determine not to submit any applications for funding to SRV.

Proposal
That Council endorse the following projects to be submitted to SRV's 2016-2017 Community Sports Infrastructure Fund:

Majors category
- Central Reserve Redevelopment

Minors, Female Friendly Facilities, Cricket Facilities
- Birregurra Tennis/Netball Courts Redevelopment (Birregurra Recreation Reserve Committee of Management)
- Colac Secondary College Sports Field Pavilion (Irrewarra Cricket Club)
- Western Reserve Netball/Cricket Facilities (Colac Imperials Football Netball Club in partnership with Colac West Cricket Club)

Regional Planning
- G21 Regional Netball Strategy (to be submitted by City of Greater Geelong as the auspice agency and project lead)

Financial and Other Resource Implications
Accessing funding from SRV is a cost effective way of improving much needed sport and recreation facilities within the Shire.

Of the projects identified, some have requested a financial contribution from Council. In the case of Central Reserve, Council has $150,000 allocated in its current budget for this project.

The other three recommended projects have all requested a financial contribution from Council. The following table identifies the requested amounts from Council:

Year	***Project***	***Amount***	***Status***	***Funding source proposed for Council contribution***
2015/16	Central Reserve Redevelopment	$150,000	Allocated	N/A
TOTAL		**$150,000**		
2016/17	Birregurra Tennis/Netball Courts Redevelopment	$80,000	Requested	Asset Renewal and/or Capital Works programme
2016/17	Colac Secondary College Sports Field Pavilion	$40,000	Requested	Colac Public Open Space Reserve
2016/17	Western Reserve Netball/Cricket Facilities	$30,000	Requested	Colac Public Open Space Reserve
2016/17	G21 Regional Netball Strategy	$1,518	Requested	2016/17 operating budget
TOTAL		**$151,518**		

It is important to note that supporting the lodgement of the funding applications will mean that if successful in receiving grant funding, relevant clubs will expect that Council support the funding requests noted above as part of the 2016/17 budget process. In addition, previous renewal costs associated with the existing infrastructure has been minimal.

Officers have used this opportunity to commence planning for the 2016/17 budget.
It is important to note that all projects recommended have significant local contributions proposed to implement these important community projects. Note that the costs identified in the Expressions of Interest do not include maintenance or renewal costs. Maintenance costs would be the responsibility of relevant user groups.

Unfortunately, due to the timing of the submissions for the State Government's 2016-2017 Community Sports Infrastructure Fund, officers are unable to delay the request for 2016/2017 budget consideration.

Should Council not support the project applications, the projects are unlikely to be completed with the onus back onto the clubs and/or Council potentially to fund.

Risk Management & Compliance Issues
A basic risk management analysis was undertaken based on project scope and readiness, which helped inform project assessments.

Environmental and Climate Change Considerations
SRV requires projects to demonstrate Environmentally Sustainable Design principles where applicable. This will be addressed in further detail in funding applications.

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 involve.

Council has sought Expressions of Interest from the community to determine possible projects that could be submitted to SRV for funding. This was done via correspondence to Council's database of recreation organisations, advertising in the Colac Herald and via discussions with relevant clubs and associations. In addition, peak sporting bodies (eg: Cricket Victoria, Netball Victoria, Football Federation Victoria etc.) have also informed their clubs and associations of the availability of this funding program.

Officers have worked with all of the interested groups to provide advice on project concepts and prepare the Expressions of Interest.

The recommended projects align to one or more strategic plans which also contained community engagement and consultation activities. For example, the proposal for the Cororooke Playground was a priority in the recently adopted Cororooke Open Space Landscape Master Plan which involved extensive consultation with the community.

Officers will work with community groups to further scope and develop project applications, including the determination of ongoing renewal costs.

Implementation
SRV Funding applications can only be submitted by Councils therefore Council officers will work with the relevant community groups to further scope and develop applications. Applications are required to be submitted by 29 October 2015.

Should applications be successful, projects will be auspiced and delivered by Council. Project delivery for Central Reserve is scheduled and currently being delivered. Project management for the other three projects has been factored into the submissions however final delivery methodology has not be confirmed.

Conclusion
The Community Sports Infrastructure Fund provides Council with an opportunity to source State Government funding to improve local sport and recreation facilities. Expressions of Interest were sought from the community to identify possible project applications to this program. Eight (8) Expressions of Interest were received.

In evaluating projects, consideration was given to projects that provide the greatest benefit to the community, meet the assessment criteria for the funding program and do not require significant financial or other resource commitments from Council (promoting sustainable initiatives). Furthermore, alignment to master plans and strategic documents were also considered, along with the availability of local funding sources.

Attachments
Nil

Recommendation(s)

That Council:

1. ***Endorse the following projects submissions to Sport and Recreation Victoria's 2016-17 Community Sport Infrastructure Fund:***
    a. ***Majors category***
        - ***Central Reserve Redevelopment***
    b. ***Minors, Female Friendly Facilities, Cricket Facilities categories***
        - ***Birregurra Tennis/Netball Courts Redevelopment (includes requested Council contribution of $80,000 in 2016/17 budget)***
        - ***Colac Secondary College Sports Field Pavilion (includes requested Council contribution of $40,000 in 2016/17 budget)***
        - ***Western Reserve Netball/Cricket Facilities (includes requested Council contribution of $30,000 in 2016/17 budget)***
    c. ***Regional Planning category***
        - ***G21 Regional Netball Strategy (to be submitted by the City of Greater Geelong) (includes requested Council contribution of $1,518 in 2016/17 budget)***
2. ***Pending the outcome of the applications, successful projects are to be submitted for Council consideration for the 2016-17 budget.***

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OM152309-9 BLUEWATER FITNESS CENTRE REDEVELOPMENT PROJECT - PROGRESS REPORT

AUTHOR:	Adam Lehmann	ENDORSED:	Ingrid Bishop
DEPARTMENT:	Infrastructure & Leisure 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 redevelopment 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.

Stage One of the development was opened to the public on 17 August 2015. This stage incorporates the new gym, dry fitness program rooms and associated amenities. The opening has been well received by the community with feedback being positive with regard to the quality of the facilities.

The likely next stage to open is the aquatics area. Currently there is a lot of construction activity preparing the aquatics area for commissioning. The focus of present construction activity is preparing the aquatics area for commissioning. Following mechanical services work in the pool hall, the existing 25 metre and toddlers pools will be filled. This is scheduled for the end of September 2015 and will enable the commissioning of the pool plant and equipment to commence. The new water play equipment in the splash pad will also be installed around this time.

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. While the project is presently within the budget allocation there is increasing pressure to maintain this position to the end of the project. The complexity of the build and the issues which have been encountered during the construction phase of this project, such as latent conditions have provided significant challenges in managing timeframes and budget.

Every endeavour is being made by the project team to reduce expenditure to critical delivery items only and to identify opportunities for cost savings.

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.

As part of the redevelopment, a brand new maple floor has been installed in the stadium by a floor contractor specialising in sports floor construction.

Although we have been advised by the floor contractor to expect some settling and movement to occur, the floor has, and continues to move and expand and this has made the floor unplayable.

Council is working closely with BDH to assist the floor installers to find and implement a suitable permanent fix.

Independent advice has been sought to determine what is causing the issues, how to fix them, how much it will cost and how long it will take.

Council officers have met with all relevant user groups to advise and discuss the delay to the opening of the stadium to the public due to the present condition of the sports floor. These user groups included the Colac Basketball Association, Colac Secondary College, and the Colac Night Netball Association.

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 Redevelopment Project.

Conclusion
The intention of this report is to inform the community about the progress of the Blue Water 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 August 2015 to 31 August 2015.

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Monthly Project Status Report - *BWFC Redevelopment*

For Period	1 August - 31 August 2015
Prepared By	Graeme Collins and Adam Lehmann
Date Prepared	09-Sep-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*	
Schedule	*Caution*	*Caution*	
Scope	*Controlled*	*Controlled*	
Budget	*Caution*	*Caution*	Construction contract contingency has been exceeded due to variations however, project is still within budget parameters
Project Risk	*Caution*	*Controlled*	Overall project risk is caution. However, the present condition of stadium sports floor represents a critical risk.

Overall Summary/Comments

Stage One of the development was opened to the public on 17 August 2015. This stage incorporates the new gym, dry fitness program rooms and associated amenities. Roof cladding has been installed over the splash pad extension area. Window frames have also been installed to the splash pad and pool hall. External hard landscaping works continue.

Budget Performance

Building Contract Expenditure Summary

Contract Sum
$10,955,860

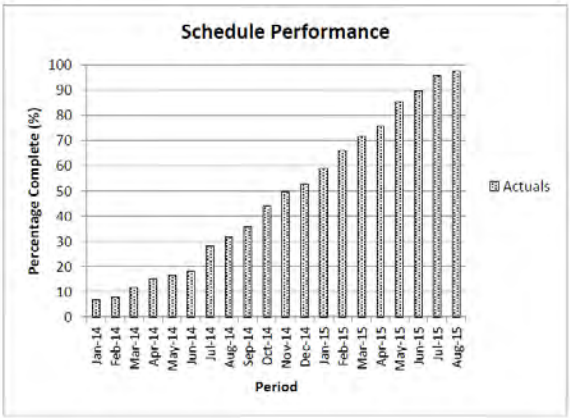
Contract Works Complete
$9,854,652

Approved Variations Completed
$877,292

Total Approved Works Completed
$10,731,945

Contract Contingencies
$850,000

Credits and Contract Contingencies Remaining
-$27,292



Project Expenditure Summary

Total Project Budget
$11,855,860

Total YTD Project Expenditure
$11,585,809

Percentage Budget Spent
97.7%

Comments

While the project is presently within the budget allocation there is increasing pressure to maintain this position to the end of the project. Every endeavour is being made by the project team to reduce expenditure to critical delivery items only and to identify opportunities for savings.

Schedule Performance

Project Element	Design (including Contract Administration)	Relocation of Dry Programmes	Construction	Equipment Purchases for Redeveloped Facility	Landscaping	Project Management
Percentage Complete	104.7%	100.0%	97.3%	51.4%	0.0%	149.3%

Construction Correspondence

No. of Requests For Information (RFI) to Date	395	*No. Variation Quotations (VQ) Submitted*	243
No. Unresolved RFIs	11		
No. Site Instructions Issued (SI)	932	*No. VQs Approved*	189

Accomplishments Since Last Report

Installation of roof cladding over splash pad area completed
Glazing to splash pad area and pool hall installed
Civil works in Hearn Street and western car park commenced
Filling of hydrotherapy pool

Upcoming / Next Steps

Installation of new sliding doors to pool hall and splash pad
Balancing of mechanical services in pool hall and associated areas
Completion of fit offs in wet change areas
Filling of existing 25 metre and toddlers pools in preparation of testing and commissioning of pool plant

Key Risks that May Affect the Project

	Current Status
Possible delays to civil works due to inclement weather	*Caution*
Commissioning of pool plant and equipment	*Controlled*
Impacts to schedule due to additional works across aspects of the site	*Caution*

Key Issues that Currently Affect the Project:

	Current Status
Progress of construction of splash pad area	*Controlled*
Condition of stadium sports floor does not meet performance expectations. Awaiting independent assessment report	*Critical*
Shared site management and interaction between construction activities and general public	*Controlled*

Key Upcoming Milestones	Target Completion Date
Installation and testing of water play equipment	14-Sep-15
Installation of soft fall to splash pad area	29-Sep-15
Continuation of external concrete works	29-Sep-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.
Critical	- Project not tracking to established milestones, or has taken on tasks out of scope or budget. - Issue or risk likely to significantly impact on schedule and project costs.

Site Photos

Installation of window frames to pool hall

Construction of indented bus bay in Hearn Street

Application of floor finish to pool concourse

Installation of equipment in pool plant room

OM152309-10 COLAC REGIONAL SALEYARDS CONDITIONS OF ENTRY AND OPERATING POLICY

AUTHOR:	Tony White	ENDORSED:	Brydon King
DEPARTMENT:	Development & Community Services	FILE REF:	F15/7390

Purpose
To seek Council endorsement of a Council policy to control the operation and use of the Colac regional saleyards.

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

Background
At the Ordinary Meeting of Council on 26 August 2015 Council resolved to allow the Colac Livestock Selling Centre, Local law No.5 to sunset on its scheduled sunset date of 24 September 2015 in favor of a more contemporary and flexible approach to facilities management.

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
Further to Council supporting the sun setting of the Colac Livestock Selling Centre Local Law No 5 at its August Council meeting, an alternative arrangement for managing operation and outlining expectations of users is required. The proposed approach to the sun setting of the Local Law No 5 involves the development of a Council policy – see Attachment 1. The development of this approach and policy has been guided by legal advice.

The proposed Council policy uses elements of the Local Law No 5 to be administered by Council under policy as the land owner. The policy provides for a more flexible means of enacting the key elements of Local Law No 5 and allows for easier enhancement and change, if necessary (as compared to the Local Law), whilst still providing clear direction on use and operation of the site. The policy also references Local Law No 2 (which applies across the Shire) as another tool that could be used on the site specifically Part 2 of the Local Law that refers to the use of Council land.

In the event the policy was supported signage on the site would be used to emphasise the policy and indicate where the policy can be accessed.

The policy will provide for similar arrangements and standards of the current Local Law No 5 without the administrative burden of the Local Law and relates to Council's power as a land manager under common law.

Proposal
Council is requested to endorse the Council policy relating to the operation and use of the saleyards to replace the sun setting Local Law No. 5.

Financial and Other Resource Implications
The shift from the Local Law No 5 to a Council policy will not alter responsibilities of the Superintendent of the saleyards. The development and use of the Council policy to manage the operation of the saleyards is a simpler administrative process then reviewing and developing a new Local Law whilst still maintaining appropriate operating control on the site.

Risk Management & Compliance Issues
The proposed Council policy will enable Council to manage the operation of the saleyards consistent with the Local Law No 5 without the administrative burden and processes related to the Local Law system.

Environmental and Climate Change Considerations
There are no environmental or climate change considerations.

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

The method selected relates to "inform" and has included discussions with the Colac Livestock Selling Centre Advisory Committee concerning the Council policy.

Implementation
Endorsement of the Council policy relevant to the operation of the saleyards will provide for the ongoing use and operation of the site similar to that currently occurring under the sun setting Local Law No. 5. The policy, if endorsed, will be implemented via signage on site and notification to users.

Conclusion
The translation of some of the content of the former Local Law No.5 into an enforceable operating policy and standards at the saleyards will allow for the continued operation and management of the saleyards in a more administratively flexible and functional policy environment.

Attachments
1. Entry and Operating Policy

Recommendation(s)

That Council endorses the Conditions of Entry and Operating Policy for the Colac Regional Saleyards.

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OM152309-11 ASSEMBLY OF COUNCILLORS

AUTHOR:	Maree Redmond	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Executive	FILE REF:	F15/5960

Introduction
The *Local Government Act 1989* (the Act) requires that records of meetings, which constitute an Assembly of Councillors, be tabled at the next practicable meeting of Council and incorporated in the minutes of the Council meeting.

Definition
An "assembly of Councillors" is a defined term under section 3(1) of the *Local Government Act 1989*.

It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

If a meeting fits either of these types, the procedures applying to an assembly of Councillors must be complied with, irrespective of any name or description given to the committee or meeting.

Advisory Committees
Section 3(1) of the Act defines an advisory committee to be any committee established by the Council, other than a special committee, that provides advice to:

- *the Council or*
- *a special committee or*
- *a member of Council staff who has been delegated a power, duty or function of the Council under section 98.*

Councillor briefings
One type of meeting that is clearly an assembly of Councillors is the type of regular meeting, commonly referred to as a "Councillor Briefing" or similar name where Councillors and staff meet to discuss issues that are likely to come before Council for decision.

As part of decision making processes at Colac Otway, it is essential that Councillors are briefed on a range of issues which come before Council for consideration. As a means of providing this information, Assembly of Councillor briefings are conducted.

Assemblies are also attended by Council Officers, and sometimes other specific advisors, to provide Councillors with a detailed knowledge and understanding of issues under consideration to a level of detail that would inhibit timely decision-making, that would not be possible in an open council meeting or where decision-making related debate is governed by strict meeting procedures.

While these meetings have no authority to make Council decisions, they are generally assemblies of Councillors and subject to conflict of interest disclosures.

What records are to be kept
Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- conflict of interest disclosures made by a Councillor (if any are made); and
- whether a Councillor who has disclosed a conflict of interest leaves the assembly.

It is a requirement that the record of an assembly is to be reported to the next practicable ordinary meeting of Council and be incorporated in the minutes of that Council meeting.

Assemblies of Councillors
The following Assemblies of Councillors have been held:

- Councillor Briefing 19 August 2015
- CEO Performance Review 26 August 2015
- Councillor Briefing 26 August 2015
- Councillor Briefing – Audit Committee 2 September 2015
- Councillor Briefing 2 September 2015
- Councillor Briefing 9 September 2015
- Friends of Colac Botanic Gardens meeting 10 September 2015

Attachments
1. Councillor Briefing - 20150819
2. CEO Performance Review - 20150826
3. Councillor Briefing - 20150826
4. Councillor Briefing - 20150902
5. Councillor Briefing - 20150902
6. Councillor Briefing - 20150909
7. Friends of Colac Botanic Gardens - 20150910

Recommendation(s)

That Council notes the Assembly of Councillors reports for:

- ***Councillor Briefing 19 August 2015***
- ***CEO Performance Review 26 August 2015***
- ***Councillor Briefing 26 August 2015***
- ***Councillor Briefing – Audit Committee 2 September 2015***
- ***Councillor Briefing 2 September 2015***
- ***Councillor Briefing 9 September 2015***
- ***Friends of Colac Botanic Gardens 10 September 2015***

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OM152309-12 APOLLO BAY COMMUNITY RADIO (CR STEPHEN HART)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 23 September 2015:

That Council:

1. Notes that Apollo Bay Radio Inc. lodged a broadcasting application with the Australian Communications and Media Authority (ACMA) in 2013 and 2014 and that both applications were rejected,

2. Notes that the ACMA appears to be under the mistaken impression that a Colac based community radio station adequately serves Apollo Bay,

3. Understands that a significant number of community groups and businesses connected to Apollo Bay Radio do not currently have access to an FM radio studio but would have if an FM licence were granted and that the Apollo Bay population requires an FM signal because it does not currently have easy access to Apollo Bay Radio's internet broadcast,

4. Supports Apollo Bay Radio ongoing attempts to obtain an FM broadcasting licence,

5. Requests Council's CEO to write to the ACMA and to the Minister for Communication informing them that it is Council's view that the ACMA should grant an FM broadcasting licence to Apollo Bay Radio Inc. because a local FM community radio station offers a more appropriate, relevant and accessible service than is possible under the current Colac arrangements. A copy of the letter is to be sent to the Local Member for the Federal electorate of Corangamite together with a request that she take all reasonable steps to support Apollo Bay Radio Inc. in their attempts to obtain a broadcasting licence, and

6. Notes that in raising this matter it is not a reflection on OCR FM, rather it is an acknowledgement that both Colac and Apollo Bay stations serve different geographic interests.

Attachments
Nil

Recommendation

That Council considers the contents of this Notice of Motion.

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OM152309-13 REVIEW OF GRAN FONDO EVENT (CR STEPHEN HART)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 23 September 2015:

That Council:

1. Notes that the Council had to intervene to ensure that residents were notified of road closures associated with the 2015 Gran Fondo event,
2. Understands that there have been similar problems with notification of road closures in previous years for this event,
3. Notes that the delay in timely notification by the event organisers may have caused inconvenience for residents and/or ratepayers affected by the road closures as well as imposing an administrative cost on Council; which is ultimately borne by ratepayers,
4. Calls for a review of the Gran Fondo event in relation to Colac Otway Shire to consider all aspects considered relevant by residents and/or ratepayers, including but not limited to:
    a. any inconvenience caused by the road closures associated with the event,
    b. any inconvenience caused by the lack of sufficient notification,
    c. the contribution or otherwise to local businesses from the event, and
    d. the timeliness with which the organisers responded to the community's and Council's concerns,
5. Invites the community to write to Council with their view of the event, including on the issues outlined in point 4, for a period of at least 5 weeks,
6. Asks the Chief Executive Officer to ensure that a letter is sent to the event organisers to invite their comment and to inform them that as one possible outcome is that the Council doesn't support the Gran Fondo event in future; their submission may want to respond to that possibility, and
7. Asks the Chief Executive Officer to bring a report on this matter, including the submissions, to the November 2015 Ordinary Council meeting so that Council may consider whether or not it is prepared to support or consider supporting future Gran Fondo events in Colac Otway Shire.

Attachments
Nil

Recommendation

That Council considers the contents of this Notice of Motion.

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OM152309-14 AUDIT OF BLUEWATER FITNESS CENTRE REDEVELOPMENT (CR STEPHEN HART)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 23 September 2015:

That Council:

1. Notes the recommendation recorded in the unconfirmed Audit Committee Minutes of 2 September 2015 that Council undertakes a post-project review of the Bluewater Fitness Centre Redevelopment project,

2. Commits to undertaking such a review with an expectation that it is completed no later than 30 June 2016,

3. Requests the Chief Executive Officer –
   a. receive for a period of two weeks comments from Councillors about what aspects should be considered for review in the post-project review,
   b. arrange for the preparation of draft objectives & issues to be considered in the review with the suggestions made in point 3a) given due weight,
   c. obtain indicative costs for the review in consultation with Council's Audit Chair and/or usual provider of Audit services or other qualified person, as appropriate, and

4. Provides a report to Council in October 2015 outlining a process for a post-project review of Bluewater so that Council may determine the next steps in this process, including clarity around timelines needed to achieve the desired deadline of 30 June 2016.

Attachments
Nil

Recommendation

That Council considers the contents of this Notice of Motion.

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OM152309-15 CALL-IN REQUEST FOR MOOLERIC ROAD QUARRY (CR STEPHEN HART)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 23 September 2015:

That Council:

1. Note the letter from the Minister for Planning to Mr Nigel Longmore dated 30 August 2015 related to the quarry application at 320 Mooleric Road, Birregurra.

2. Notwithstanding the letter from the Minister for Planning noted in Item 1 write to the Minister for Planning and request that the Minister call in the planning application for a quarry at 320 Mooleric Road, Birregurra, currently listed for a hearing with the Victorian Civil and Administrative Tribunal 4 November 2015, based on the following:
   2.1 The proceeding raises a major issue of policy in relation to the impacts of stone extraction uses on agricultural areas.
   2.2 The determination of the proceeding will have an impact on planning objectives related to agricultural areas and environmental issues including an unacceptable risk to accessibility and quality of groundwater.

Attachments
Nil

Recommendation

That Council considers the contents of this Notice of Motion.

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OM152309-16 AUDIT COMMITTEE MINUTES

Colac Otway Shire Audit Committee Minutes dated 2 September 2015.

Attachments
1. Summary of Minutes - Audit Committee 20150902

Recommendation

That Council receives for information the Colac Otway Shire Audit Committee Minutes dated 2 September 2015.

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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:

SUBJECT	*REASON*	*SECTION OF ACT*
Minutes of In-Committee Council Meeting held on 26 August 2015	this matter deals with contractual matters; AND this matter may prejudice the Council or any person.	Section 89 (2) (d) & (h)
COPACC	this matter deals with contractual matters; AND this matter deals with legal advice	Section 89 (2) (d) (f)

ORDINARY COUNCIL MEETING

WEDNESDAY, 23 SEPTEMBER 2015

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Colac Library Annexe

Service Review 2015

Graham Shiell Consulting

Colac Otway SHIRE

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August 2015
Final Report

Acknowledgements
The information and support provided by the staff of the Colac Otway Shire Council and the Corangamite Regional Library Corporation is gratefully acknowledged.

Good Faith
This report has been prepared specifically for Colac Otway Shire Council.
The report has been prepared in good faith in accordance with the understanding of the intent of the brief given by the Council's representatives.
Whilst every effort has been made to ensure that all the information contained in this report is correct and accurate, Graham Shiell Consulting cannot guarantee that the report is without error or omission.

1. Executive Summary

The Colac Library Annexe commenced operation in 2010 shortly after the Colac Otway Shire Council (the Council) opened the Colac Community Library and Learning Centre (CCLLC). The Annexe was established following the Council's consideration of a range options to 'enhance' library services in Colac.

The Council has commissioned a review to address the question of whether it should retain or close the Annexe. The review is to recommend the Way Forward and propose actions to overcome any identified barriers to the use of the CCLLC.

In deciding to proceed with the review the Council made a commitment to consult with the users of the Annexe and the wider community before any final decision was made.

As part of the current review Colac library users and the general community were given the opportunity to submit their views through responding to a survey and by making submissions. The review has taken into consideration an analysis of the usage of Colac's library service and other relevant research

The review has assessed the respective cases for the retention and closure of the Annexe.

Options	Key Findings
Retention of Annexe →	• The Annexe is popular with users and they advocate strongly for its retention. • The Annexe is centrally located, in common with libraries in other comparable sized rural urban centres. • The Annexe meets the needs of its users – high level of satisfaction. • It has a warm and supportive environment. • Access to the CCLLC is a barrier for some users. • The cost to Council is not excessive.
Closure of Annexe →	• The Annexe is duplicating the services available at the state-of-the-art CCLLC. • The vast majority (98%) of Annexe borrowers also borrow from the CCLLC. • The most valued library services are 'borrowing books' and 'borrowing media items' and the CCLLC collection offers a much greater range for 'in store' borrowers – it is 10 times the size of the Annexe stock. • Usage of the Annexe for borrowings is falling. • Significant reduction in number of borrowers using the Annexe. • The majority of Annexe users also visit the CCLLC. • The CCLLC is open more hours. • The CCLLC provides better Internet access services. • Closure of the Annexe would reduce costs. • All comparable sized rural urban centres have only one library.

The survey asked respondents to rate the services provided by the library. Borrowing from the collection was clearly rated as the most valued service. The Way Forward, proposed in this review, is strongly influenced by this response.

Given that borrowing from the collection is so highly valued, it is logical to submit that the library service should be primarily based on providing the best possible access to the greatest volume of collection items. All other rural towns and cities of a comparable size to Colac have a consolidated collection by having only one library.

The report recommends that the Council discontinue the provision of the Library Annexe facility and focus on delivering the 'in-store' based service at the CCLLC. The case for the closure of the Annexe is considered to be compelling.

A range of measures to further enhance the provision and effectiveness of the library service in Colac are put forward. The following table summarises the evidence that supports the recommendation and outlines the proposed service enhancements.

Table 1 - The Way Forward

The Way Forward		
Issue	**Evidence and supporting comments**	**Service Enhancement**
Borrowing from Collection	**The CCLLC offers a far superior in-store choice of collection options for borrowers.**	
	Library users rated "Borrowing Books" as the most valued service. The only other service rated as most valuable by more than 50% of survey respondents is "Borrowing Media Items". For borrowers who prefer to peruse a collection, the CCLLC provides a far superior outlet. It has 30,000 items in-store compared to only 3,000 at the Annexe.	Relocate the collection items from the Annexe to the CCLLC. The CCLLC will then house a collection of 33,000 items.
Borrowing Trend	**Usage of the Annexe for 'borrowing' is fading.**	
	Total borrowings per annum at the Annexe have been consistently falling since its first year of operation. It now accounts for less than 5% of all borrowings from Colac libraries. Only 7,000 items were borrowed from the Annexe in 2014/15, compared to over 133,000 at the CCLLC.	
Borrowers	**Exclusive use of the Annexe for borrowing is minimal.**	
	In 2014/15, only five (5) Annexe users borrowed exclusively from the Annexe. Two of the five users do not reside within walking distance. 98.5% of Annexe users also borrowed by visiting the CCLLC.	

The Way Forward		
Issue	**Evidence and supporting comments**	**Service Enhancement**
Use of CCLLC	**The majority of Annexe users also access the CCLLC.**	
	56% of all Annexe users also visited the CCLLC in the past 12 months.	
Access to CCLLC	**Reasonable transport options to access the CCLLC are available.**	
	Almost half the Annexe users drive to the facility and could therefore also drive to the CCLLC.	Provide for direct vehicular access to the front entrance of the CCLLC for drop off and pick up of passengers
	For those without their own form of transport, the public bus service affords a timely, regular and low cost service to within 50 metres of the CCLLC entrance.	Promote the use of the public bus service available to the CCLLC. Improve signage and provide a bus shelter at the Queen Street stop to improve waiting comfort for patrons particularly in adverse weather conditions.
Alternative access to collection	**Access to the library service for those users who cannot or will not travel to the CCLLC can be addressed by means other than continuing to provide a satellite facility.**	
	For borrowers who want to select from viewing a collection, in person, utilizing the Library Outreach Van service, which carries a collection of over 1,200 items, is a low cost option.	Schedule a regular weekly visit by the Library Outreach Van to a central Colac location.
	For borrowers who do not need to select from viewing the collection, in person, the library service offers an excellent online catalogue and reservation system.	
Ancillary Services	**Other significant, but less valued, services currently provided at the Annexe can be provided through more cost effective solutions.**	
	After Borrowing Books and Media Items, the next most valuable rated services are reading newspapers and magazines and the use of computer facilities.	
	Newspapers for casual reading can be readily relocated to another centrally located facility.	Designate a 'reading space/lounge area' at COPACC for reading newspapers and magazines.
	Whilst use of the public access computers at the Annexe has increased the usage level is still relatively low.	Install Wi-Fi service access at COPACC. Investigate the practicality

The Way Forward		
Issue	**Evidence and supporting comments**	**Service Enhancement**
		of providing public access internet facilities at COPACC. In the interim relocate the public access computers (3) from the Annexe to the CCLLC.
Returns of Borrowed Items	**Use of a central location for the return of borrowed items is convenient for all users and a low cost service.**	
	The return of books and other borrowed materials at the Annexe accounted for 10% of all returns in Colac. It is therefore popular with CCLLC borrowers as well as Annexe users. Retaining a secondary returns point is a low cost option.	Instal a returns chute, with smart technology, at the Council's Customer Service Centre in Rae Street.
Library Environment	**The CCLLC is a 'state-of-the-art' facility.**	
	The CCLLC is a modern, built for purpose library offering • Well-lit, welcoming environment and ambience • Spacious, well laid out collection aisles • Quiet reading spaces • Lounge and easy chair areas • Modern amenities • Refreshment facilities	Convert a meeting room at the CCLLC to a quiet reading room for non-school visitors.
	Although social interaction did not rate highly as a significant service at either library the CCLLC facilities provide greater opportunity to encourage and support the concept of the library as a social gathering point in the future.	

2. Introduction

Project Brief

The Council engaged Graham Shiell Consulting to undertake a consultation process with users of the Colac Library Annexe and the wider community to provide input into a review of the future of the Annexe.

The project brief required that the consultation result in:

- Providing an understanding of the needs of Annexe users;
- Providing the opportunity for the users and the community to express their views on the Annexe – both advantages & disadvantages;
- Identifying any variations to service levels at the Annexe that would be acceptable to users; and
- Providing an understanding of why Annexe users do not use the Colac Community Library & Learning Centre for some or all of their needs.

The Final Report must:

- Recommend the way forward; and
- Recommend actions to overcome any identified barriers to the use of the Colac Community Library & Learning Centre.

Methodology

To achieve the study objectives the consultant's approach involved

- Liaising with the Council and the Corangamite Regional Library Corporation,
- Surveying Colac Library users and the wider community to identify needs, opportunities and barriers;
- Analysing the feedback and undertake relevant research;
- Identifying the options for moving forward; and
- Recommending the way forward.

3. Colac Library Services

Service Level

The Council's 'Library Service Level' review statement, approved in October 2013, cites a 'Statement of Purpose':

> *"Our libraries will provide access to collections and services that encourage a life enriched by reading, learning and engagement in the community:*
> - *To provide resources for information, education, recreation and enrichment to all people in our community through library networks and other links*
> - *To offer services which are equitable, timely, responsive and efficient*
> - *To deliver services using staff expertise, teamwork and well-designed effective technology and systems."*

The Council provides three static libraries (Colac Community Library & Learning Centre, Colac Library Annexe and Apollo Bay) and outreach library services (mobile service and home service). The locations of the Colac libraries are shown on the map in Appendix 3.

The delivery of the services is outsourced through the Corangamite Regional Library Corporation (CRLC)[1].

The budget for the overall library service in the 2014/15-year was $690,000, net cost. This included $61,000 for the operation of the Annexe facility.

Table 2 - Library Service Budget

Budget	2013/14	2014/15
Income		
Reimbursements	(16,200)	(18,000)
Total Income	(16,200)	(18,000)
Expense		
Contracts	23,200	24,300
Materials and services	667,376	683,837
Other expenses	1,200	500
Total Expense	691,776	708,637
Net Operating Result	675,576	690,637

Some relevant benchmarking indicators for the Council's overall library service are shown below. The latest available comparative data is for the 2013/14 year.

The data shows that the Council's spending on the library service is below the State per capita average spending by all Councils, but above the spending average throughout the Corangamite region.

[1] The CRLC administers the public library service in four municipalities - Colac Otway, Corangamite and Moyne Shires and Warrnambool City.

Average cost of library service per capita

Table 3 - Library Service Costs per capita

Benchmark	Cost per capita
State	$38.80
CRLC	$32.89
Colac Otway	$33.74

Cost of the library service per visit

Benchmark	Cost per visit
State	$6.17
CRLC	$6.15
Colac Otway	$6.17

Percentage of Population as active library members

Benchmark	% Active Library Members
State	20%
CRLC	15%
Colac Otway	18%

Colac Community Library and Learning Centre

The Colac Community Library and Learning Centre (CCLLC), located in Queen Street was opened in October 2010 and is a joint use facility with the Colac Secondary College. The new library replaced a smaller facility that was located in Gellibrand Street.

Open Hours

Table 4 - CCLLC Open Hours

Day	Open	Close
Monday	8.30am	5.30pm
Tuesday	8.30am	5.30pm
Wednesday	8.30am	5.30pm
Thursday	8.30am	5.30pm
Friday	8.30am	7pm
Saturday	10am	12noon

During School Holidays the CCLLC opens at 9.30am Monday to Friday.

Services

- 6 Public Internet PCs with access to Microsoft Word
- 4 Web OPAC
- 3 Children's Games PCs
- Access to Online Resources
- After hours return chute
- Baby Bounce sessions
- Community Information
- Information Services
- Lending Services – in-store collection 29,627[2] (at 30 June 2014)

[2] The collection number does not include school based items

- Local & Family History Resources
- Meeting rooms (5)
- Newspapers and magazines
- Printing
- Rhyme Time sessions
- Self-service Photocopying Facilities
- Story-time sessions
- Talking Newspapers
- Wi-Fi

Enhanced Library Services Project

Prior to the opening of the CCLLC, the Council commissioned a project to investigate the enhancement of library services in Colac.

The consultant's report [3] considered whether there was a need for other venues/facilities to meet the need for library services in Colac then and into the future. The scope of the review acknowledged the Joint Use Library (JUL)[4] as the primary library facility and consequently the investigation did not include a review of the JUL concept.

Rather the investigation focused on the need for venues/facilities additional to the JUL to deliver library services and the examination of potential options.

Findings and conclusions from the report included:

- *The development of the JUL presents an outstanding opportunity for the delivery of enhanced library services.*
- *Two significant issues highlighted by those concerned with the location of the JUL were:*
  - *Accessibility*
  - *Co-location with the school facility.*
- *The development of the JUL has been subject of substantial controversy in Colac around both the location and context of the facility. There is undoubtedly substantial support for the JUL amongst many groups and individuals, yet the consultation process identified considerable support for the provision of library annexe/satellite services in Colac.*
- *If Council chooses to establish a library annexe, Colac's service level will substantially exceed the service level for comparable sized towns.*

The report recommended that the Council strongly support the development of the JUL as the primary library service venue in Colac. Whilst it reviewed a number of alternative locations for a satellite service, it did not support the establishment of an Annexe.

Rather it proposed the development of a reading room facility at the Kanyana Centre (the Senior Citizens' Centre, located in Hesse Street), in acknowledgement of the issue of accessibility to the JUL for some segments of the community.

[3] Enhanced Delivery of Library Services in Colac, Mach II Consulting, January 2010

[4] The Joint Use Library (JUL) has since been named the Colac Community Library and Learning Centre (CCLLC)

The report proposed that the Kanyana Centre satellite would provide:

- Reading room – access to newspapers, magazines
- Computer facilities – internet access and online library catalogue
- Visitation by the outreach/home service van (12 hours/week)
- Free transport from the Centre to the JUL for health/pension card holders
- Book exchange facility (to be relocated from the Community Hub)

This option did not include having a collection based at the Kanyana Centre.

The annual operating cost was estimated at $54,000. Almost half of the cost ($23,000) was for the operation of the home service van. It also required the purchase of an additional van for this purpose. There would be no staff based at the Centre.

Colac Library Annexe

Establishment of Annexe

The Council considered the Enhanced Library Services Project report at a meeting in February 2010.

It did not accept the consultant's recommendation for the Kanyana Centre satellite and in its place resolved to establish a Library Annexe, or sub-branch, at the then existing library building in Gellibrand Street. It resolved that the facility would:

- Occupy an area of approximately 100 square metres
- Operate for approximately 22 hours per week
- House a collection of approximately 2,500 items.

The resolution also called for a review of the operation after 12 months to decide whether it would continue. The Annexe was opened in December 2010.

Although the Enhanced Library Services Project report did not recommend the provision of a Library Annexe it did note several advantages for the option of providing an Annexe at the then existing library building:

- Accessibility
    - Central location in close proximity to other centrally located services and facilities
    - Access to public transport – train, bus, taxis
    - Pedestrian/disabled/pram/pusher access
    - Visibility and access for "passers-by"
    - Suitability as a drop-off and meeting place for visitors to the central district
    - Access to Council Services
- The environment and ambience
    - Provision of a quiet, relaxing, safe and secure environment
    - Customer service – a high level of satisfaction with the service delivered by current library staff

Current Service Level

Open Hours

Table 5 - Annexe Open Hours

Day	Open	Close
Monday	10am	2pm
Tuesday	10am	2pm
Wednesday	10am	2pm
Thursday	10am	2pm
Friday	10am	2pm
Saturday	10am	12noon

Services

- 3 Public Internet PCs, one with access to Microsoft Word
- 1 Web OPAC
- Access to Online Resources
- After hours return chute
- Community Information
- Information Services
- Lending Services – in-store collection 3,002 (at 30 June 2014)
- Newspapers and magazines
- Printing
- Self-service Photocopying Facilities

Reviews of Annexe Operation

The Council first reviewed the operation of the Library Annexe in December 2011, twelve months after it opened. As a consequence it resolved to:

- Maintain the Annexe for a further 12 months; and
- Review at a later time whether to continue beyond 30 June 2013.

The Council considered the next review report at a workshop session in March 2013. No action resulted from this review.

In April 2014 the future of the Annexe was again brought to the Council's attention. The Council resolved to keep the Annexe open at least until a consultation process on its future was completed. The Council made a commitment to consult with the users of the Annexe before any decision was made to reduce the hours of service or to close it.

Consultation plans for the review were considered at Council workshops in November and December 2014.

Key Points

- The CCLLC houses a collection of almost 30,000 items (not including the school items) compared with 3,000 at the Annexe.
- The Enhanced Library Services Project report in 2010 did not recommend the establishment of an Annexe.
- It proposed a reading room at the Senior Citizens Centre, with assisted access to the CCLLC.
- Accessibility to the CCLLC has always been identified as an issue for some library users.

4. Research

Colac Library Data

Key activity data from the Corangamite Regional Library Corporation's (CRLC) 2013/14 annual report is shown in the following table. The CRLC provided activity statistics for the 2014/15, to the end of May. The data has been annualized in the following tables for comparative purposes.

Table 6 - Library Usage Summary

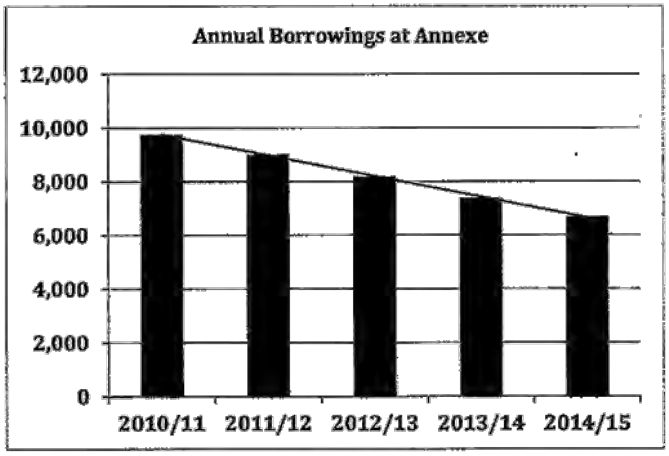
Activity	Annexe		CCLLC	
	2013/14	2014/15	2013/14	2014/15
Visits	9,384	8,920	90,760	88,598
Loans	7,394	6,685	141,299	133,315
PC sessions	1,997	1,996	11,426	11,187
Wi-Fi internet sessions	N/a	N/a	2,778	2,741
Returns	12,629	12,995	115,414	113,556
Program attendance	1		4,444	

Annexe Usage[5]

Borrowings

Borrowings at the Annexe have decreased each year since the opening year. The borrowings for 2014/15 are projected to be down by more than 30% on the first year's level.

Figure 1 - Borrowings at Annexe



Borrowings were headed for a much lower total, but a surge in the fourth quarter boosted the numbers. At the end of March this year borrowings totaled 3,377. By the end of May the total had risen to 6,128.

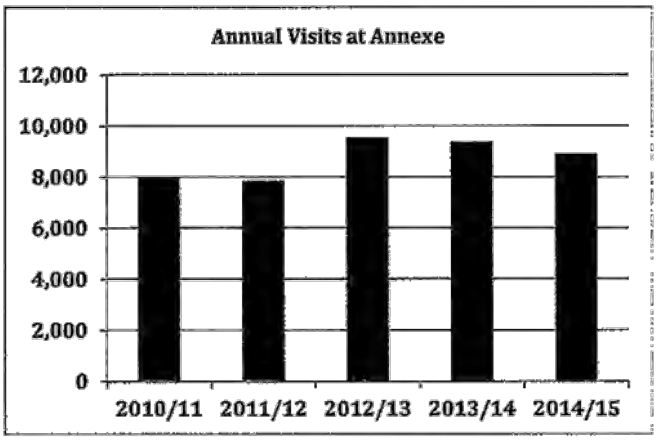
[5] In the tables analyzing trends at the Annexe, the figures for 2010/11 and 2014/15 have been annualized for comparative purposes.

Borrowings for April and May this year were 2,751, almost 80% of the total for the first nine months. This compares with borrowings of only 1,208 for the same period (April/May) in 2014.

Visitation

The number of visits captures the use of the facility by all people, including those who do not borrow materials. The statistics show an increase by the third year, but this is now showing signs of tapering off.

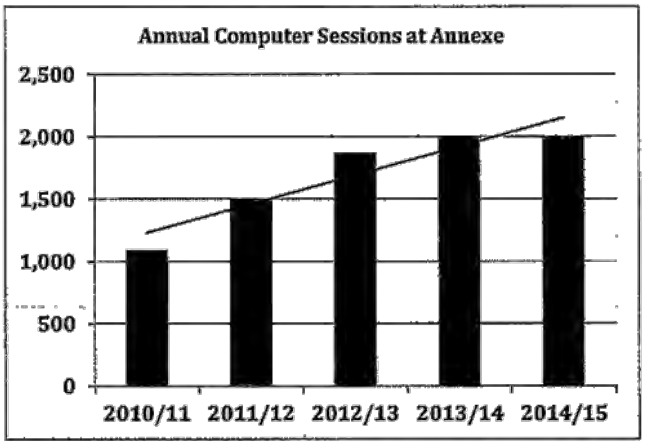
Figure 2 - Visits at Annexe



Computer Use

The public use of the three computers at the Annexe is increasing. Notwithstanding, the usage level is relatively low. The forecast for 2014/15 equates to around 6.7 sessions[6] per day or 1.8 sessions per hour.

Figure 3 - Computer Use at Annexe

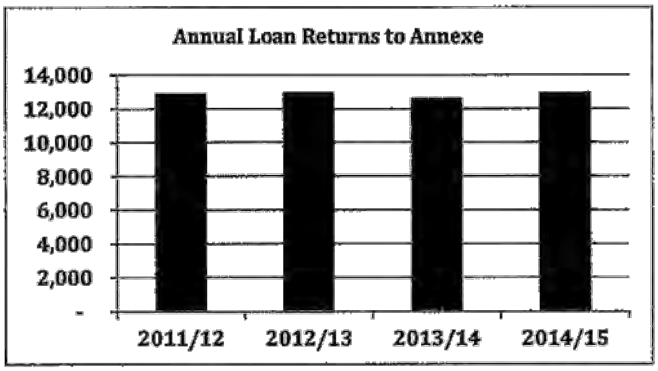


[6] Sessions are recorded in half hour blocks.

Returns

Another function of the Annexe is to receive borrowing returns. The data shows a very consistent level of returns over the past 4 years. This year almost 10% of all returns to the Colac libraries will be made at the Annexe, compared with only 4.8% of borrowings being made from the Annexe.

Figure 4 – Borrowing Returns to Annexe



Unique Annexe Users

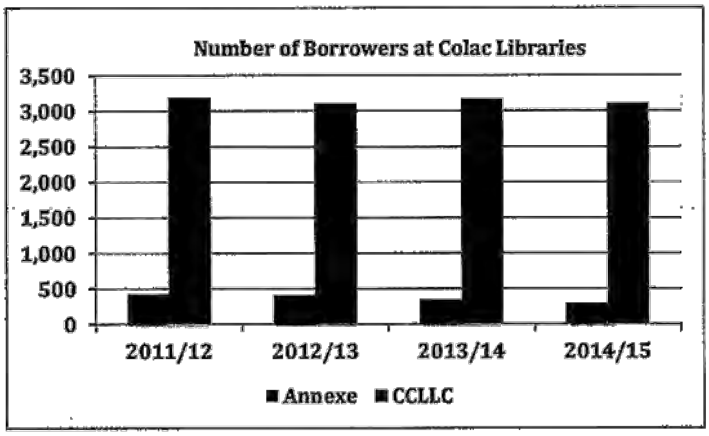
Consistent with the reduction in borrowings, is a reduction in the number of borrowers who use the Annexe. The next table shows the number of borrowers who have used both the Annex and the CCLLC for borrowing (Dual) and those who only used the Annexe (Unique).

Table 7 - Library Borrower Numbers

Year	Dual	Unique	Total
2011/12	417	15	432
2012/13	392	25	417
2013/14	332	22	354
2014/15	295	5	300

The reduction in numbers is, like the reduction in borrowings, significant. In 2011/12, some 11.9% of Colac library members used the Annexe for borrowings. This proportion has reduced each year since and in 2014/15 it is projected to be down to 8.8%.

Figure 5 - No. Borrowers at Colac Libraries



Usage statistics are not kept for other services available at the Annexe, such as the reading of newspapers or magazines.

Key Points

- Consistent trend in the annual reduction in borrowings from the Annexe.
- In 2014/15, 95% of all borrowings from the collection have been made at the CCLLC.
- Significant reduction in number of borrowers using the Annexe
- Only 1.5% of Annexe borrowers only borrow from the Annexe – 98.5% also borrow from the CCLLC
- Increased use of Annexe for computer sessions
- Consistent level of use of the Annexe for returning items borrowed from both Colac libraries.

Previous Consultation

Library Annexe Hours Survey 2012

In 2012 a survey was undertaken by the CRLC of Annexe users to find out if customers would prefer a change to the opening hours. 79 responses were received.

The respondents were:

- Evenly split on the question of closing the Annexe on Saturdays to redistribute these hours during the week (37 yes – 39 no)
- Mainly in favour of extending week day afternoon opening (48 of 55 respondents)
- Mainly in favour of spreading the Saturday hours evenly across the weekdays (43 of 53 respondents)
- Not in favour of extending Saturday opening (25 of 35 respondents).

Sixty-six (66) respondents completed the question about weekday opening hours with 42% of these preferring the existing 10am – 2pm opening hours.

Four themes emerged from the comments section:

- A belief that the survey was a management tool to reduce the opening hours of the Annexe
- Customers would like more new stock (books, talking books, Mills & Boon)
- The convenience of the location of the Annexe
- Acknowledgement of the good job done by library staff.

There was no clear opinion from the survey regarding changing the Annexe opening hours. As a consequence no changes resulted from the review.

Library Users Survey 2014

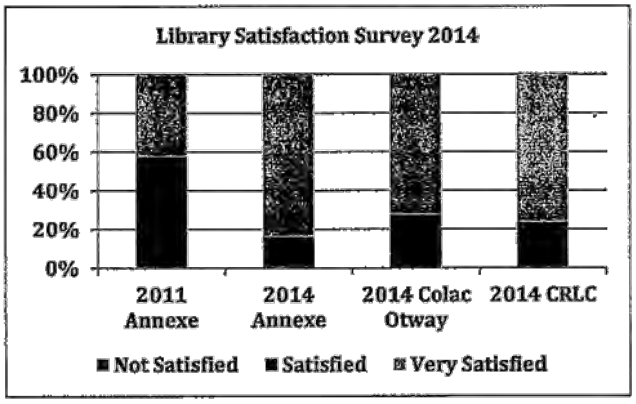
The CRLC conducted a region-wide survey of library users in August 2014. Across the region 483 responses were gathered with 19 from people who identified the Colac Library Annexe as their most frequently used library in the prior twelve months.

The charts below compare the Annexe results with Colac Otway and the overall CRLC results. They also compare the 2014 survey for the Annexe with the results of a similar survey conducted in 2011.

Library Satisfaction

Satisfaction significantly improved among the Annexe users and was higher than Colac Otway library users overall or the entire CRLC library service. No respondents identified themselves as dissatisfied.

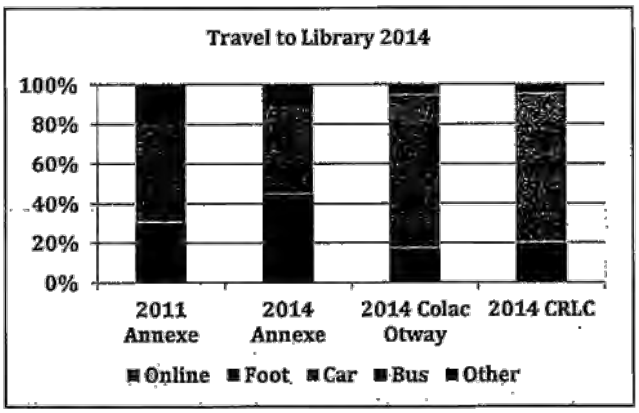
Figure 6 - Satisfaction Survey Results for CRLC Libraries



Travel to Library

Annexe respondents were increasingly arriving at the facility on foot. Results showed that the Annexe users were the least likely across the entire service to use a car to travel to the library and the most likely to travel by foot.

Figure 7 – Mode of Travel to Libraries



User Profile

Annexe users differed from the 'typical' CRLC user in that:

- A much higher proportion were over 65 years of age
- They were less likely to be female, and
- More use the facility weekly or more often than at other libraries.

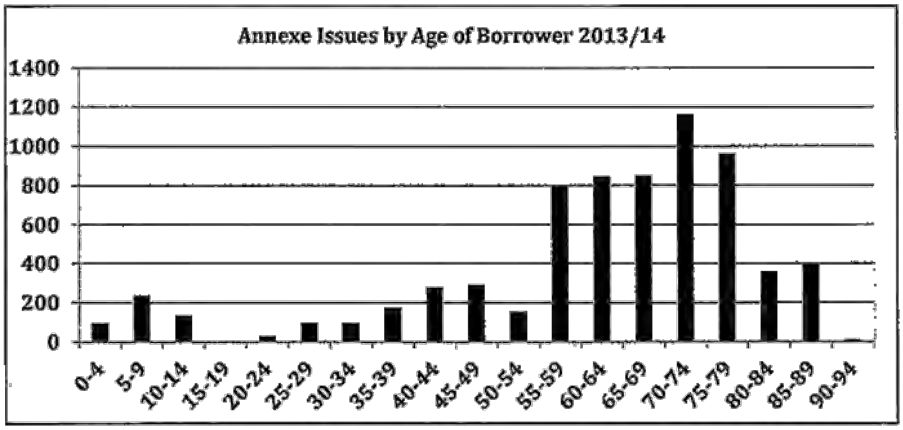
Table 8 - Annexe User Profile

Respondents	2011 Annexe	2014 Annexe	2014 Colac Otway	2014 CRLC
Female	76.9%	61.1%	76.9%	77.1%
Over 65	48.6%	47.4%	22.0%	31.6%
Weekly or more often	64.1%	68.4%	64.4%	57.6%

User Age Profile

The age profile of the Annexe users was derived from an analysis of the age of the borrower of each book issued at the Annexe. The graph below for the 2013/14-year shows that people using the Annexe were mainly over 65 years of age (53%) with the single most active borrowing group being 70-74 year olds.

Figure 8 - Annexe Borrowers Age Profile



Key Points

- Satisfaction among the Annexe users is high.
- Annexe respondents have increasingly arrived at the facility on foot.
- The Annexe is mainly used by people over 65 years of age with the single most active borrowing group being 70-74 year olds.

CCLLC Access Project

In 2011 the Council commissioned a report[7] to highlight the different ways the community accesses the CCLLC and to identify opportunities to increase community access in the future.

The report raised a number of issues that should be corrected to support and increase usage of the CCLLC. Some of the proposals put forward to help resolve these issues and actions taken since are listed in the following table.

Table 9 - CCLLC Access Project 2011 Actions

Recommended Action	Completed	Rejected	Outstanding
Installing a Disability Discrimination Act (DDA) compliant bus stop on Queen Street out the front of the CCLLC.			✓
Redesigning the Colac Bus Network so all routes stop at the DDA bus stop on Queen Street out the front of the CCLLC			✓
Constructing an access road from Queen Street to the front of the CCLLC and back to Queen Street.		✓	
Increasing the width of accessible parking bays so they are suitable for people exiting/entering vehicles from the side	✓		
Signing and promoting the motorised scooter recharge point and parking area at the CCLLC	✓		
Having the Aged and Disability Team promote the CCLLC as a key resource and destination for HACC clients and community groups	Ongoing		
Having the Aged and Disability Team continuing to use the Active Service Model, where appropriate, to provide HACC client access to the CCLLC.	Ongoing		
Installing electronic sliding doors with a push button access in all accessible toilets in the CCLLC.	✓		
Installing an attractive public seating/meeting area at the front of the CCLLC	Partial		

[7] Colac Community Library & Learning Centre Access Project, April 2011, Sam Lovejoy, Transport Connections Project Worker

Desktop Research

Victoria

A desktop review of the library facilities in rural urban centres of a comparable population size to Colac was undertaken.

Table 10 - Urban Centres with Comparable Population

Urban Centre	Population 2011 Census
Morwell	13,691
Torquay-Jan Juc	13,339
Warragul	13,081
Sale	12,766
Echuca	12,613
Bairnsdale	11,820
Colac	**11,415**
Lara	11,192
Drysdale-Clifton Springs	10,927
Portland	9,950
Swan Hill	9,894

All centres, except Colac, have one library only. The Torquay library is near a shopping complex, but not the commercial centre of the town. All other libraries are within the central business precinct of their urban centre. The Chief Executive of the CRLC is unaware of any other urban centre in non-metropolitan Victoria having a library Annexe.

International

England

Councils in England are under increasing financial pressure and several have identified the need to reduce their library budget.

> *"This ..... Library Strategy aims to define the delivery of library services ... ensure that the Library Service is sustainable in the future, with reduced financial resources being targeted to best meet the needs of residents."*[8]

One of the common solutions being put forward is the involvement of communities in library service delivery in more significant ways – to support and in some places to manage them or even take on ownership and management of library buildings.

More than one in three library authorities now have at least one community supported or managed library operating within their area.

The libraries that are becoming community supported or managed tend to be the smaller libraries. The vast majority of community libraries retain links with their

[8] Harrow Library Strategy, Cabinet Report, March 2015

local authority library service and indeed many remain part of the statutory library service.

Leicestershire County Council

In 2014 Leicestershire County Council consulted on the future of its library service. Following this consultation the Council agreed to:

- Fund 16 main libraries in market town and shopping centres, but reducing their opening hours
- Support communities to run 36 local libraries
- Provide a 24/7 online library service and a mobile library service

It recognized that the other 36 libraries are often highly valued local amenities, which are often hubs for a range of other local activities.

The proposed community partnership library service would enable community groups and organisations to manage their local library supported by the Council.

The library would be staffed and managed by volunteers with support provided by the Council, including:

- Provision and maintenance of all ICT infrastructure and equipment required to run the community- managed library
- The free loan of County Council owned books and other materials, including periodic stock exchanges and supplies of new stock
- Library Staff professional support
- Day to day operational support
- Management Support
- A van delivery service will be provided to support community libraries on the basis of 1 delivery per week.

The Council has developed a comprehensive 'Community Partnership Libraries Information Pack'.

New Zealand

Auckland City Libraries has 12 volunteer-staffed libraries

Voluntary workers or community-led libraries have been a part of libraries in New Zealand for a long time and provide services to communities that would otherwise not have a library in their area.

5. Stakeholder Consultation

Consultation Process

The stakeholder consultation process incorporated interviews with the unique Annexe users and a survey with users of the libraries and other residents to ascertain their views on the library service and some options for the future.

Annexe User Interviews

A written invitation was mailed to each of the unique Annexe users to attend a one-to-one interview with the consultant.

Only one user responded. This person had been to the Annexe only once in the past 12 months and that was to collect a book ordered on line for a housebound friend. She initially went to the CCLLC to collect the book.

User and Resident Survey

Information Sheet

An information sheet (Appendix 1) on the review was prepared and copies were made available at the CCLLC, the Annexe and the Council Office.

The sheet outlined the purpose of the review, gave a brief overview of trends in usage at the Annexe and invited library users and other residents to give their views on the library service by participating in a survey.

Awareness of Survey

The conduct of the survey was advertised in the Council's regular public notice column in the Colac Herald newspaper (Appendix 2), the subject of media reports in the newspaper and also on the local radio station 3CS.

Survey Form

The survey form was available for completion online, through the Survey Monkey® website and in paper form, available at the Annexe, the CCLLC and the Council's Customer Service Centre in Rae Street, Colac.

Submissions

Additional to the survey responses two written submissions were received.

One submitter said the Annexe *"is an essential service to many people and it would be a disgrace to deny this facility, especially to the older generation"*.

The second submission supported a library being *"centrally located to other retail services"*. It advocated a *"flatter model of delivering library services"* and that *"all library staff should be in libraries carrying out all the necessary functions to operate a library"*.

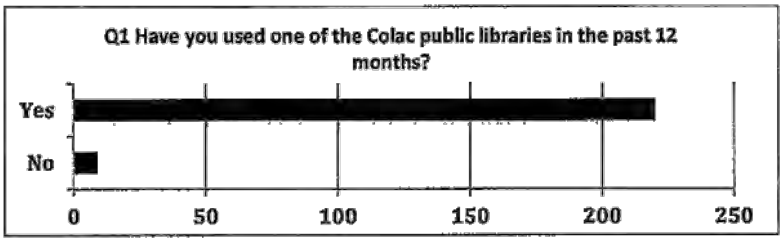
It urged Colac Otway Shire to provide *"accessible library branches open to the community, the front line service. Crazy to reduce library hours and libraries to maintain an off-site library bureaucracy".*

The submitter's *'off-site library bureaucracy'* is, most likely, a reference to the CRLC staff located at the Wilson Street (Colac) headquarters. The CRLC staff carry out the 'back room' functions to support all libraries within its catchment and not front of house library services. This support is crucial to the operation of the regional service.

Survey Responses – All Participants

In total 233 survey forms were completed. 66 (28%) were completed online and 167 (72%) were submitted in hard copy. Almost all respondents (220 – 94%) had used the Colac libraries in the past 12 months.

Figure 9 - Survey Q1. Use of Libraries



Profile of Respondents[9]

Table 11 - Profile of Survey Respondents

Gender	Library Survey	Colac / Elliminyt
Female	70%	51%
Male	30%	49%

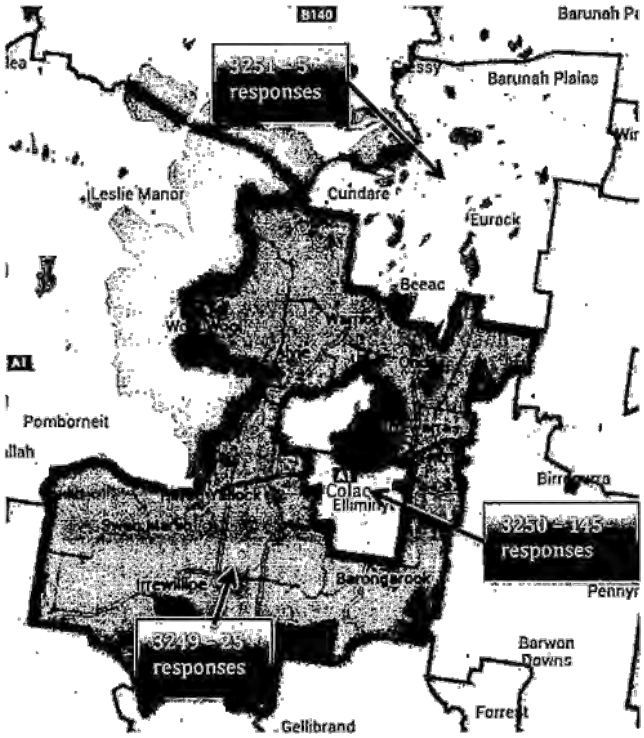
Age Group	Library Survey	Colac / Elliminyt	Age Group
Under 16	0	19%	Under 14
16 - 25	4%	13%	15 - 24
26 - 55	37%	36%	25 - 54
55 - 65	18%	12%	55 - 64
65 – 85	37%	17%	65 – 84
86 and over	4%	3%	85 and over

Employment	Library Survey	Colac / Elliminyt
Retired	40%	n/a
Part-time/casual	22%	22%
Full-time	19%	32%
Other	19%	n/a

Respondents were asked to identify their postcode and the results are shown on the following map. Only 175 of the 223 respondents answered this question.

[9] Data for Colac/Elliminyt is based on the 2011 Census and is sourced from the profile.id community profile

Figure 10 - Postcode of Survey Respondents



A much higher proportion of Annexe users responded to the survey compared to CCLLC borrowers.

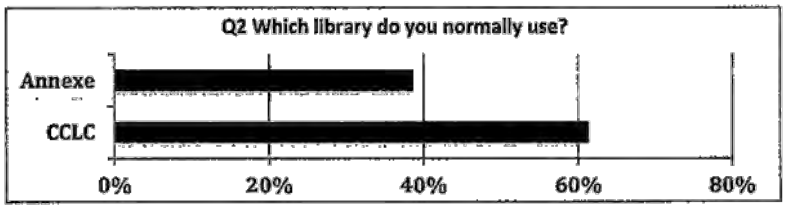
Table 12 - Percent of Library User Respondents

Library	No. Borrowers	Survey Respondents	Per cent
CCLLC	2,794	143	5%
Annexe	260	90	35%

Which Library?

Ninety (90) respondents indicated that they normally use the Annexe and 143 the CCLLC.

Figure 11 - Survey Q2. Which Library Do You Use?



Some 56% of Annexe users also visited the CCLLC in the past year. A similar proportion of CCLLC users (53%) had been to the Annexe.

Table 13 - Survey Q3. Last Time Visited Library

Q3 When was the last time you visited the library?					
	In past 3 months	In past 6 months	More than 6 months ago but in past year	A year or more ago	Response Count
Annexe	146	14	7	16	183
CCLLC	159	11	10	6	186
				answered question	221
				skipped question	12

Regularity of Visits

Just over half the respondents (53%) visit a library each week.

21% of Annexe users responded that they visit the Annexe more than once a week and a further 14% nominated about once a week. 31% of CCLLC users visit the CCLLC each week.

Table 14 - Survey Q4. How Often Visit Library

Q4 How often do you usually visit the library?							
Answer Options	More than once a week	About once a week	Two or three times a month	About once a month	At least every three months	Less often than once every three months	Response Count
Annexe	37	25	35	31	19	28	175
CCLLC	26	31	53	28	20	25	183
						answered question	223
						skipped question	10

Access to Library

59% of all users at the Annexe drive or get a lift to the library and 39% walk. For the CCLLC 92% drive or get a lift. Only 3 users accessed either library by bus or taxi.

On the question of whether there are any factors that either prevent users from visiting the CCLLC as frequently as they would like or that makes visiting the library uncomfortable, the most common answer was 'none'. For those that had issues Accessibility is the main factor followed by the opening hours and parking.

In response to a question on which problem do you have, or would have, in getting to the CCLLC 52% said none. For those who had a problem the most common response was that it takes too much time. The responses varied considerably between the CCLLC users and Annexe users.

Table 15 - Survey Q13. Problems with Access to CCLLC

Q13 Which of the following problems do you have, or would have, in getting to the Colac Community Library and Learning Centre?			
Answer Options	Response Count	CCLLC	Annexe
None	101	89	12
It takes too much time to get there and back	79	22	57
Public transport is difficult	31	7	24
Do not have own transport	25	7	18
Transport costs too much	15	4	11
	answered question		194
	skipped question		39

Library Services

Participants were asked to rank, in order, the library services they most value. One (1) being the most valuable, 2 the next most valuable and so on. Participants were asked not to number any services they did not use.

The responses show that 93% of respondents borrow books and it is clearly the most valued service. Borrowing media items (audio books and DVDs) was the only other service that was rated by 50% or more respondents. It ranked a clear second.

43% of respondents rate reading newspapers as a valued service and 38% similarly rate the computer facilities. Only 21% rated the library role for 'social interaction' as "most valuable".

Table 16 - Survey Q6. Most Valuable Library Services

Q6 Which library services do you find most valuable? (1 being the most valuable, 2 the next most valuable and so on)				
Order	**Service**	**Rating**	**No. Responses**	**% Response**
1	Borrowing books	1.26	205	93%
2	Borrow media items (Audio Books & DVDs)	2.76	119	54%
3	Reading newspapers	3.38	96	43%
4	Computer facilities	4.35	83	38%
5	Reading Magazines	4.38	73	33%
6	Finding information using hard-copy reference resource (directories, encyclopaedias, etc.)	5.34	65	29%
7	Finding information using online resources (databases, websites etc.)	5.41	71	32%
8	Wi-Fi Internet Access	5.98	60	27%
9	Taking children to rhyme time, story time and other activities	6.29	52	24%
10	The library as a space to do your own activities (e.g. study)	6.43	44	20%
11	Social interaction (a place to meet friends, acquaintances)	6.85	46	21%
12	Attending an exhibition, community meeting or class	7.10	50	23%
13	Local and family history	7.39	44	20%
14	Attending a reading group or author talk	7.90	42	19%

Online Services

53% of respondents use the library's online resources. The most popular services are renewing items borrowed and searching the library catalogue.

Table 17 - Survey Q11. Use of Online Library Services

Q11 Do you use any of the following library services online at a location other than the library (i.e. at home, work or other)?		
Answer Options	**Response Percent**	**Response Count**
Renew items you have borrowed	72.6%	90
Library catalogue - search for and reserve library items	65.3%	81
Search for information – reference material & local history	37.9%	47
Download eBooks or eAudio Books	32.3%	40
Access online newspapers, magazines and films	29.0%	36
	answered question	124
	skipped question	109

Variation to Library Services

Participants were asked "If the Council has less money to spend on the library service in the future, which of the following scenarios most appeal to you?" Four options were listed and participants were asked to rank them.

The most favoured option was reducing opening hours at the Annexe followed by closing the Annexe and retaining the current service level at the CCLLC.

Table 18 - Survey Q14. If Less Money Which Scenario Appeals Most?

Q14 If the Council has less money to spend on the library service in the future, which of the following scenarios most appeal to you? Please rank the answers, with 1 being the most appealing and 4 being the least appealing.						
Answer Options	**1**	**2**	**3**	**4**	**Rating**	**Count**
Retaining the Annexe and reducing the service level (e.g. reduced opening hours)	83	49	37	14	1.90	183
Closing the Annexe and retaining the current level of services at the CCLLC	69	20	38	49	2.38	176
Reducing the opening hours at both the Annexe and the CCLLC	42	49	26	55	2.55	172
Closing the Annexe and providing alternative service delivery points in the City for the current services (other than for collection borrowing)	13	50	60	43	2.80	166
					answered question	**207**
					skipped question	**26**

If the Annexe hours are to be reduced, the most favoured option is to reduce each weekday opening by 2 hours (from the current 4 hours).

Table 19 - Survey Q20. Most Favoured Hours Reduction at Annexe

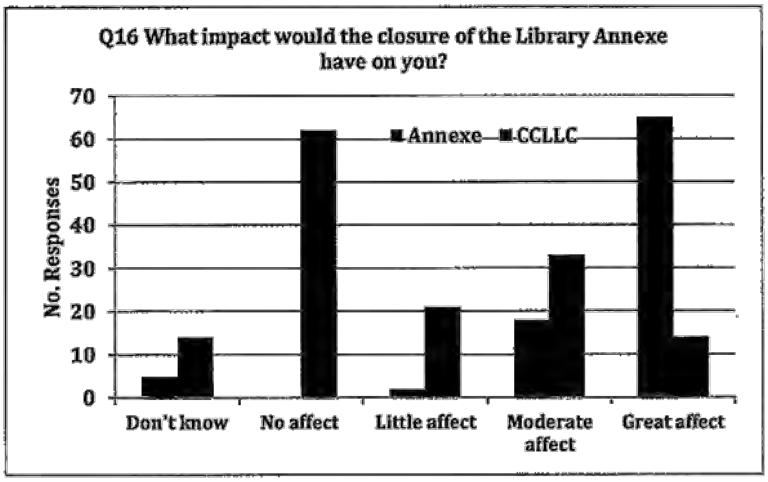
Q20 If the Library Annexe hours are to be reduced, what reductions do you most favour? The Annexe currently opens 22 hours each week. Please rank the options with 1 being the most favoured and 4 being the least favoured.						
Answer Options	**1**	**2**	**3**	**4**	**Rating**	**Count**
Reduce each day (Monday to Friday) by 2 hours (saves 10 hrs)	83	37	11	31	1.94	162
Close Saturday morning (saves 2 hrs)	71	26	10	55	2.30	162
Closed Monday and Wednesday (saves 8 hrs)	13	52	60	23	2.63	148
Close Tuesday and Friday (saves 8 hrs)	13	35	66	41	2.87	155
					answered question	**181**
					skipped question	**52**

Several other suggestions on changes to hours were submitted, but there was no general consensus in the responses.

Impact of Annexe closure

The degree of impact closure of the Annexe would have is, not surprisingly, linked to which library users primarily use.

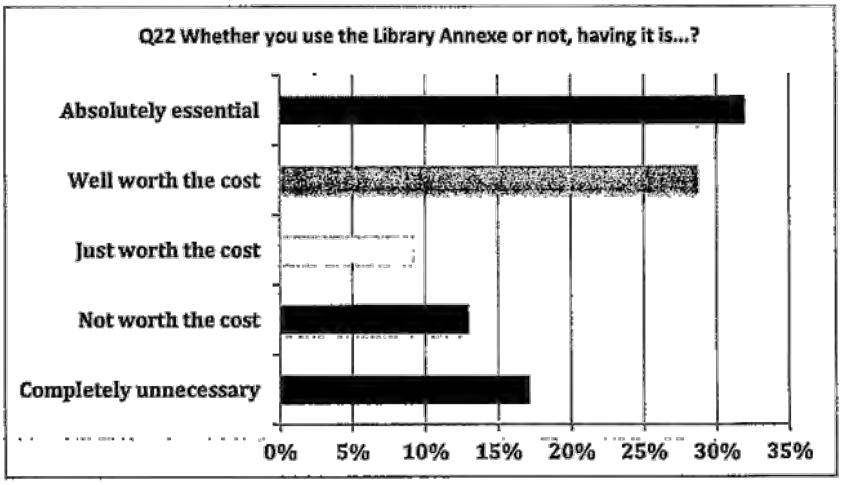
Figure 12 - Survey Q16. Impact of Annexe Closure



Value of the Annexe

Some 60% of participants rated the Annexe as either "Absolutely essential" or "Well worth the cost".

Figure 13 - Survey Q22. Value of Annexe



However, when the responses are split between the two user groups the result shows that almost half the CCLLC users think the Annexe is either "not worth the cost" or is "completely unnecessary".

Table 20 - Survey Q22. Value of Annexe by User Group

Q22 Whether you use the Library Annexe or not, having it is...?				
Answer Options	**Annexe**		**CCLLC**	
	Response Percent	**Response Count**	**Response Percent**	**Response Count**
Absolutely essential	66%	55	11%	14
Well worth the cost	30%	25	28%	37
Just worth the cost	4%	3	13%	17
Not worth the cost	1%	1	20%	27
Completely unnecessary	0%	0	28%	37
answered question		84		132
skipped question		6		11

Alternative Service Delivery Points

The survey asked participants to suggest alternative delivery points for newspapers for reading, internet facilities and collection returns drop off if the Annexe was closed. The top four responses for each service are shown in the following tables:

Table 21 - Survey Q17-19. Alternative Service Locations

Newspapers	No. Responses
COPACC[10]	21
Council Office	19
CCLLC	10
Visitor Information Centre	7

Internet facilities	No. Responses
COPACC	16
Council Office	13
CCLLC	10
Visitor Information Centre	9

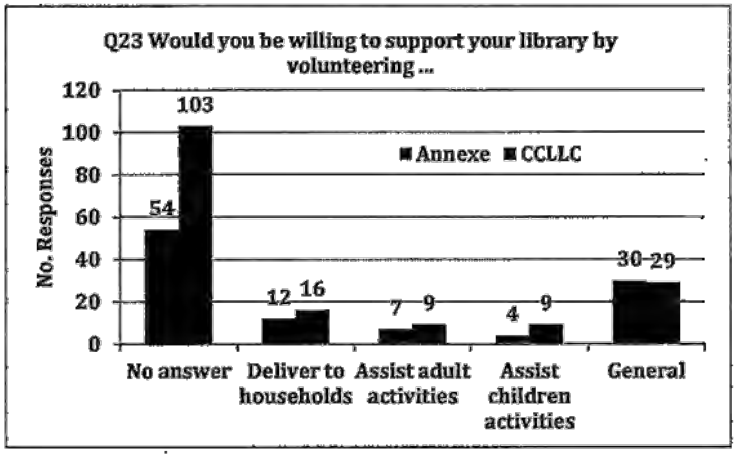
Collection return chute	No. Responses
Council Office	31
COPACC	19
Current location	14
CCLLC	7

Volunteering

Respondents were asked whether they would be willing to support their library by volunteering to help with library related activities. There was some interest expressed and it is an area that the CRLC could consider following up.

[10] COPACC is the Colac Performing Arts and Cultural Centre

Figure 14 - Survey Q23. Volunteering Support



Other Comments

The survey form asked participants "Is there anything else you would like to tell us about your library and its services and facilities?" 102 respondents submitted additional comment. Many of the comments reiterated or confirmed responses made to the specific questions in the survey.

Prominent themes relating to the **CCLLC** included:

- Problems with access
  - *Quite difficult to access for people living on the other side of town.*
  - *One lady said to me that it's a 1½ hour round trip on the bus to go to Queen Street library.*
  - *Older people without transport are expected to make a 2 hour bus trip with a long walk.*
  - *It is very inconvenient and impossible for people to walk from town*
  - *Distance to walk from the road for those who have trouble walking.*
- Problems with car parking facilities
  - *On sunny days the entrance is glary and uninviting.*
  - *Provide vehicle access to front of library – no parking drop off only.*
  - *Parking is poorly designed and difficult for accessing.*
  - *Large space of concrete out front where no-one can drive onto to drop off disabled person in wheel chair – have to push them a longer distance from existing park.*
- Helpful, knowledgeable and friendly staff
  - *Library staff are most helpful and knowledgeable.*
  - *The staff are friendly, efficient and involved.*
  - *The staff are very helpful.*
  - *Wonderful staff.*
  - *Staff are always helpful and polite.*
  - *Staff are superb, nothing is a bother in particular to older people.*
- Extend weekend hours
  - *Would love to see the weekend hours extended.*
  - *Extend hours on an additional night of week.*
  - *Weekend opening hours need to be increased.*

- Need to improve Wi-Fi speed
  - *Wi-Fi facilities are great, but could it be any faster?*
  - *Can be extremely slow and temperamental.*
- The standard and atmosphere of the facility
  - *The new library is fantastic.*
  - *We love the new library, the space, the facilities, and the variety of materials.*
  - *The facilities are terrific.*
  - *CCLLC is a great facility.*
  - *Our new library has much more to offer.*
  - *It is a friendly and welcoming place.*
  - *The new facility is a brilliant asset to our town.*
  - *I love the new library space and the community atmosphere it has created across all sections of the community.*
  - *The new CCLLC is a beautiful place – bright and airy. I love visiting.*
  - *Love the library, great facility.*

Key themes relating to the **Annexe** included:

- Convenience/ease of access – central location
  - *They walk to the Annexe.*
  - *I can walk to the Annexe – it helps me keep fit.*
  - *Within walking distance from the shopping area.*
  - *Easier by far to access.*
  - *It is easily accessible.*
  - *More convenient for accessibility and parking.*
  - *I use the Annexe because of its central location, because of limited time that I have available.*
  - *Most cities have their libraries situated in the main city area.*
- Friendlier access – aged and disability friendly
  - *It is disability friendly – more so than CCLLC.*
  - *Having Annexe prevents discrimination to aged.*
  - *Annexe essential especially for elderly.*
- Warm and supportive environment
  - *Provides a safe, convenient and enjoyable facility for them to stay connected to their community.*
  - *Feel more comfortable in a small setting.*
  - *It's a great place to visit and peruse.*
  - *I enjoy the attendance to the Annexe on a daily basis for the interchange with other patrons and staff.*
  - *The Annexe helps people to become more involved in a warm and supportive environment.*
  - *Really great atmosphere.*
  - *The Annexe has a special atmosphere and friendliness that is not present at CCLLC.*
  - *Very comfortable place to visit.*
- Excellent service, helpful staff
  - *The service at the Annexe is excellent.*
  - *Staff are very helpful.*
  - *Staff are wonderful and give excellent service.*
  - *Staff are very friendly and helpful.*
  - *Staff are usually more relaxed and helpful.*
  - *Staff friendly.*
- Providing Wi-Fi access
  - *Need Wi-Fi access at the Annexe.*

- Better supply of new books
  Continue supplying new books to Annexe.
  Better rotation of new books at the Annexe.

Access to the CCLLC is a key issue. Some suggestions for addressing this included:

- Using the Council's community bus to provide direct transport to and from a central location to the facility
- Improve car parking facilities at the CCLLC – allowing car drop off immediately outside the entrance

Options suggested for users who either find access to the CCLLC too difficult or do not like the associated school environment were limited:

- Better utilization of the Outreach Van to service town residents
- Make the online catalogue easier to navigate

Survey Response – Annexe Users

The survey responses have been analysed to separate those that responded that the Annexe was the library they normally use (90 respondents). Some of the key facts from this analysis are:

- 56% have visited the CCLLC in the past year.
- 63% visit the Annexe at least once a week
- 51% walk to the Annexe and 46% drive themselves.
- 51% nominated Accessibility as a factor in restricting them from visiting the CCLLC
  - 42% either said they did not have any restrictions on visiting the CCLLC or did not answer the question
- Taking too much time to get there was the most prolific response (63%) to the question on whether you have a problem getting to the CCLLC
  - Almost 30% either said they did not have a problem getting to the CCLLC or did not answer the question
- 72% said a closure "would affect me greatly".
- 61% said the Annexe is "absolutely essential" and 28% "well worth the cost"
- A third (33%) would be willing to support the library with "general volunteering"
- If there is less money to spend on library services, the majority of respondents supported reduced hours as the first preference
  - Closing Saturday morning and reducing each week day by 2 hours were the most favoured options
- Use of online services - 26% renew items borrowed online and 24% search for and reserve items online
- Ranking of most valuable library services (85 respondents)

Table 22 - Survey Q6. Most Valuable Service by Annexe Users

Q6 Which library services do you find most valuable? (1 being the most valuable, 2 the next most valuable and so on)				
Order	**Service**	**Annexe Score**	**No. Responses**	**% Response**
1	Borrowing books	1.35	80	94%
2	Borrow media items (Audio Books and DVDs)	2.82	44	52%
3	Reading newspapers	2.93	43	51%
4	Computer facilities	3.17	35	41%
5	Reading Magazines	3.82	22	26%
6	Finding information using hard-copy reference resource (directories, encyclopaedias and so on)	4.75	24	28%
7	Finding information using online resources (databases, websites and so on)	5.15	26	31%
8	Social interaction (a place to meet friends, acquaintances)	5.33	15	18%
9	Local and family history	7.08	12	14%
10	Wi-Fi Internet Access	7.50	14	16%
11	Attending an exhibition, community meeting or class	7.69	13	15%
12	Attending a reading group or author talk	7.83	12	14%
13	The library as a space to do your own activities (e.g. study)	8.08	13	15%
14	Taking children to rhyme time, story time and other activities	9.25	8	9%

Survey Response – CCLLC Users

For the majority of respondents (61%) the CCLLC is the library they normally use. Key facts from the survey responses for this group include:

- 89% (120 no.) visited the CCLLC in the past 3 months and 46% (62 no.) visited the Annexe in the same period
- Only 7 walked to the CCLLC
- Closing the Annexe is the most favoured option (58%) if there is less money to spend on library services
- For the majority (61%) the closure of the Annexe would have little or no effect
- Half the respondents said the Annexe is either "not worth the cost" or "completely unnecessary"
- 20% would be willing to support the library with "general volunteering"
- Use of online services
  - 46% renew items borrowed online
  - 41% search for and reserve items online
- Ranking of most valuable library services (136 respondents)

Table 23 - Survey Q6. Most Valuable Service by CCLLC Users

Q6 Which library services do you find most valuable? (1 being the most valuable, 2 the next most valuable and so on)				
Order	**Service**	**CCLLC Score**	**No. Responses**	**% Response**
1	Borrowing books	1.21	125	92%
2	Borrow media items (Audio Books and DVDs)	2.72	75	55%
3	Reading newspapers	3.74	53	39%
4	Reading Magazines	4.63	51	38%
5	Computer facilities	5.21	48	35%
6	Wi-Fi Internet Access	5.52	46	34%
7	Finding information using online resources (databases, websites and so on)	5.56	45	33%
8	Finding information using hard-copy reference resource (directories, encyclopaedias and so on)	5.68	41	30%
9	The library as a space to do your own activities (e.g. study)	5.74	31	23%
10	Taking children to rhyme time, story time and other activities	5.75	44	32%
11	Attending an exhibition, community meeting or class	6.89	37	27%
12	Local and family history	7.50	32	24%
13	Social interaction (a place to meet friends, acquaintances)	7.58	31	23%
14	Attending a reading group or author talk	7.93	30	22%

6. Situational Analysis

Library Usage Trends

The number of library members who use the Annexe for borrowings has decreased by 30% since 2011/12. The comparative figure for the CCLLC is a reduction of just 3%. The latter is reasonably consistent with the overall regional (CRLC) trend of a minor reduction in active members.

Most significantly, since July 2014, there have been only five (5) Annexe only borrowers. All other borrowers (295) who have used the Annexe have also accessed the CCLLC. Not surprisingly then, borrowings from the Annexe have been trending downward and for 2014/15 they will also be down by more than 30% on the first year (2010/11) level.

In the 2014/15 year, 95% of all borrowings from the Colac based collections will be made at the CCLLC.

The ratio of loans to visits is 1.5 at the CCLLC, but only 0.75 at the Annexe. This would indicate that more visits to the Annexe are for other activities, such as reading newspapers and magazines and accessing the computers.

The average borrowings per active member for the 2014/15-year at the CCLLC is projected at 50 items, compared to just 18 per borrower at the Annexe.

The CCLC has almost 10 times the collection stock of the Annexe and therefore offers a much greater range of choice.

The Annexe does have a higher proportional use for collection returns - almost 10% of all returns to the Colac libraries are made at the Annexe.

Survey Analysis

Only nine (9) participants had not used a Colac library in the past 12 months. This extremely low response rate from 'non-users' possibly indicates that the future of the library service is not a significant issue within the wider (non-library user) community.

Snapshot of key responses

- A majority of Annexe users (56%) also visited the CCLLC in the past year.
- Just over half the respondents (53%) visit a library each week.
- The most valued service at both libraries is "borrowing books". The only other service rated as most valuable by more than 50% of respondents is "borrowing media items".
- Reading newspapers was more highly rated by Annexe users, but the library as a place for social interaction was rated lower at the Annexe than at the CCLLC.
- Using the computer facilities are more highly ranked at the Annexe than at the CCLLC.
- 59% of all visitors to the Annexe drive or get a lift and 39% walk to the library.
- 51% of Annexe users nominated Accessibility as a factor in restricting them from visiting the CCLLC
- Annexe users access online services much less than CCLLC users

Accessibility is the main factor that either prevents some users from visiting the CCLLC as frequently as they would like or that makes visiting the library uncomfortable.

The second most frequent response was opening hours. As the CCLLC is always open during the hours the Annexe is open then this is clearly not a reason unique to the CCLLC.

Summation

The purpose of the consultation and research is to review the future of the Colac Library Annexe. In effect, to answer the question *should the Council retain or close the Annexe?*

Case for Retention

- The Annexe is popular with users and they advocate strongly for its retention.
- The Annexe is centrally located, in common with libraries in other comparable sized rural urban centres.
- The Annexe meets the needs of its users, as evidenced by the high level of satisfaction
- The Annexe offers a warm and supportive environment.
- Access to the CCLLC is a barrier for some library users.
- The cost to Council is not excessive – the cost for overall library services is below the State average and cost per visit in line with the State average.
- **Risks/Implications**
    - Pressure to enhance services at the Annexe (such as, providing Wi-Fi access, greater rotation of collection).
    - Continued cost commitment.
    - Continued decline in primary use (borrowings)

Case for Closure

- All the services available at the Annexe are available at the CCLLC.
- The majority of Annexe borrowers also borrow from the CCLLC. In 2014/15 there have been only five (5) unique borrowers at the Annexe.
- The majority of Annexe users also visit the CCLLC.
- The most valued library services are 'Borrowing Books' and 'Borrowing Media Items'. The CCLLC collection offers a much greater range – it is 10 times the size of the Annexe stock.
- Usage of the Annexe for borrowings is falling
- Significant reduction in number of borrowers using the Annexe
- The CCLLC is open more hours.
- The CCLLC provides better internet access with Wi-Fi available.
- Other significant, but less valued, services currently provided at the Annexe can be provided through more cost effective solutions – newspapers for reading, returns chute.
- Closure of the Annexe would reduce costs. The resulting savings could be directed to further improving services at the CCLLC.
- **Risks/Implications**
    - Alienation of some current Annexe users – unwilling to transition to the CCLLC
    - Availability of the Annexe floor space for other use/s.
    - Addressing CCLLC access issues.

If the Annexe is Retained

- Almost all the operating costs attributable to the Annexe are staff costs. If the Council wants to reduce costs then the only meaningful option, if the staff services are to be retained, is to reduce the hours of service.
- If reduced hours are required the options most favoured by survey respondents are closing Saturday morning and reducing each weekday by 2 hours.
- The alternative is to consider establishing a community-managed facility.
    - One third of Annexe based survey respondents indicated their willingness to support 'general volunteering', although manning or managing of the facility was not identified as a specific task.

If the Annexe is Closed

- Address barriers to use of the CCLLC – identified by both Annexe users and existing CCLLC users.
    - Improve/promote transport access options to the CCLLC.
    - Improve access to the entrance of the CCLLC – enable passenger drop off and pick up adjacent to the entrance.
    - Improve signage at the CCLLC
- Configure a room (e.g. Green Room) at the CCLLC as a quiet reading room.
- Increase the number of public access computers at the CCLLC.
- Continue to provide a centrally located drop off point for collection returns.
- Provide an alternative centrally located venue or venues for the public to access newspapers and magazines to read and for Internet access.
- Better promotion of the online library services and the availability of the outreach service.

7. The Way Forward

Conclusion

Borrowing from the collection is clearly the most valued service provided by the library. The 'Way Forward' is focused on providing the best possible access to the collection based in Colac and taking into consideration the trend in the usage of the Colac libraries and the views of library users.

It is the conclusion of this review that the case for the closure of the Annexe clearly outweighs the case for its retention. The supporting evidence is summarized in the following table.

Table 24 - The Way Forward Evidence Summary

The Way Forward	
Issue	**Evidence and supporting comments**
Borrowing from Collection	**The CCLLC offers a far superior in-store choice of collection options for borrowers.**
	Library users rated "Borrowing Books" as the most valued service. The only other service rated as most valuable by more than 50% of survey respondents is "Borrowing Media Items". For borrowers who prefer to peruse a collection, the CCLLC provides a far superior outlet. It has 30,000 items in-store compared to only 3,000 at the Annexe.
Borrowing Trend	**Usage of the Annexe for 'borrowing' is fading.**
	Total borrowings per annum at the Annexe have been consistently falling since its first year of operation. . It now accounts for less than 5% of all borrowings from Colac libraries. Only 7,000 items were borrowed from the Annexe in 2014/15, compared to over 133,000 at the CCLLC.
Borrowers	**Exclusive use of the Annexe for borrowing is minimal.**
	In 2014/15, only five (5) Annexe users borrowed exclusively from the Annexe. Two of the five users do not reside within walking distance. 98.5% of Annexe users also borrowed by visiting the CCLLC.
Use of CCLLC	**The majority of Annexe users also access the CCLLC.**
	56% of all Annexe users also visited the CCLLC in the past 12 months.
Access to CCLLC	**Reasonable transport options to access the CCLLC are available.**
	Almost half the Annexe users drive to the facility and could therefore also drive to the CCLLC.
	Access to the service for those users without their own form of transport can be addressed by means other than continuing to provide a satellite facility.
Alternative access to collection	**Access to the library service for those users who cannot or will not travel to the CCLLC can be addressed by means other than continuing to provide a satellite facility.**
	For borrowers who want to select from viewing a collection, in person, utilizing the Library Outreach Van service, which carries a collection of over 1,200 items, is a low cost option.

The Way Forward	
Issue	**Evidence and supporting comments**
	For borrowers who do not need to select from viewing the collection, in person, the library service offers an excellent online catalogue and reservation system.
Ancillary Services	**Other significant, but less valued, services currently provided at the Annexe can be provided through more cost effective solutions.**
	After Borrowing Books and Media Items, the next most valuable rated services are reading newspapers and magazines and the use of the computer facilities.
	Newspapers for casual reading can be readily relocated to another centrally located facility.
	Whilst use of the public access computers at the Annexe has increased the usage level is still relatively low.
Returns of Borrowed Items	**Use of a central location for the return of borrowed items is convenient for all users and a low cost service.**
	The return of books and other borrowed materials at the Annexe accounted for 10% of all returns in Colac. It is therefore popular with CCLLC borrowers as well as Annexe users. Retaining a secondary returns point is a low cost option.
Library Environment	**The CCLLC is a 'state-of-the-art' facility.**
	The CCLLC is a modern, built for purpose library offering • Well-lit, welcoming environment and ambience • Spacious, well laid out collection aisles • Quiet reading spaces • Lounge and easy chair areas • Modern amenities • Refreshment facilities
	Although social interaction did not rate highly as a significant service at either library the CCLLC facilities provide greater opportunity to encourage and support the concept of the library as a social gathering point in the future.

Recommendation

That the Council discontinue the provision of the Library Annexe facility and undertake a range of measures to enhance the provision and effectiveness of the library service in Colac.

Library Service Enhancements

A range of measures to enhance the provision and effectiveness of the library service, commensurate with the closure of the Annexe, are put forward. The issues addressed are summarized in the following table.

Table 25 - The Way Forward Service Enhancements Summary

The Way Forward	
Issue	**Scope for Service Enhancement**
Access to CCLLC	Review of public/community transport options for accessing the CCLLC.
	Improving access to the CCLLC entrance
	Improving signage for the CCLLC
Alternative access to collection	Providing a low cost option for library users who cannot attend at the CCLLC
Library Environment	Providing greater opportunity to encourage and support the concept of the library as a social gathering point.
Returns	Providing a central location for the return of borrowed items
Newspapers and Magazines	Providing access to reading material at a central location
Internet Services	Providing access to internet services at a central location
Collection	Enhancing the CCLLC's superior in-store choice of collection options for borrowers.

Public/Community Transport Access to CCLLC

Accessibility is the main factor that either prevents some users from visiting the CCLLC as frequently as they would like or that makes visiting the library uncomfortable.

It is reasonable to assume that these users do not have access to private transport and walking to the CCLLC is not an option. They are therefore reliant on some form of public/community transport.

A review of several public/community transport options has been undertaken. A good public transport system needs to be easy and convenient to use, safe, reliable and affordable.

Option 1 - South West Do Care service

- South West Do Care provides a range of social support programs for older people in the Colac/Otway region.
- Its regular activities include a once-a-month (first Wednesday) bus trip to the CCLLC – for maximum 7 clients ($4 fee charged).
- The service provides a door-to-door service from the client's home.
- Volunteer drivers operate the bus.
- However, there is no capacity to increase the frequency of the service, as bus is fully committed with other activities each month.
- This option would fail the convenience test for regular users.

Option 2 - Council's Community Bus

- Council has a twelve-seater 'community' bus available for hire/use by community groups.
- Charges for the hire of the bus generally apply.
- The use of the bus is dependent on the availability of volunteers.
- The bus is well used - for the first 6 months of 2015 (181 days), the bus was in use for 162 days
- The bus may be available for a regular rostered service, but it would be limited due to the already popular demand.
- A new volunteer driver service would need to be established if a specific CCLLC service was to be established.
- If effect such a service would replicate the Do Care model.
- This option is not currently available. It may be worth considering if other options are not suitable.

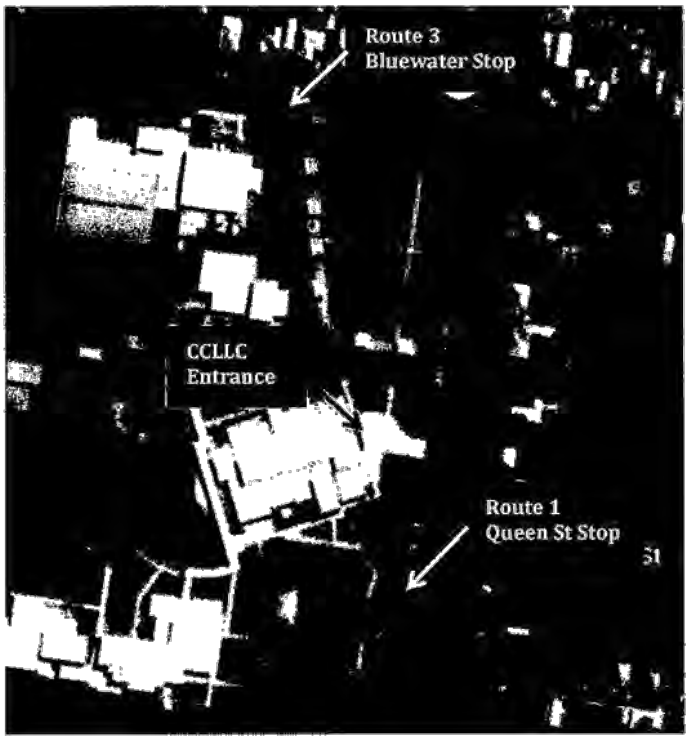
Option 3 – Taxi Service

- The CCLLC Access Project reviewed access to the CCLLC by taxi.
- Colac Taxis provide door to door (and through the door service where required) for their passengers.
- Fare costs depend on the journey travelled. For a 2.5km one-way trip the cost would be around $12.
- The Multipurpose Taxi Program provides a 50% discount on the fares (up to $60 per trip) for eligible people.
- The program aims to improve the accessibility of transport services for Victorians with a severe or permanent disability that significantly restricts their mobility and prevents them from independently accessing public transport.
- This option is available and passes the easy and convenient to use, safe and reliable tests.
- However, affordability for a regular commute would no doubt be difficult to sustain for most, if not all, users.

Option 4 - Public Bus Service

- The CCLLC Access Project reviewed access to the CCLLC by the public bus service.
- A further review of this option has been undertaken.
- Routes 1 and 3 of Colac's public bus service have stops within a reasonable walking distance of the CCLLC. Route 1 provides the nearest access point to the CCLLC.

Figure 15 - Map of Bus Service Stops near CCLLC



- The Route 1 stop in Queen Street (opposite no. 186) is approximately 50 metres from the CCLLC front entrance.
    - The timetable indicates that the return trip from the central Gellibrand Street Bus Interchange takes 25 minutes.
    - The time lapse between services (bus drop off and next bus) is a consistent 90 minutes on weekdays (6 services) and Saturday mornings (2 services).

Table 26 - Bus Service Route 1 Timetable

Route 1	Monday-Friday					
Gellibrand St	8am	9.30am	11am	12.30pm	2pm	3.30pm
Queen St stop out	8.20am	9.50am	11.20am	12.50pm	2.20pm	3.50pm
Queen St stop return	9.50am	11.20am	12.50pm	2.20pm	3.50pm	5.20pm
Gellibrand St	9.55am	11.25am	12.55pm	2.25pm	3.55pm	5.25pm
Route 1	**Saturday**					
Gellibrand St	8.30am	10am				
Queen St stop out	8.50am	10.20am				
Queen St stop return	10.20am	11.50am				
Gellibrand St	10.25am	11.55am				

A 2-hour full fare ticket for a single zone costs $2.20 and the concession ticket $1.10. The ticket expires two hours from the next full hour after it was purchased. For example, a

ticket purchased at 8.45am will expire at 11am and a ticket purchased at 9.05am will expire at 12 noon.

The time available between successive bus services provides ample time for library visitors to walk from and to the bus stop (allow 10-15 minutes) and have up to 75 to 80 minutes in the library.

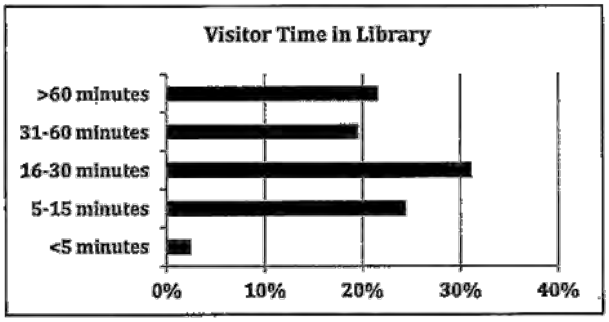
The amount of time a visitor spends in a library was included in a benchmarking study of 10 library services throughout NSW, commissioned by the Library Council of NSW in 2008[1].

"Generalising how and why public libraries are used is fraught with risk given that each individual library user is unique, as is their motivation for and usage of public libraries.

Nevertheless, key patterns identified through the survey included that ... the average duration of a library visit was found to be 35 minutes, which represents the weighted average.

Whilst the most popular duration (31%) was for 16 to 30 minutes, visits exceeding 30 minutes were more popular than visits less than 16 minutes, thus resulting in greater than 70% of visits being for 16 minutes or more. This suggests that visits are predominantly unrushed and that users feel comfortable spending time in public libraries."

Figure 16 - Benchmarking Visitor Time in Library



The public bus service provides a timely, regular, low cost option for accessing the CCLLC for users that do not have access to private or community transport.

The Council should promote the use of the bus service to access the CCLLC.

Notwithstanding, some action needs to be taken to improve the stop. The timetable notes that the stop is *"opp 186 Queen Street"*. However, there is no street signage denoting the specific stopping point. The standard bus stop sign is missing.

The installation of a shelter is essential to improve waiting comfort for patrons particularly in adverse weather conditions. It may be necessary to move the stopping point as *"opp 186 Queen Street"* appears to clash with the school crossing zone and additional infrastructure in this space may be undesirable.

Figure 17 - Bus Stop outside CCLLC - opposite 186 Queen St

Both the signage and the shelter are provided at the nearest alternative stopping point on Route 3, in Hearn Street outside the Bluewater Fitness Centre.

Figure 18 - Nearby Bus Stop on Route 3 at Bluewater Fitness Centre in Hearn St

CCLLC Signage

The only signs, onsite, identifying the CCLLC face Queen Street and are therefore not readily visible on the approaches. The identification of and entrance to the CCLLC need improvement.

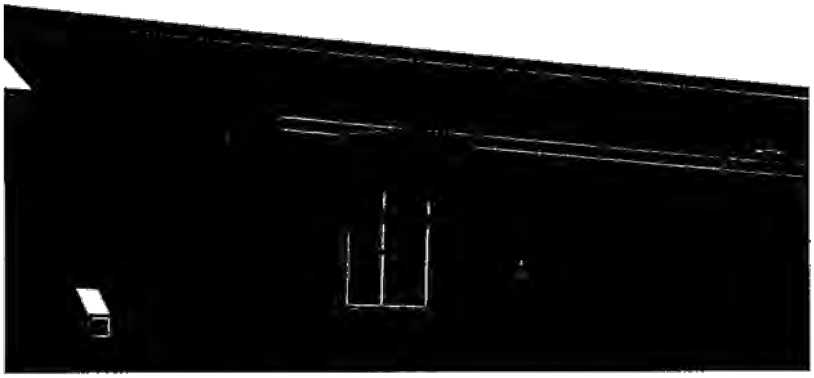
There are several vehicular entry points along Queen Street, but no clear signage on which entry points service the library. First time visitors will most likely drive past the off-street car parks before they reach the CCLLC sign.

Accessing the CCLLC could understandably be confusing and possibly confronting. Externally it does not present an overly welcoming environment.

Figure 19 - Approaching CCLLC travelling south along Queen St

The only signage on the CCLLC building itself is the street address.

Figure 20 - Street View of Entrance to CCLLC



Compare this to the example below.

Access to the CCLLC Entrance

Survey respondents raised the issue of providing for direct vehicular access to the front entrance of the CCLLC to enable passengers to be dropped off and picked up at the entrance.

This would particularly enhance the access for aged and infirmed users who are driven to the CCLLC. Currently they have to walk from the car park area and for some this is a burden that may discourage visitation. It can be particularly uncomfortable in adverse weather.

Figure 21 - Entrance Approaches to CCLLC

The design envisaged for the front entrance drop off point would be similar to the vehicular loop at COPACC.

This action was also recommended in the CCLLC Access Project 2011 report, but was rejected at the time.

Outreach Service in Colac

An alternative for library users unable or unwilling to access the CCLLC is to extend the library Outreach Van service to include a regular visit to a central Colac location.

The library Outreach Van currently provides a mobile library service to twelve rural locations throughout the Colac-Otway, Corangamite and Moyne Shires. The Van carries a collection of over 1200 items available for loan, including:

- Fiction and non-fiction books for all ages
- Talking books on cassettes and CD
- Videos, DVDs
- Large Print books
- Magazines

Stock is changed regularly and library staff will bring titles in each borrower's area of interest upon request.

The van is equipped with a wheelchair lift to enable easy access for anyone who has a problem using steps.

The CRLC advises that the current service timetable has the capacity to include a service in Colac on Mondays and/or Tuesdays each week.

Quiet Reading Room at CCLLC

Although social interaction did not rate highly as a significant service at either library the CCLLC facilities provide the opportunity to support and encourage the concept of the library as a social gathering point in the future.

The CRLC has proposed adapting one of the meeting rooms at the CCLLC to a quiet reading room. The proposal is to configure the room known as the 'Green Room' in a lounge room format. It would also be Wi-Fi enabled.

The room would not be accessible by students during school hours.

Centrally Located Returns Depot

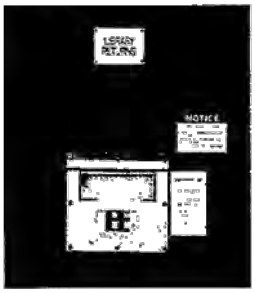
The returns chute at the Annexe is well used and the continued provision of an alternative to the CCLLC is supported. There is no additional ongoing cost to Council for providing the facility, as it will be serviced by the staff currently employed at the CCLLC.

The most supported alternative location for a returns chute is the Council's Customer Service Centre in Rae Street.

The chute should be fitted with smart return technology, or designed so that such technology can be retrofitted at a later stage. With this technology the chute is computerised so it automatically returns the item, removing it from the borrower's membership record. It significantly reduces the amount of staff time required to ready materials for re-shelving.

Alternatively, the current returns chute at the Gellibrand Street building could be retained, if it will be compatible with the ongoing use of the facility.

Figure 22 - Automated Returns Chute at Ocean Grove Library



Alternative Reading Room

The most supported locations for an alternative 'reading room' for newspapers and magazines are COPACC and the Council's Customer Service Centre.

The more practical option is placing the reading rack in the foyer at COPACC. The space available for such a service in the foyer of the Customer Service Centre is limited.

Access to COPACC is available seven days a week, generally from no later than 10am each day.

Figure 23 - Foyer at COPACC

Public Internet Facilities

The option of providing internet facilities at COPACC is the most supported alternative site.

This option should be further investigated to determine whether it is practical, particularly in terms of security, booking arrangements and monitoring usage.

If this is not practical then all the computers (3) at the Annexe should be relocated to the CCLLC to increase its capacity. There are currently six public access computers at the CCLLC

Providing access to Wi-Fi services at COPACC could be introduced, although obviously this is not a practical solution for those users who do not have access to their own computer device.

Collection Stock

The collection stock at the Annexe should be relocated to the CCLC. The CCLLC will then house a collection of around 33,000 items.

The CCLLC has the capacity with its existing furniture and equipment to incorporate the additional stock in its display systems.

Cost Implications

Outlays

Table 27 - Cost Impacts

Service	Description	Up Front Cost Estimate	Annual Cost Estimate
Public Bus Service	Shelter at Queen Street stop	$15,000	
Outreach Van	Regular one hour visit one day per week at central Colac location		$2,600
CCLLC Access	Passenger vehicle access loop	$40,000	
CCLLC Signage	Provisional sum	$3,000	
Reading Room at CCLLC	Furnishing room	$2,000	
Computer Access	Wi-Fi at COPACC	$1,500	$2,300
	Relocating 4 computers (3 public use & 1 staff) to CCLLC		nominal
Central Returns Chute	Installation of returns chute at Council's Customer Service Centre, Rae Street	$2,000	
	Installation of 'smart technology' (RFID) on returns chute	$2,500	
Newspaper Reading	Relocating newspaper rack to COPACC		nominal
Annexe Staff	Staff on fixed term contracts, to 30 June 2016. No redundancy payments subject to term of contracts being completed.	nil	
Totals		**$66,000**	**$4,900**

Savings.

Table 28 - Cost Savings

Cost Centre	Description	Current Cost	Projected Annual Savings
Annexe Operations	Staffing costs for operating the library (open 22 hours/week)	$58,700	$58,700
	Operating costs for 4 computers (3 public use & 1 staff) to be relocated to CCLLC (or COPACC)	$11,300	nil
Annexe Maintenance	Cleaning, utilities, building maintenance	$4,700	nil
Totals			**$58,700**

No savings on Annexe Maintenance are envisaged as it is assumed that the building will be utilized for other Council related activities. If another party occupies the building then some of these costs may be recouped and additional savings may be achievable.

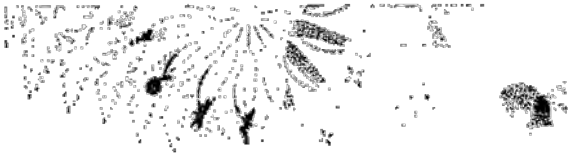
Impact

The estimated net annual saving post 30 June 2016 is $53,800.

The up-front costs ($66,000) can therefore be absorbed by these savings within 1.2 years. Thereafter the full savings will accrue to the Council.

Appendix

Appendix 1 – Consultation Information Sheet



Colac Otway

Colac Library Annexe Consultation - Information Sheet

Background

Colac Otway Shire Council understands that library services are very important for many of its residents and is committed to providing a high standard of service:

> "Our libraries will provide access to collections and services that encourage a life enriched by reading, learning and engagement in the community." *(Council Budget report)*

However, there are significant financial challenges facing the Council. The freeze on the indexation of Federal Financial Assistance Grants and the impending introduction of rate capping will have major impacts on the Council's ability to continue to provide all services at current levels.

The Council will be undertaking a widespread review of its services to ensure that it is providing "value for money, accessible and appropriately targeted services". The Council has to balance the competing demands for services with the community's capacity to pay for them through the general rates and charges.

As part of this review process the Council is considering the future of the Colac Library Annexe. The Council is committed to consulting with library users and the wider community before considering any changes to the service.

Library Annexe review

The Council has engaged an independent consultant to undertake the consultation process on the future of the Annexe.

The review is directed at:

- Providing an understanding of the needs of Annexe users
- Providing the opportunity for the users and the community to express their views on the Annexe
- Identifying any variations to service levels at the Annexe that would be acceptable to users
- Providing an understanding of why some Annexe users do not use the Colac Community Library & Learning Centre for some or all of their needs.

Information about libraries in Colac

In 2010 the Council opened a new library facility in Colac, the Colac Community Library and Learning Centre, located in Queen Street. It replaced the smaller facility that was situated in Gellibrand Street. The new library is a joint use facility with the Colac Secondary College.

Prior to the opening of the new Library, the Council commissioned the 'Enhanced Library Services Project'. The project involved an investigation into the enhancement of library services in Colac and it led to the establishment of a Library Annexe, or sub-branch, at the Gellibrand Street site.

The main library houses a collection of almost 30,000 items (not including the school items) compared with 3,000 at the Annexe. In the current year 97% of all borrowings from the collection have been made at the main Library and Learning Centre.

Usage at the Library Annexe

Trends

- Consistent trend in annual reduction in borrowings from Annexe
- Reduction in number of borrowers using the Annexe
- 2.7% of Annexe borrowers borrow exclusively from the Annexe – 97.3% also borrow from the CCLLC
- Increased use of Annexe for computer sessions
- Consistent level of use of the Annexe for returning items borrowed from both libraries

Tell us what you think

We would like both users of the libraries and other residents to give us their views on the library service and some options for the future. You can do this:

Online

By completing the Consultation Survey form at https://www.surveymonkey.com/r/LibraryAnnexe

In writing

By collecting a paper copy of the survey from either the Library Annexe, 105 Gellibrand Street, the Colac Community Library and Learning Centre, 173 Queen Street or the Colac Customer Service Centre, 2-6 Rae Street, Colac.

In person

A community information session will be held in June after the Council has considered the feedback from the preliminary consultation and identified future service delivery preferences.

At the session, you will have the opportunity to put forward your views on the Council's preferred proposals. Details on the session will be widely advertised.

What we will do with your feedback

Any feedback you give us is important and will help to shape the strategy for the libraries over the coming years. When we close the consultation on **25 May 2015** your views will be gathered and fed into a report that will inform the Council's future decisions about library services.

Appendix 2 – Survey Advertisement

Library Annexe public consultation

Members of the public are invited to take part in a survey examining the current and future use of the Library Annexe in Colac. Council is undertaking a comprehensive review of the facility and is committed to consulting with library users and the wider community to gain a genuine understanding of users' needs before considering any changes to the service.

The survey can be completed online at www.surveymonkey.com/r/LibraryAnnexe It is also available in hard copy from the Library Annexe, the Colac Community Library and Learning Centre or the Colac Customer Service Centre. **The survey closes Monday 25 May 2015.**

If you would like further information about the review, or the survey, please contact Graham Shiell on 0408 527 808 or email gshiell@westvic.com.au

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Asset Valuation and Revaluation Policy**
Council Policy ref. no:	16.7
Responsible Department:	Corporate Services
Date of adoption/review:	

1. INTRODUCTION

Many of Council's assets are long lived assets. Recognising these long lived asset values at the value Council incurred for acquiring these assets would not be reflective of their current values for replacing those assets when they reach the end of their useful lives. Both Accounting Standards and other State Government requirements require Council to revalue these long lived assets to their fair value so that they do not differ materially from their carrying amount.

2. PURPOSE

This Policy specifies the Council's approach, in accordance with relevant Australian Accounting Standards and other State Government requirements, to undertaking financial valuations of non-current assets.

The Policy provides guidance to all council officers involved in the valuation and revaluation of non-current assets. This Policy contains parameters which guide the timing of when revaluations for particular classes of assets should take place.

This information is relevant to values provided in Council's Financial Statements, Council's Asset Management Plans and Council's Long Term Financial Plan.

3. SCOPE

The Policy covers financial valuation of non-current physical assets subsequent to initial recognition, including:

- Frequency and method of valuation and revaluation; and
- Roles and responsibilities.

This Policy excludes:

- Insurance valuations; and
- 'Held for Sale' valuations.

4. POLICY COMMITMENT

Council will undertake periodic revaluation of all non-current physical assets owned or managed by Council in accordance with relevant Australian Accounting Standards and State Government Guidelines.

This Policy and the associated Asset Valuation and Revaluation Procedure direct Council officers who are charged with accounting for Council's Assets and related purposes.

In implementing this Policy, Council will:

- Review annually the need for revaluation of Council owned or controlled non-current asset classes, based on the materiality of valuation movement;
- Require valuations ensuring that each Asset Class is re-valued in a consistent manner and with appropriate frequency.
- Apply the appropriate valuation method for each Asset Class.
- Require that the frequencies of condition assessments, for each Asset Class, are conducted in accordance with the Accounting Standards and State Government requirements.
- Review useful lives and thresholds of the various Asset Classes on an annual basis in accordance with the Accounting Standards and in conjunction with the preparation of the Annual Financial Statements.

5. FREQUENCY AND METHOD OF VALUATION

In implementing this policy Council will:

- Review financial valuation of Council owned or controlled non-current asset classes, as at 31 March each year, including assessment of impairment, and maintain supporting documentation for audit purposes;
- Conduct Asset Revaluations in accordance with Accounting Standards and State Government requirements;
- Adopt Asset Standard Lives as per recommendations from Asset Management Plans and other assessment of assets;
- Ensure that corporate systems record current asset values for reporting in audited financial statements within the Annual Report.

5. RESPONSIBILITIES AND DELEGATIONS

The following key roles, positions and groups have defined functions as follows:

Council:
Responsible for:

- Policy approval;
- Responsible for stewardship of community services and associated sustainment of infrastructure assets; and
- Responsible for providing resources for Policy implementation.

Chief Executive and Executive Team:

Responsible for:

- Compliance with the Policy; and
- Reviewing Policy as required.

Manager Asset & Property Services:

Responsible for:

- Coordination of corporate financial valuation process;
- Valuation of all Council assets except for building and land assets; and
- Assessment of asset impairment.

Manager Financial Services:

Responsible for:

- Coordination of corporate financial valuation process;
- Managing and keeping the corporate Asset Management System up to date:
- Coordinating collection of asset inventory and condition data;
- Managing and keeping the corporate Finance System up to date;
- Reporting Fair Value in the financial statements, including impairment; and
- Reviewing useful lives and thresholds of the various Asset Classes.

6. AUDIT AND REVIEW

This policy will be monitored continuously to ensure its relevance in terms of community needs and expectations, Council goals and targets and statutory requirements. The Executive Management Team shall review compliance with this policy on an ongoing basis and amend the policy as required.

The Asset Valuation and Revaluation Policy shall be reviewed at least every four (4) years, in line with Council elections.

7. RELATED LEGISLATION/POLICIES/GUIDELINES

Internal:

This Policy is to be read in conjunction with the following Council documents:

- Council Plan 2013-2017
- Asset Management Policy
- Asset Capitalisation Policy
- Asset Management Plans

External:

The Asset Valuation and Revaluation Procedure associated with this Policy fully complies with relevant State Government Legislation and Guidelines and with Australian Accounting Standards, including:

- *Local Government Act 1989*, Section 131, which provides that Council must prepare Financial Statements in accordance with the Act.
- Australian Accounting Standards Board (AASB) Standards:
  - AASB 116 Property, Plant and Equipment;
  - AASB 13 Fair Value Measurement;
  - AASB 1041 Revaluation of Non-Current Assets;

- AASB 136 Impairment of Assets;
- AASB 1051 Land Under Roads;
- AASB 138, Intangible Assets;
- AASB 5, Non-current Assets Held for Sale and Discontinued Operations;
- AASB 1049 Whole of Government and General Government Sector Financial Reporting.

- State Government Financial Guidelines.
- Department of Treasury and Finance - Financial Reporting Directions and Guidance Notes:
  - FRD 19, Private Provision of Public Infrastructure - 2003
  - FRD 100, Financial Reporting Directions – Framework – 2005
  - FRD 103D, Non-Current Physical Assets - 2009
  - FRD 106,Impairment of Assets - 2005
  - FRD 109, Intangible Assets - 2005
  - FRD 118B, Land Under Declared Roads – 2010
- Department of Planning and Community Development Guidelines:
  - 2004, Guidelines for Developing an Asset Management Policy, Strategy and Plan
  - 2005, Guidance Note – Fair Value Asset Valuation Methodologies for Victorian Local Governments
  - 2006, Guidelines for Reporting and Measuring the condition of Road Assets
  - 2006, Accounting for non-current physical assets under AASB 116
  - 2014, Model Financial Report
- Victorian Auditor-General's Office Reports:
  - 2014, Asset Management and Maintenance by Councils;
  - Local Government: Results of previous Audits

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
	Adoption by Council

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Asset Capitalisation Policy**
Council Policy ref. no:	16.6
Responsible Department:	Corporate Services
Date of adoption/review:	

1. INTRODUCTION

Non-current physical assets represent the overwhelming majority of Council's asset base. Renewal and maintenance of non-current physical assets also form the basis of much of Council's spending programs as detailed in Council's Annual Budgets. As such it is critically important to recognise and record these assets in a correct and efficient manner.

The asset capitalisation policy provides a framework for Council to recognize and record assets created, gifted or disposed of in an accurate and efficient manner.

2. PURPOSE

To provide consistent guidelines, in accordance with relevant Accounting Standards and State Government Policy, regarding which Council assets are to be capitalised (as opposed to expensed). The policy:

- States what Council's Asset Classes are, and the assets that each Asset Class contains;
- Specifies the principles for recognising an asset for capitalisation;
- States what 'measurement after recognition' model Council applies to its assets.

3. SCOPE

This policy only applies to non-current physical assets. This policy directs those Council officers who are charged with accounting for Council's Assets and related purposes.

4. BACKGROUND

Accounting standards (particularly AASB 116 – Property, Plant and Equipment) require a distinction to be made between expenditure that is consumed immediately in operations (or within one financial year) and expenditure on physical assets that will provide service over more than one financial year. Typical non-current physical assets managed by Council include roads, bridges, footpaths, drains, parks and buildings.

This policy is to provide staff involved in budgeting and expenditure decisions clear guidance when classifying expenditure in the corporate Finance system. It establishes the capitalisation criteria at the point of recognition of an asset.

The recording of expenditure as an asset means that it is recorded in the Council's balance sheet and the details are entered into the corporate asset register. The process is often referred to as capitalisation. Such expenditure on assets is referred to as capital expenditure.

Importantly, capital expenditure is divided between renewal, upgrade and new expenditure classifications. This distinction provides information to assist the organisation to determine whether it is maintaining assets to a sustainable level of service.

5. RELATED DOCUMENTS

There are a number of other related Council documents which should be read in conjunction with this Asset Capitalisation Policy, as follows:

- Asset Management Strategy
- Asset Valuation and Revaluation Policy

This policy shall also be influenced by the following Accounting Standards:

- AASB 116 – Property Plant & Equipment
- AASB 13- Fair Value Measurement

6. PRINCIPLES

(a) Asset Hierarchy (Accounting Perspective)

The Asset Hierarchy forms the basis for the structure of Asset Registers, for Asset Management Plans and for Capital Budgeting. The structure will depend both on external linkages (for example, adopted data interchange arrangements with developers) and on the range and nature of assets in different classes owned by Council. The hierarchy componentisation is discussed in relation to the specific Asset Categories. Appendix A shows Council's currently implemented asset heirarchy

(b) Context of Capitalisation

Capitalisation rules relate to the treatment of asset values recognised in the year the expense is incurred, that is, whether they are capitalised or expensed. In the instance where an asset is incomplete at the end of the accounting period (i.e a road reconstruction had not been fully completed by June 30), the expense incurred on that asset will be capitalized into a Works in Progress account which will be disclosed in the Balance Sheet.

Works that are carried out upon an existing asset that are considered to be maintenance (i.e routine servicing, painting, etc) shall be expensed as incurred and not capitalised, as per the recognition requirements of AASB116.

(c) Recognition

Measurement at Recognition

Paragraph 7 of AASB 116 defines that the cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:

a) It is probable that future economic benefits associated with the item will flow to the entity; and

b) The cost of the item can be measured reliably.

ASB116 also dictates that:

a) An item of property, plant and equipment that qualifies for recognition as an asset shall be measured at its cost. Paragraph 15 of AASB116

b) Not-withstanding this, where an asset is acquired at no cost, or for a nominal cost (as is the case with developer and other contributed assets), the cost is its fair value as at the date of acquisition.

Existing assets identified as not being reported in the financial statements for the preceding financial reporting period (found assets), will be treated in accordance with b) above.

Recognition Cost

AASB 116 defines the cost of an item of property, plant and equipment as comprising:

a) Its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;

b) Any costs directly attributable to bring the assets to the location and condition necessary for it to be capable of operating in the manner intended by management;

c) The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located, the obligation for which an entity incurred either when the item is acquired or as a consequence of having used the item during a particular period for purposes other than to produce inventories during that period.

Examples of costs that are not costs of an item of property, plant and equipment are:

a) Costs of opening a new facility;

b) Costs of introducing a new product or service (including advertising);

c) Costs of conducting business in a new location;

d) Administration and other general overhead costs.

Activities associated with acquisition/creation of new assets are detailed in the table below.

Recurrent Expenditure	Capital Expenditure
• Strategic planning reports • Project scoping and investigation, valuation reports, planning approvals	• Survey and design • Professional fees • Site preparation • Construction • Contract payments • Council direct costs, wages, salaries, plant hire, materials, on-costs, traffic management • Overheads • Supervision • Transport, installation, assembly and testing • Project Management • Future dismantling and removing item and site restoration (where applicable)

(d) Materiality

Omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements.

Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.

In the context of materiality it is not necessary to recognise every non-current asset. For example, a calculator may have a useful life greater than 12 months but its value is small and does not warrant the cost of recording in the asset register, so it is more appropriate to expense it.

Expenditure may still be capitalised on items that are individually immaterial, however are significant when pooled as a group of assets, such as signs or reserve furniture.
The purpose of setting capital expenditure threshold levels is to provide a balance between efficiency in administrative effort associated with maintaining records and the need to 'expense' items, through depreciation.

The general principle applied to the capitalisation thresholds within this policy, is that if the asset has been replaced in full, then it is generally treated as Capital expenditure and capitalized to the relevant asset account in the Balance Sheet.

If only part of the asset has been replaced, then the decision to capitalise or expense the costs will be based on the nature and scope of the works being undertaken – for example if the asset is only partly replaced due to timing issues at the capitalization date, then those works completed on the asset will be capitalized to a Works in Progress account and then transferred to the relevant asset account at a later time when works have been completed.

If however, partial works are completed and of such nature as they only assist in maintaining the working nature of the asset and do not fundamentally change the structure of the asset, then that cost will be expensed through Profit & Loss (i.e replacing a windscreen in a motor vehicle will not fundamentally alter the nature of that asset and can be classified as maintaining the operational capacity of the asset and are therefore expensed through Profit & Loss).

To aid clarity, examples of physical work activities that are considered operating or maintenance expenditure have also been provided.

Council's capitalisation thresholds for assets are contained in Appendix A, to guide staff in applying consistent approaches for asset recognition.

(e) Corporate Asset Register Rules for Full Renewals/Replacements

Where appropriate any renewed/replaced Asset Component will be disposed of and remaining value will be written off. A new Asset Component will be created at cost/fair value. A new assessment of Condition and Useful Life is required.

(f) Corporate Asset Register Rules for Partial Renewals

Rule 1: Segmentation (typically for linear assets i.e. Roads, pipes, kerb, etc.)

Where partial renewal is considered capital renewal, as per Asset Category / Asset Component tables, and the individual segments are identified, the following applies:

1. The existing asset is re-segmented.
2. For the renewed portion of the old asset, the relevant portion/segment of the old asset is retired from the corporate asset register and the renewal capital expenditure is settled to a new asset.
3. For the remaining portion of the old asset, the written down value will reflect the remaining value recorded in the corporate asset register. A new assessment of Condition and Useful Life is required.

Rule 2: Reapportionment (typically for non-linear assets i.e. part of a building component)

Where partial renewal is considered capital renewal, as per Asset Category / Asset Component tables, the following applies:

1. For the renewed portion of the asset, the written down value of the relevant renewed portion of the old asset is retired from the corporate asset register.
2. The renewal capital expenditure is added to the written down value of the current asset.
3. A new assessment of Condition and Useful Life is required.

Rule 3: Asset Network

Where individual items of an asset network are renewed and/or replaced, the average written down value of these items is subtracted from the written down value of the asset network and the cost of the renewal and or replacement is added.

Rule 4: Partially Completed Capital Works at the end of Accounting Period

Where capital expenditure on an asset is incomplete at the end of an accounting period due to timing issues, the expenditure incurred, if meeting recognition requirements, shall be capitalised to Works In Progress. Upon completion of the capital expenditure the amount held in Works In Progress shall be transferred to the appropriate asset account.

7. AUDIT AND REVIEW

The Asset Capitalisation Policy shall be reviewed at least every four (4) Years, in line with Council elections.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
	Adoption by Council

Colac Otway SHIRE

COUNCIL POLICY

Council Policy Title:	**Colac Regional Saleyards Conditions of Entry and Operating Policy**
Council Policy No:	
Responsible Department:	Development and Community Services
Date of adoption/review:	23 September 2015

1 Title

This Policy will be known as the Colac Regional Saleyards Conditions of Entry and Use Policy.

2 Purpose

The purpose of this Policy is to:

(a) provide for the efficient operation and management of the Colac Regional Saleyards (the Centre);

(b) minimise stress in all livestock by encouraging efficient and considerate treatment and handling; and

(c) establishes standards of behavior that users expected to meet.

3 Authorising Provision

This Policy sets out the conditions of use which apply to visitors and users of the Colac Livestock Selling Centre; these conditions of use are enforceable as conditions of entry to the Centre under Council's authority as owner of the facility and under Colac Otway Shire Local Law No.2 which is made under section 111(1) of the **Local Government Act** 1989.

4 Commencement and Area of Operation

This Policy:

(a) commences on 24 September 2015; and

(b) operates within the entire Colac Livestock Selling Centre as set out in Schedule 1 being the whole area within the boundaries detailed therein.

5 Revocation Date

This policy operates as varied by Council from time to time and unless revoked by Council.

6 Definition of Words Used in this Policy

Unless inconsistent with the context or subject-matter, the following words and phrases are defined to mean or include:

"Agent" means any person selling or offering for sale any livestock and includes a firm, company or principal of a firm or company.

"Authorised Officer" means a person appointed under section 224 of the **Local Government Act** 1989.

"Auctioneer" means any person who sells or attempts to sell or offer for sale or resale any goods by way of auction as herein defined.

"Chief Executive Officer" means the Chief Executive Officer of Council.

"Council" means the Colac Otway Shire.

"Livestock" includes horses, mares, fillies, foals, geldings, colts, bulls, bullocks, cows, heifers, steers, calves, bobby calves, asses, mules, sheep, ewes, wethers, rams, lambs, goats, swines and any other animal permitted to be sold at the Saleyards.

"Centre" means Colac Livestock Selling Centre located in Ballarat Road, Irrewarra (Schedule 1).

"Saleyards" means the saleyards within Colac Regional Saleyards Centre.

"Sale Day" means any day appointed pursuant to this policy on which sales are conducted at the Centre.

"Superintendent" means any person appointed by Council to manage the Centre and includes any employee of Council acting in accordance with the Superintendent's direction.

"Transport" means any vehicle and or trailer used for the purpose of transporting stock to or from the Centre.

"Vehicle" means a vehicle which is used or intended to be used on a highway or public place and which has its own motor power, but does not include a tram or train or motorised wheel-chair.

7 Use of Saleyards

An Agent or other person must not use the Saleyards for selling purposes without first:

(a) obtaining the written consent of the Chief Executive Officer or their delegate in such form as required by Council from time to time; and

(b) paying to Council dues and fees determined by the Council from time to time; and

(c) complying with any other conditions which may be imposed on that consent.

8 Agents

(a) Any Agent or other person permitted to sell Livestock in the Saleyards must not:

i. receive, sell, expose or offer for sale within the Saleyards Livestock which are not in a healthy condition; or

ii. place or cause to be placed any Livestock in any yard or pen which has been allocated to him or her for any sale unless the vendor has notified the Superintendent, not later than 12 noon on the day before the sale, the number and description of such livestock to the agent to whom the delivery of such Livestock is to be made (additional numbers advised after 12:00 noon may be accepted at the direction of the Superintendent); or

iii. offer for sale or attempt to offer for sale any Livestock listed for late sales or unless such Livestock remains the property of the original vendor.

(b) Any Agent or other person permitted to sell Livestock in the Saleyards must:

i. keep a true and correct record of all Livestock received by him or her for sale at the Centre and of all sales of such Livestock including the number, description and district of origin of the Livestock and the vendor's name;

ii. make such records available for confidential examination by Council for statistical purposes only;

iii. deliver livestock to the Saleyards no later than two (2) hours prior to the commencement of Special Store sales; however late arrivals will be sold at the end of the scheduled sale

iv. notify the Superintendent if the requirements in Clause 8(b)(iii) cannot be met;

v. immediately after the fall of the Auctioneer's hammer announce and

enter in the Auctioneer's Sales Register the name of the successful bidder and the price paid for each lot;

vi. on completion of the Sale Day furnish to the Superintendent a statement, in the form determined by the Chief Executive Officer or Superintendent from time to time of all Livestock offered;

vii. be aware that there is a weekly draw conducted by the Superintendent which determines the Agent's order of priority of selling; and

viii. have regard to the safety of persons within the Saleyards in removing stock from selling pens or from one point of the Centre to another.

9 Superintendent's Duties

The duties of the Superintendent will be subject to the directions of the Council and will include:

(a) ensuring that the requirements of this Policy are observed;

(b) demanding all stallages, rents, Centre tolls and dues;

(c) preserving good order and cleanliness within the Centre;

(d) allotting the selling pens for use by persons bringing Livestock to the Centre in such a way that, in the opinion of the Superintendent, is the most appropriate for the circumstance;

(e) ensuring that allotted times for selling and controlling the Centre between the hours during which it is open for the receipt and sale of Livestock are observed;

(f) posting a list in some conspicuous part of the Centre immediately at the conclusion of each of the ballots for priority sale of Livestock showing the names of the Agents in order of priority and advising each Agent not later than 1 p.m. on the day prior to the sale or, in the case of a sale day occurring on a Monday, not later than a day and a time to be fixed by the Superintendent, of the number of pens allocated to the Agent;

(g) authorising the removal of any Livestock from the Centre or from one part of the Centre to another having regard to the safety of persons within the Saleyards;

(h) refusing to accept livestock that are unfit for sale;

(i) excluding or ejecting from, or refusing to admit to, the Centre any person whose presence would, in the opinion of the Superintendent, be undesirable and prejudicial to the best interests of the Centre;

(j) issuing any consents or permissions necessary for the good order and operation of the Centre; and

(k) any other duties determined by Council as appropriate for the circumstances.

10 Superintendent's Authority

In all matters relating to the conduct of sales and the control of the Centre, the decision of the Superintendent will be final and binding on all parties.

11 Conduct of Persons

A person in the Centre must not:

(a) throw, deposit or leave any refuse or rubbish except in bins or containers that are provided for that purpose;

(b) distribute any poster, notice, handbill or the like except with the permission of the Superintendent;

(c) display or exhibit an advertisement, picture or placard except with the permission of the Superintendent;

(d) post or affix to any part of the building, fences, pavements, fixtures, fitings or machinery of the Centre an advertisement, picture or placard except with the permission of the Superintendent;

(e) willfully or negligently deface or damage any part of the building, fences, pavements, fixtures, fittings or machinery of the Centre;

(f) obstruct any of the entrances to the thoroughfares or passages of the Centre;

(g) refuse or neglect to carry out the directions of the Superintendent in the parking, standing or moving of Vehicles within the Centre, including those areas set aside for parking and Vehicle movement;

(h) use or permit to be used for the loading, unloading or drafting of livestock any whip or goad which in the opinion of the Superintendent will cause bruising or unnecessary cruelty to the livestock;

(i) sit, lie down or loiter in, or permit any animal or Vehicle to remain stationary in, any entrance, thoroughfare or passage; or

(j) deliver or collect Livestock on a day other than a Sale Day without first informing the Superintendent.

12 Exclusion from Saleyards

(a) Any person convicted of an offence against the **Health Act** 1958, the **Prevention of Cruelty to Animals Act** 1986, or the **Trade Measurement Act** 1995, and or any other legislation dealing with faulty weights, in respect of any Livestock sold or offered or exposed for sale in Saleyards may be excluded by the Superintendent from the Centre.

(b) Any person who behaves in a manner which, in the opinion of the Superintendent is in breach of this policy or is otherwise undesirable, offensive or not in the best interests of the Centre, may be excluded from the Centre.

13 Removing Stock

Any person wishing to remove Livestock from the Saleyards, or wishing to move stock from one part to another, who is otherwise unauthorised to do so must first gain permission from an Agent or a member of the Saleyards staff.

14 Council Not Liable

Council is not liable for the misappropriation or loss of any Livestock by reason of the falsification of a delivery pass or receipt or arising from any other circumstances whatsoever.

15 Feeding

(a) A person must not leave Livestock in the Saleyards without adequate food and water, to the satisfaction of the Superintendent.

(b) The Superintendent may at his or her discretion cause to be provided any considered necessary feed and veterinary services at the expense of the owner of the Livestock.

16 Impounding

Livestock left in the Saleyards after 12.00 noon on the day following the sale may be impounded if no arrangements have been made with the Superintendent by the Agent or the owner to leave the Livestock there. The provisions of the **Impounding of Livestock Act** 1994 will apply to impounding of Livestock under this clause.

17 Injury to or Illness of Stock

The Superintendent, under the provisions of the **Prevention of Cruelty to Animals Act** 1986, has the power to humanely cause to be destroyed an injured or seriously ill animal. It is a specific condition of delivery of any livestock to the Centre that Council will not be held liable for any compensation whatsoever for any such destruction.

18 Payments

A person must not take any Livestock out of the Centre until all tolls, dues and charges payable in respect of the Livestock or the use of the Centre have been paid or satisfactory arrangements have been made for payment.

19 Overcrowding

It is the responsibility of the Superintendent to determine any dispute arising in relation to the overcrowding of pens or the priority of occupancy and the disputants shall be bound by the Superintendent's decision.

20 Inspection of Transports

(a) The Superintendent is authorised to inspect Transports which enter the Centre for the purpose of delivering or removing Livestock and to prevent any further re-entry to the Centre if, in the opinion of the Superintendent the transport contains sharp protruding objects or inadequate siding, that may cause cruelty, bruising or stress to the Livestock in the Transport or has insufficient floor surface material to prevent the slipping of Livestock, or is in a dirty or unsanitary condition.

(b) The Superintendent is authorised to report the matter to any appropriate Authority if, in his opinion, the number of Livestock in the Transport is such that it is likely to cause damage, stress or cruelty to the Livestock.

21 Dogs

(a) A person must not without the written permission of the Superintendent:

(i) use more than two dogs at any time to muster, drive or draft Livestock; and

(ii) allow any dog under his or her control into the Centre unless it is muzzled effectively.

(b) A person must not allow any dog to roam at large within the Centre or to otherwise not be under effective control.

22 Sale Days

The days appointed as Sale Days may be fixed by the Superintendent from time to time. Notice of the days appointed will be provided at the Centre.

23 Allotted Time for Selling

(a) The whole of the pens of Livestock will be offered by Auctioneers in order of ballot as determined by the Superintendent and every Auctioneer shall observe the times for selling prescribed by the Superintendent.

(b) The allotted time for selling each class of Livestock may be determined by the Superintendent from time to time.

(c) Livestock for slaughter only will be identified by the Agent and sold as the last lot sold in the pen under the usual categories.

23 Exceeding Allotted Time

If the Auctioneer has not disposed of all the Livestock in his or her hands at the expiration of the allotted time, the Livestock not disposed of must not be offered for auction until each other Auctioneer selling has completed his or her allotted time in that category, in order of ballot. Should any dispute arise regarding allotment of time the decision of the Superintendent will be final and binding.

24 Order of Sale

The order of sale of each class of Livestock shall be determined by the Superintendent from time to time having regard to any relevant policies or guidelines adopted by Council.

25 Method of Drafting Livestock

Every Agent permitted to sell Livestock in the Centre must draft and pen all Livestock within the classes and in the order determined by the Superintendent.

26 Fees and Charges

Council may from time to time determine fees and charges to apply under this Policy including fees payable:

(a) by agents selling or offering livestock for sale at the Centre;

(b) by agents or any other person for the use of the Centre;

(c) for permits issued under this Policy; and

(d) any other costs reasonably incurred in the administration of this Local Law.

Details of fees and charges or any alterations thereto will be detailed in a Register for the purpose and will be retained at Council Offices and Saleyards.

27 Liveweight Selling

All livestock offered for sale at the Centre by liveweight selling must be in accordance with the Council's policies, guidelines, standards or codes adopted from time to time.

28 Standards

Council may issue standards from time to time that will govern the conduct of sales at the Centre. As at 24 September 2015 the Standards below will apply:

S1 AGENTS (Cl. 8)

The following is the form prescribed by Council which must be completed by an Agent at the end of the sale day:

COLAC LIVESTOCK SELLING CENTRE					
CATTLE				DATE	
PURCHASER'S	**DALGETY**	**J.G.J**	**H.F.R**	**STEWARTS**	**V.P.C.**
CASTRICUM					
CHARLTON					
CLASSIC					
COLLINSON					
COOPER					
CORRIGAN					
DALGETY					
DARK					
DOVE					
GATHERCOLE					
HERD, MC					
HURST					
H.F.RICHARDSON					
LYNDON					
MARTIN					
MASON					
MIDFIELD					
MOHRS					
O'CONNOR					
OVERLAND					
OXHILL					
PENNY & LANG					
PERTH					
PRIVATE					
RADFORD					
RALPH, J.H.					
SAFEWAY					
STEWART & CO					
TABRO					
TEYS					
WAGSTAFF					
WESTERN					
WESTSIDE					
TOTAL					

S2 ALLOTTED TIME FOR SELLING (Cl. 23)

(a) The allotted time for selling each of the following class of livestock shall not exceed:

(i) Cattle (except dairy cattle sold in the sale ring) - 2 minutes per 14 head or otherwise as specified and announced by the Superintendent;

(ii) Sheep - 1.5 minutes per 30 head.

(iii) Pigs and Calves - 2 minutes per 14 head;

(iv) Other livestock as determined by the Superintendent.

S3 ORDER OF SALE (Cl. 25)

The following is the list of the order of sale of cattle as at September 2005. This may change subject to the operations of the Selling Centre.

CATTLE

1. Bullocks (Weighed Cattle)
2. Grown Heifers (Weighed Cattle)
3. Young Cattle (Weighed)
4. Young Cattle (Open Auction)
5. Bulls (Weighed)
6. Bulls (Open Auction)
7. Cows (Weighed)
8. Cows (Open Auction)
9. Late Arrivals (Open Auction)
10. Store Cattle (Open Auction)

S4 METHOD OF DRAFTING LIVESTOCK (Cl. 26)

CATTLE

PRODUCT DESCRIPTION	SEX	DENTITION	WEIGHT RANGE (LIVESTOCK)
Bobby Calves	Male/Female	Without permanent incisors	Not more than 4 weeks old
Calves	Male/Female	Without permanent incisors	Less than 75 kg.
Young Cattle	Castrate Male Female	Less than 2 permanent incisors	76kg. and over
Heifers	Female	2 Permanent incisors	All weight
Cows	Female	More than 2 permanent incisors	All weight
Steer	Castrated male	2 or more permanent incisors	499kg and under
Bullocks	Castrated male	2 or more permanent incisors	500kg and over
Bulls and stags	Male	No dentition definition	All weights

SHEEP AND LAMBS

PRODUCT DESCRIPTION	SEX	DENTITION	WEIGHT RANGE (LIVESTOCK)
Young Lambs	Castrated male Female	No permanent incisors No first molar on upper jaw	All weights
Lambs	Castrated male Female	No permanent incisors First molar on upper jaw erupted	All weights
Hoggets	Castrated male Female	First pair permanent incisors erupted	All weights
Young Ewes	Female	4 permanent incisors	All weights
Young Wethers	Castrated male	4 permanent incisors	All weights
Ewes	Female	More than 4 permanent incisors	All weights
Wethers	Castrated male	More than 4 permanent incisors	All weights
Rams and Stags	Male	No dentition definition	All weights

S5 PERMITTING PRIVATE YARDS AND PREMISES OF THE SALE OF LIVESTOCK (Cl. 27)

1. In determining whether to grant a permit to allow a person to use a premises other than their own dwelling place, shop, place of business or private property for the sale of livestock, the Council must take into account the following conditions:

(a) location of property
(b) facilities suitable for selling purposes
(c) suitable facilities for transport and clients
(d) area of land
(e) zoning of land
(f) service facilities to ensure comfort of stock

S6 LIVEWEIGHT SELLING (Cl. 29)

6.01 Introduction

A Code of Practice for the Liveweight Selling of Cattle has been in operation in Victoria since 1982.

6.02 Implementation

The sale of cattle on a liveweight basis in Victoria must conform to the following.

6.03 Proprietor's Responsibilities

The proprietor of the liveweight selling facility must be responsible for:

- The accuracy, proper maintenance, supervision and efficient operation of the liveweight selling facility.
- Weighing the cattle.

- Making the weight and all other information specified available to the vendor, agent and buyers.
- Determining weighing charges.
- Producing a weighbridge docket.
- Identifying the cattle by affixing the appropriate lot number to each animal or other appropriate identification.
- Ensuring that the procedures set out in the section 6.05.01 are implemented for each sale.

6.04 Operational Procedures – General

6.04.01 Method of Selling

This Code provides for the liveweight selling of cattle by one of the following methods:

- Presale weighing, pen selling
- Presale weighing, ring selling
- Presale weighing, on scale selling
- Post sale weighing

6.04.02 Vendor's Option to Sell per Head or Liveweight

Where liveweight selling facilities are provided, a vendor or his agent will have the option of liveweight or per head auction selling provided that the option to sell any weighed cattle on a per head basis is exercised prior to the commencement of the sale of that lot. Weights displayed for any cattle sold on a per head basis will only be weights determined in accordance with the provisions of this Code.

Cattle proposed to be sold by liveweight must not be placed in the same selling pen as cattle proposed to be sold on a per head basis.

6.04.03 Vendor's Risk Cattle

Should cattle that are lame, maimed, diseased or sick be detected in a lot proposed to be sold by liveweight, the sale of that lot will, at the vendor's option be either –

i. Sold on a per head auction basis, exclusive of the cattle so affected.
ii. Sold on a liveweight basis, exclusive of the cattle so affected. With presale weighing the sale will be subject to the lot being reweighed after the sale. In this case the reweigh docket will replace the original weighbridge docket and the cost of the re-weigh shall be borne by the agent.

In either case cattle that are lame, maimed, diseased or sick must be sold separately on a "vendor's risk" basis, private treaty or humanely destroyed.

6.04.04 Agent's Responsibilities

In the auction selling of cattle by liveweight, the agent is responsible for preparing the display of information for each lot of cattle, as well as receiving, drafting and selling the cattle.

6.04.05 Curfew

All cattle whether sold by a pre or post sale weight system must be yarded at the saleyard for a minimum of six hours prior to being weighed.

6.04.06 Access to Water

Water must be available in all pens where cattle are held prior to weighing, whether pre or post sale weighing applies. Cattle must be allowed undisturbed access to water for a minimum of 30 minutes prior to being weighed

6.04.07 Limitation of Lot Size

A weighing or selling lot may consist of one or more head of similar type and description. For presale cattle interlotted after weighing, a selling lot must comprise no more than six weighing lots.

6.04.08 Limitation of Numbers in a Selling Pen

The number of cattle in any selling pen should be limited by the following-

i. The maximum number of selling lots is five.
ii. The maximum number of vendors is nine.

6.04.09 Categorisation of Cows

Prior to be weighed, cattle proposed to be sold in the cow sale must be classified into one of the following categories –

Category A Cows which have been certified by a veterinarian to be either spayed, pregnancy tested empty (ie not more than 3 months pregnant) or barren.
Category B Cows which have not been certified to be category A cows.

Category A and Category B cows may be sold by liveweight. For Category A cows sold by liveweight the agent must supply the purchaser with the veterinarian's certificate for that lot.

6.04.10 Operation of Scales

The accuracy of the scales must be verified by appropriate Inspectors at such intervals as prescribed by the Weights and Measures Act 1958. For liveweight selling facilities at saleyards the prescribed interval is a maximum of twelve months.

Between verification by Inspectors and to ensure the confidence of vendors and buyers, the accuracy of the weighing facility must be checked prior to the commencement of each sale day. A record of these checks must be available for inspection on sale days.

Proprietors should ensure that each weighperson is competent to operate that particular weighing facility and is adequately supervised.

It is not necessary for the weighperson to sign every weighbridge docket but the master sheet(s) must be signed to certify the lot(s) he/she has weighed.

6.05 Presale Weighing - Operational Procedures

6.05.01 Commencement and Cessation of Weighing

Weighing of cattle will only be permitted at times when it does not unduly hinder the general operation of the saleyard. Preference should be given to weighing in the order categories of cattle are to be sold and within time spans determined on appropriate criteria such as agents order of sale.

For each particular category of cattle the weighbridge shall be open to permit continuous weighing. Commencement time for weighing will vary with the size of the yarding but must not be more than 12 hours prior to the advertised commencement time for the sale of that category of cattle. The weighbridge docket will only be valid for the sale of the category for which the cattle were weighed.

6.05.02 Display of Weighing Information

(a) Pen Selling

Prior to the advertised commencement time for the sale of each category of cattle, agents must prepare a display card or board for each selling lot and affix the card to the appropriate selling pen so that it is clearly visible and able to be read from the buyers positions. If a pen is reused on a sale day for the sale of the same category of cattle, any previous display card must be removed from the pen and the appropriate display card affixed in the required manner at least half an hour before such sale in that pen.

The time of weighing shall be shown in addition to the information required in point b. When cattle are interlotted into a single selling after weighing the range in times of weighing (ie earlier and latest weighing times of cattle in the interlot) must be shown in the space provided for time of weighing.

(b) The information displayed in all systems should include the following--

i. The number of animal(s) in the lot.
ii. Average weight (kilograms).
iii. Total weight (kilograms).
iv. Time of arrival at the saleyards. When cattle are interlotted into a single selling lot before or after weighing, the range in times of arrival (ie earliest and latest arrival times of cattle in the interlot) must be shown in the space provided for time of arrival.
v. District of origin. For interlots where the district of origin cannot practically be shown in the space provided the word "interlot" shall be shown.
vi. Pregnancy status (cows only).
vii. Lot number(s).

It would be desirable if all saleyards presented the information in the above order on display cards and electronic displays.

With pen selling the agent is responsible for accurately transcribing the information onto the display card from the weighbridge docket(s).

6.05.03 Reweighs

The vendor, agent or prospective purchaser will have the right to request a reweigh prior to the commencement to the sale of the next lot. The Superintendent should ensure that any request for a reweigh does not interrupt the course of the sale.

a. Vendor's Risk Reweighs

The provisions of this clause do not apply to the reweigh of any lot due to part of that lot being sold by "vendor's risk" such reweighs will be dealt with in accordance with the provisions of section 6.04.03.

b. Use of Reweigh Dockets

If any lot is reweighed due to an alleged error in the weighbridge docket (other than an alleged error in weight) then the reweigh dockets shall replace the original docket.

If any lot is reweighed due to an alleged error in the weight, the reweigh docket shall only be substituted for the original docket if the difference in weight exceeds 0.5% of the original weight for each hour which has elapsed between the weighings of that lot.

The weighperson must only issue the reweigh docket in accordance with the above provisions, when he/she is in possession of the original docket (including copies) for that lot.

Notwithstanding the provisions of clause 6.05.01, the proprietor must weigh any cattle properly submitted for a reweigh in preference to other cattle submitted for weighing.

Any other disputes in respect of alleged errors in documentation should be dealt with by the parties involved.

6.05.04 Presale Disputes

Prior to the sale, any disputes that arise in relation to the sale of cattle by liveweight in accordance with this Code, must be referred to the Superintendent and the disputing parties shall be bound by his decision.

6.06 Post Sale Weighing - Operational Procedures

6.06.01 General

Preference shall be given to the weighing of stock in the order that they are sold.

6.06.02 Information Transfer

Prior to the cattle being presented for weighing the agent must provide in duplicate to the weighing clerk a record of each lot showing –

- Pen number
- Identification mark
- Number of cattle
- Price per kilogram
- Vendor's name
- Selling agent's name
- Purchaser's name or code

6.06.03 Selling Procedures to be Observed in Case of Breakdown of Scales

a. On notification of observance of a breakdown of scales or print out, selling will cease immediately. If the malfunction cannot be rectified within one (1) hour then the remainder of the yarding will be sold by open auction on a per head basis unless withdrawn by the vendors.

b. Provided that if the scales are certified to be accurate but the print out or computer is not functioning satisfactorily, buyers may with the approval of their principals accept hand written scale dockets if weighing is supervised by a representative or representatives of buyers and vendors, in which case liveweight selling may continue.

c. Weights prior to breakdown will be accepted by buyers unless they are obviously incorrect as determined by comparison or printed weights and estimates by experienced representatives of buyers and agents. In such a case the price of each lot will be fixed by appraisal and negotiation between the vendor, agent and the buyer. If they are unable to reach agreement that sale will be cancelled and the stock concerned may be offered to another buyer or revert to the vendor without penalty to the original buyer.

d. Where no breakdown of scales or print out is notified before conclusion of the sale but weights are obviously inaccurate (as determined in c. above) or handwritten dockets are supplied without buyer supervision of weighing, each buyer will have the option of either canceling all his transactions or accepting all of them. In the former case the provisions of clause c. will apply ie the buyer and agent will negotiate an appraisal price for each lot; if they cannot agree the lot may be offered to another buyer or revert to the vendor without penalty to the original buyer.

e. The right of any buyer to have any lot re-weighed will not be affected by any of the foregoing provisions.

f. In the event of breakdown of the scales, after the completion of selling, the sale of the stock may be completed by private treaty to the satisfaction of the vendor, agent and buyer.

Colac Otway

Agenda

Councillor Briefing

Wednesday, 19 August 2015
COPACC
2.00pm to 5.25 pm

ATTENDEES:

Cr Frank Buchanan, Cr Lyn Russell, Cr Stephen Hart, Cr Brian Crook

Sue Wilkinson (CEO)
Colin Hayman (GM, Corporate Services)
Brydon King (GM, Development & Community Services)
Ingrid Bishop (GM, Infrastructure & Leisure Services)
Jenny Wood (Manager Governance & Customer Service)

Apology: Cr Terry Woodcroft,
Absent: Cr Chris Smith, Cr Michael Delahunty
Part: Shane Richardson, Bradley Nelson, Nicholas Anderson, Khalid Eldib, Alice Kavenagh, Emily Raison, Rachael Richardson, Maree Redmond. (all 4.00 – 4.30pm)

Agenda Topics

2.00 pm	**Declaration of Interest**	
2.00pm – 2.40pm	CEO Performance Review Preparation	Councillors Only
2.40pm – 3.30pm	General Business	
3.30pm – 3.40pm	Community Conversations	Sue Wilkinson
3.40pm – 4.00pm	Apollo Bay Harbour Development Plan	Brydon King
4.00pm – 4.30pm	Youth Council Update	Youth Councillors/Maree Redmond
4.30pm – 5.25pm	Rate Capping	Colin Hayman

Colac Otway SHIRE
"Naturally Progressive"

Agenda

CEO's Performance Review

Wednesday, 26 August 2015
CEO's Office
10.30am – 11.40am

ATTENDEES:
Cr Frank Buchanan (Mayor), Cr Lyn Russell, Cr Stephen Hart, Cr Brian Crook

Staff
Sue Wilkinson (CEO)

Apologies:
Cr Terry Woodcroft, Cr Michael Delahunty

Absent:
Cr Chris Smith

Agenda Topics

10.30 am	**Declaration of Interest** Nil	
10.30 am – 11.40am	**CEO's Performance Review**	Allan Preiss

Confidentiality Statement:

This briefing is deemed confidential under section 89(2) (a) (d) and (h) of the Local Government Act 1989 as it refers to personnel matters, contractual maters and any other matter which would prejudice the Council or any person.

2/7/08 Version

Colac Otway SHIRE

Agenda

Councillor Briefing

Wednesday, 26 August 2015
Birregurra Public Hall
1.00pm

ATTENDEES:

Cr Frank Buchanan, Cr Lyn Russell, Cr Stephen Hart, Cr Terry Woodcroft, Cr Brian Crook

Sue Wilkinson (CEO)
Colin Hayman (GM, Corporate Services)
Brydon King (GM, Development & Community Services)
Ingrid Bishop (GM, Infrastructure & Leisure Services)
Jennifer Wood (Manager Governance & Customer Services)
Maree Redmond (Acting Executive Officer)

Apology:
Nil
Absent:
Cr Michael Delahunty, Cr Chris Smith

Agenda Topics

1.00 pm	Declaration of Interest	
1.00 pm – 3.00 pm	Councillor Briefing Session/Meeting Preparation	

Colac Otway SHIRE

Agenda

Councillor Briefing

Wednesday, 2 September 2015
COPACC Meeting Room
12.25pm to 1.00pm

ATTENDEES:

Cr Frank Buchanan, Cr Lyn Russell, Cr Stephen Hart,

Sue Wilkinson (CEO)
Colin Hayman (GM, Corporate Services)
Brydon King (GM, Development & Community Services)
Ashley Roberts (Manager Financial Services)
David Testa (Financial Operations Coordinator)
Jennifer Wood (Manager Governance & Customer Services)

Mike Said – Chairperson, Audit Committee

Apology:
Nil

Agenda Topics

12.25pm – 12.35pm	Lunch	
12.35pm	Declaration of Interest	
12.35pm – 1.00pm	Verbal Presentation by the Audit Committee Chairperson on the 2014-15 Financial Statements & Result and Performance Statement	Mike Said

Colac Otway SHIRE

Agenda

Councillor Briefing

Wednesday, 2 September 2015
COPACC
2.00pm to 4.55pm

ATTENDEES:

Cr Lyn Russell (from 2.25pm), Cr Stephen Hart (until 4.50pm), Cr Frank Buchanan, Cr Terry Woodcroft (from 2.30pm), Cr Brian Crook

Sue Wilkinson (CEO)
Colin Hayman (GM, Corporate Services)
Brydon King (GM, Development & Community Services)
Ingrid Bishop (GM, Infrastructure & Leisure Services)
Jennifer Wood (Manager Governance & Customer Services)

Apology:
Absent: Cr Chris Smith, Cr Michael Delahunty,
Part: Tony White, Ian Seuren, Blaithin Butler, Stewart Anderson, Karen Foster (Great South Coast), Graham Shiell (Graham Shiell Consulting), Ian Phillips (I&J Management)

Agenda Topics

2.00 pm	**Declaration of Interest** Cr Hart – Draft Domestic Wastewater Management Plan (left 4.50pm) Cr Russell – Quarry Application (left between 4.40pm - 4.45pm)	
2.00pm – 2.35pm	Great South Coast Draft Food & Fibre Action Plan	Karen Foster – Great South Coast Tony White
2.35pm – 3.20pm	Colac Library Annex – Services Review	Graham Shiell
3.20pm – 3.25pm	General Business	
3.25pm – 3.40pm	CRLC Library Services Review	Ian Seuren Ian Phillips (I&J Management)
3.40pm – 3.50pm	General Business	
3.50pm – 4.05pm	MAV Motion – Gas Exploration	Stewart Anderson
4.05pm – 4.50pm	General Business	
4.50pm – 4.55pm	Draft Domestic Wastewater Management Plan	Blaithin Butler

Colac Otway SHIRE

Agenda

Councillor Workshop

Wednesday, 9 September 2015
COPACC Meeting Room
2.00 pm to 5.00 pm

ATTENDEES:

Cr Frank Buchanan (Mayor), Cr Lyn Russell (until 4.00pm), Cr Stephen Hart, Cr Terry Woodcroft (from 2.30pm), Cr Brian Crook (from 2.25pm)

Sue Wilkinson (CEO)
Colin Hayman (GM, Corporate Services)
Brydon King (GM, Development & Community Services)
Ingrid Bishop (GM, Infrastructure & Leisure Services)
Jennifer Wood (Manager Governance & Customer Services)

Apology:
Absent: Cr Chris Smith, Cr Michael Delahunty,
Part:
Carmen Lawrence, Margaret Giudice, Stewart Anderson.

Agenda Topics

2.00pm	**Declaration of Interest**	
2.00pm – 2.15pm	**Colac Livestock Selling Centre – Council Operating Policy**	Brydon King
2.15pm – 2.30pm	**General Business**	
2.30pm – 2.45pm	**LGPRF Annual Data Collection & Audit Result**	Carmen Lawrence Margaret Giudice
2.45pm – 3.30pm	**Lake Colac Masterplan**	Stewart Anderson & LMH Consulting Group
3.30pm – 4.05pm	**Advocacy**	Sue Wilkinson
4.05pm – 5.00pm	**General Business**	

Colac Otway SHIRE

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: 10 / 09 / 2015

Time: 6.00pm

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: Laurence Towers/...../...../.....

...../...../...../.....

Matter/s Discussed: Minutes of Previous Meeting, Business Arising, Correspondence Out and In, Business arising from Correspondence, Treasurers Report, Gardeners Report, Potting Report, General Business, Other Business, Raffle

.....
(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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Colac Otway
SHIRE

AUDIT COMMITTEE MEETING

SUMMARY MINUTES

2 SEPTEMBER 2015

at 8:30 AM

COPACC Meeting Rooms

Colac Otway Shire
PO Box 283
Colac Victoria 3250
E: inq@colacotway.vic.gov.au
www.colacotway.vic.gov.au

Customer Service Centre
Colac: 2-6 Rae Street
Apollo Bay: 69-71 Nelson Street
P: (03) 5232 9400
F: (03) 5232 9586

COLAC-OTWAY SHIRE AUDIT MEETING

2 September 2015

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MINUTES of the ***AUDIT COMMITTEE MEETING OF THE COLAC-OTWAY SHIRE COUNCIL*** held at the COPACC Meeting Rooms on 2 September 2015 at 8.30am.

1. OPENING OF MEETING

2. PRESENT

Mike Said (Chair)
Ms Linda MacRae
Cr Michael Delahunty
Cr Stephen Hart

Sue Wilkinson, Chief Executive Officer
Colin Hayman, General Manager, Corporate Services
Mr Ashley Roberts, Manager Financial Services
Mr David Testa, Financial Operations Coordinator
Ms Carmen Lawrence, Manager People, Performance & Culture
Ms Jenny Wood, Manager Governance & Customer Services
Mr Manny Peralta, Risk and OH&S Coord. (10.00 to 10.20 am & 10.30 to 10.40 am)
Ms Margaret Giudice, Corporate Development Officer (10.00 am to 10.20 am)
Mr Andrew Zavitsanos, Crowe Horwath
Mr Stephen O'Kane, LDAssurance (8.30 am to 10.35 am)

3. APOLOGIES

Mr Martin Thompson, Crowe Horwath

4. DISCLOSURE OF ANY CONFLICTS OF INTEREST

Nil

5. CONFIRMATION OF MINUTES – PREVIOUS MEETING

6. BUSINESS ARISING FROM THE PREVIOUS MEETING(S)

7. CEO'S DECLARATION OF LEGAL COMPLIANCE

8. REPORTS

9. GENERAL BUSINESS

AC150209-1 5 - CONFIRMATION OF MINUTES 22 JUNE 2015

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee endorses the minutes of the Colac Otway Shire's Audit Committee meeting held on 22 June 2015.

Resolution

Moved Ms Linda MacRae seconded Cr Michael Delahunty

That the Audit Committee endorses the minutes of the Colac Otway Shire's Audit Committee meeting held on 22 June 2015.

Carried

AC150209-2 7 - CEO'S STATEMENT OF COMPLIANCE

AUTHOR:	Sue Wilkinson	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Executive	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the following issue:

1. Procurement

Resolution

Moved Ms Linda MacRae seconded Cr Michael Delahunty

That the Audit Committee notes the following issue:

1. Procurement

Carried

AC150209-3 8.1 A - ANNUAL FINANCIAL STATEMENTS 2014/2015

AUTHOR:	Ashley Roberts	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

1. ***That the Audit Committee adopts 'In Principle' the 2014-2015 Financial Statements, subject to any immaterial adjustments as may be required by the audit in accordance with section 132(2)of the Local Government Act 1989.***
2. ***That the Audit Committee adopts 'In Principle' the 2014-2015 Performance Statement, subject to any immaterial adjustments required by the audit in accordance with Section 132(2) of the Local Government Act 1989.***
3. ***Proviso is made that the 2014-2015 Financial Statements and Performance Statement be referred back to the Audit committee for information, if there is significant change prior to signing.***
4. ***That the Audit Committee recommends to Council that Crs Stephen Hart and Michael Delahunty sign the final statements on behalf of Council.***
5. ***That thanks be recorded to both staff of the Colac Otway Shire and LD Assurance involved with the preparation of the 2014-2015 Annual Accounts and Audit Processes.***

Resolution

Moved Ms Linda MacRae seconded Cr Michael Delahunty

1. ***That the Audit Committee recommends to Council that it adopts 'In Principle' and as amended the 2014-2015 Financial Statements, subject to any immaterial adjustments as may be required by the audit in accordance with section 132(2)of the Local Government Act 1989.***
2. ***That the Audit Committee recommends to Council that it adopts 'In Principle' and as amended the 2014-2015 Performance Statement, subject to any immaterial adjustments required by the audit in accordance with Section 132(2) of the Local Government Act 1989.***
3. ***Proviso is made that the 2014-2015 Financial Statements and Performance Statement be referred back to the Audit committee for information, if there is any change prior to signing.***
4. ***That the Audit Committee recommends to Council that Crs Stephen Hart and Michael Delahunty sign the final statements on behalf of Council.***
5. ***That thanks be recorded to both staff of the Colac Otway Shire and LD Assurance involved with the preparation of the 2014-2015 Annual Accounts and Audit Processes.***
6. ***That the Audit Committee notes the Final Management letter and Closing Report and that the financial reports are presented fairly without qualification.***

Carried

At 10.20 am the Audit Committee members met with Stephen O'Kane of LD Assurance (External Auditor) in camera.

At 10.27 am the Audit Committee members and Stephen O'Kane of LD Assurance (External Auditor) met with Ms Sue Wilkinson and Mr Colin Hayman in camera.

The meeting resumed at 10.30 am.

AC150209-4 8.1 B - END OF FINANCIAL YEAR MANAGEMENT REPORT 2014/2015

AUTHOR:	Ashley Roberts	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee receives the Financial Management Report 2014/2015 for information.

Notes:
Suggest that the Vision Super VBI be included in the report and reported to Council and the Audit Committee on a quarterly basis.

Resolution

Moved Cr Michael Delahunty seconded Cr Stephen Hart

That the Audit Committee receives the Financial Management Report 2014/2015 for information.

Carried

AC150209-5 8.2 A - REVIEW OF PROCUREMENT /PURCHASING PRACTICES

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the report on the Review of Procurement/Purchasing Practices and the recommendations and actions that are to be implemented to further improve the Procurement practices of Council.

Resolution

Moved Ms Linda MacRae seconded Cr Michael Delahunty

That the Audit Committee notes the report on the Review of Procurement/Purchasing Practices and the recommendations and actions that are to be implemented to further improve the Procurement practices of Council.

Carried

AC150209-6 8.2 B - INTERNAL CONTROL - ELECTRONIC CONTENT MANAGEMENT

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the report on Electronic Content Management and the significant improvements made to the various control ratings since the last assessment.

Resolution

Moved Cr Stephen Hart seconded Cr Michael Delahunty

That the Audit Committee notes the report on Electronic Content Management and the significant improvements made to the various control ratings since the last assessment.

Carried

AC150209-7 8.3 A - RISK MANAGEMENT - RISK MANAGEMENT ADHERENCE REPORT

AUTHOR:	Carmen Lawrence	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee receives the Risk Management Adherence Report as at 12 August 2015.

Resolution

Moved Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee receives the Risk Management Adherence Report as at 12 August 2015.

Carried

AC150209-8 8.4 A - FRAUD PREVENTION/AWARENESS - FRAUD CONTROL PROGRAM

AUTHOR:	Ashley Roberts	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee receives the Fraud Control Program Report for the period 30 May 2015 to 13 August 2015.

Resolution
Moved Cr Stephen Hart seconded Cr Michael Delahunty

That the Audit Committee receives the Fraud Control Program Report for the period 30 May 2015 to 13 August 2015.

Carried

AC150209-9 8.6 A - INTERNAL AUDIT - STATUTORY BUILDING

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee receives the Internal Audit Report on Statutory Building noting management comments.

Resolution

Moved Ms Linda MacRae seconded Cr Michael Delahunty

That the Audit Committee receives the Internal Audit Report on Statutory Building noting management comments.

Carried

AC150209-10 8.6 B - INTERNAL AUDIT - FOLLOW-UP - PRIOR INTERNAL AUDIT REPORTS REVIEW

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee receives the Internal Audit Report on "Follow-Up of Selected High Risk Matters Raised in Prior Internal Audit Reports Review".

Notes:
The target dates for overdue actions should be reviewed.

Resolution

Moved Cr Michael Delahunty seconded Cr Stephen Hart

That the Audit Committee receives the Internal Audit Report on "Follow-Up of Selected High Risk Matters Raised in Prior Internal Audit Reports Review".

Carried

AC150209-11 8.6 C - INTERNAL AUDIT - INTERNAL AUDIT REPORTS UPDATE AS AT 30 JUNE 2015

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee receives the Internal Audit Reports Update on High and Moderate Risk Rating Recommendations as at 30 June 2015 for the following Audits:

- ***Accounting for Non-Infrastructure Assets***
- ***Payroll Review***
- ***Fraud Management Review***
- ***IT Control Environment Review***
- ***Livestock Selling Centre***
- ***Contract Management Review (Contracted Works)***
- ***Building Maintenance - Essential Safety Measures***
- ***Rates Management Review***
- ***Legislative Compliance***
- ***Food Act Compliance***
- ***Immunisation Management***

Notes:
Need to consider how overdue items should be reported to the Audit Committee.

Resolution

Moved Cr Michael Delahunty seconded Cr Stephen Hart

That the Audit Committee

1. ***Receives the Internal Audit Reports Update on High and Moderate Risk Rating Recommendations as at 30 June 2015 for the following Audits:***

- ***Accounting for Non-Infrastructure Assets***
- ***Payroll Review***
- ***Fraud Management Review***
- ***IT Control Environment Review***
- ***Livestock Selling Centre***
- ***Contract Management Review (Contracted Works)***
- ***Building Maintenance - Essential Safety Measures***
- ***Rates Management Review***
- ***Legislative Compliance***
- ***Food Act Compliance***
- ***Immunisation Management***

2. ***Notes that items related to AVdata and the Truck Wash at the Colac Regional Livestock Selling Centre be shown as incomplete.***

3. ***Requests a report be provided to the December 2015 Audit Committee meeting on the Installation of the Avdata system at the Colac Regional Livestock Selling Centre and details of the Truck Wash including an analysis of income and expenditure.***

Carried

AC150209-12 8.6 D - INTERNAL AUDIT - INTERNAL AUDIT PROGRESS UPDATE

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the Internal Audit Progress Reports for the periods 2013/2014 to 2015/2016.

Resolution

Moved Cr Michael Delahunty seconded Cr Stephen Hart

That the Audit Committee notes the Internal Audit Progress Reports for the periods 2013/2014 to 2015/2016.

Carried

AC150209-13 8.6 E - INTERNAL AUDIT - ACCOUNTS PAYABLE, CASH HANDLING AND RECEIPTING

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee receives the Internal Audit Report on Accounts Payable, Cash Handling and Receipting noting management comments.

Resolution

Moved Ms Linda MacRae seconded Cr Michael Delahunty

That the Audit Committee receives the Internal Audit Report on Accounts Payable, Cash Handling and Receipting noting management comments.

Carried

AC150209-14 8.8 A - COMPLIANCE - EXCESS ANNUAL LEAVE REPORT

AUTHOR:	Ashley Roberts	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee receives the Annual Leave Report as at 13 August 2015 for information.

Notes:
That the Annual Leave Report be provided to the Audit Committee twice a year.
December and June.

Resolution

Moved Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee receives the Annual Leave Report as at 13 August 2015 for information.

Carried

AC150209-15 8.8 B - COMPLIANCE - COMPLIANCE REGISTER 2014/2015

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the report on the Compliance Register as at 30 June 2015.

Resolution

Moved Cr Michael Delahunty seconded Cr Stephen Hart

That the Audit Committee notes the report on the Compliance Register as at 30 June 2015.

Carried

AC150209-16 8.9 A - REPORTING RESPONSIBILITIES - OPERATIONAL PLAN 2015/2016

AUTHOR:	Margaret Giudice	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the report on the Operational Plan 2015/2016.

Resolution

Moved Ms Linda MacRae seconded Cr Michael Delahunty

That the Audit Committee notes the report on the Operational Plan 2015/2016.

Carried

AC150209-17 8.9 B - REPORTING RESPONSIBILITIES - AUDIT COMMITTEE REPORT 2014/2015

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the Annual Report details for the Audit Committee for 2014/2015.

Resolution

Moved Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee notes the Annual Report details for the Audit Committee for 2014/2015.

Carried

AC150209-18 8.9 C - ASSET VALUATION AND REVALUATION POLICY

AUTHOR:	Ashley Roberts	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee recommends to Council that the Asset Valuation and Revaluation Policy be adopted.

Notes:
- Delete Appendix 1 from the Draft Policy.
- Add that Useful lives and thresholds will be reviewed on an annual basis in accordance with the Accounting Standards and in conjunction with the preparation of the Annual Financial Statements.

Resolution

Moved Cr Michael Delahunty seconded Cr Stephen Hart

That the Audit Committee recommends to Council that the Asset Valuation and Revaluation Policy as amended be adopted.

Carried

AC150209-19 8.9 D - ASSET CAPITALISATION POLICY

AUTHOR:	Ashley Roberts	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee recommends to Council that the Asset Capitalisation Policy be adopted.

Resolution

Moved Cr Michael Delahunty seconded Cr Stephen Hart

That the Audit Committee recommends to Council that the Asset Capitalisation Policy be adopted.

Carried

AC150209-20 8.10 A - OTHER - AUDIT COMMITTEE PLAN

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the updated Audit Committee Plan for 2015/2016.

Resolution

Moved Ms Linda MacRae seconded Cr Michael Delahunty

That the Audit Committee:

1. ***Notes the updated Audit Committee Plan for 2015/2016.***
2. ***Notes that the Chairperson of the Audit Committee is to discuss with Officers the Audit Committee Plan prior to the next meeting of the Committee.***

Carried

AC150209-21 8.10 B - OTHER - BLUEWATER REDEVELOPMENT

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the progress of the Bluewater Fitness Centre Redevelopment Project.

Resolution

Moved Cr Stephen Hart seconded Ms Linda MacRae

That the Audit Committee:

1. ***Notes the progress of the Bluewater Fitness Centre Redevelopment Project.***
2. ***Recommends to Council that a Post Construction Review of the Bluewater Fitness Centre Redevelopment Project be undertaken.***

Carried

AC150209-22 8.10 C - LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK UPDATE

AUTHOR:	Carmen Lawrence	ENDORSED:	Colin Hayman
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the report on the Local Government Performance Reporting Framework.

Resolution

Moved Cr Michael Delahunty seconded Cr Stephen Hart

That the Audit Committee notes the report on the Local Government Performance Reporting Framework.

Carried

AC150209-23 8.10 D - OTHER - LOCAL GOVERNMENT RATES CAPPING & VARIATION FRAMEWORK REVIEW

AUTHOR:	Colin Hayman	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	F15/5693

Original Recommendation

That the Audit Committee notes the report on the Local Government Rates Capping and Variation Framework Review.

Resolution

Moved Cr Stephen Hart seconded Cr Michael Delahunty

That the Audit Committee:

1. ***Notes the report on the Local Government Rates Capping and Variation Framework Review.***
2. ***In noting the report the Audit Committee is not expressing a view on Rate Capping.***

Carried

GENERAL BUSINESS

Mr David Testa, Mr Mike Said and Ms Linda MacRae thanked Colin Hayman for his contribution to the Audit Committee.

The Meeting Was Declared Closed at 12.25 pm

***TO BE CONFIRMED** at the meeting held on 2 DECEMBER 2015*