

## **ORDINARY COUNCIL MEETING**

# **AGENDA**

**16 DECEMBER 2015**

**at 4:00 PM**

**COPACC Meeting Rooms**

Next Meeting:  
Wednesday 27 January, 2016  
COPACC Meeting Rooms, Colac



### *Our Vision*

A sustainable community with a vibrant future.

### *Our Mission*

Council will work with our community and partners to provide:

- Innovative leadership, good governance and financial accountability
- Value for money, accessible and appropriately targeted services
- A strong advocacy and engagement approach to achieve a truly liveable community

### *Our Values*

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



# 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

16 DECEMBER 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 16 December 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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In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission.

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#### **5. QUESTION TIME**

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 25/11/15.**

**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.



**OM151612-1 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 Minister for Regional Development Jaala Pulford, the Chief of Staff to the Minister for Sport and Gayle Tierney MP regarding funding for Central Reserve
- Opening of the Public Observation Deck at Apollo Bay
- G21 Board Meeting
- Great South Coast Board Meeting
- A delegation from the Federal and State Department of Social Services and including local business leaders regarding GROW
- Annual Volunteers thank you lunch
- Meeting with Senior Advisor Department of Education and Training

**Youth Council**

The 2015 Youth Council has now reached the end of its term with the group having celebrated the success of their major project 'Youth Without a Roof'. An estimated 500 people attend the event on Saturday 21 November 2015 and approximately 30 people slept in Memorial Square overnight. Guest speakers at the event provided great insight to youth homelessness and the impacts on families and the community while a giant screen showed statistics about homelessness, some short films created by young people about homelessness as well as acknowledging the overwhelming support of various businesses in the community which donated goods and items to assist in the success of the event.

**INFRASTRUCTURE & LEISURE SERVICES**

**ARTS & LEISURE SERVICES**

**Recreation**

**Gellibrand Rex Norman Park Master Plan**

Officers have commenced the development of a Master Plan for Gellibrand's Rex Norman Park and held initial discussions with the Gellibrand Neighbourhood House. It is anticipated that Council will appoint a consultant to work with the community to develop a Master Plan for the site in early 2016.

**COPACC**

**COPACC Season**

The last COPACC presented event for the 2015 Colac Herald Season was *The Other Film Festival* on 2 December – an artistically vibrant, accessible, international disability event, which was supported by Colac Otway Shire's Rural Access team and sponsored by Colac Cleaning and Property Services.

The final Morning Music Session for the year was traditional Christmas concert favourite Denis Walter who packed the auditorium.

COPACC launched its education season to regional primary school teachers in the first week of December.

Major events at COPACC in December include a wedding reception, Colac Specialist School's 35<sup>th</sup> anniversary concert and a large private Christmas party. COPACC is on track for a successful year in 2016 based on advance bookings for community hires, independent touring company hires and standard business events.

#### ASSETS AND PROPERTY SERVICES

ACTIONS	STATUS	% COMPLETE	PROGRESS COMMENTS
Monitor the performance and condition of Council's various asset types through programmed inspections and data collection.	In Progress	10%	Quotes are presently being sought from suitably experienced service providers for the collection of asset data relating to the condition of Council's roads and bridges. 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	50%	Tenders for this year's concrete works program which includes footpath and kerb and channel renewal closed on 11 November 2015. Tenders have been evaluated and a report is being presented to Council at the December 2015 Council meeting for award of Contracts. Sealing works commenced during the week starting 30 November 2015.
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	42%	Incident inspections are completed as required in line with Council's Road Management Plan. Any maintenance works which are identified as a result of these inspections and programmed as necessary.
Manage building maintenance program to address programmed and reactive maintenance needs.	In Progress	42%	Reactive and routine maintenance activities are coordinated to ensure that Council's buildings are safe and functional. There have been no significant issues noted during this reporting period. Council's Building Maintenance Officer continues to carry out routine inspections of our public toilet facilities recording and scoring asset condition and presentation.

Complete road and footpath network inspections to meet frequencies prescribed by Council's Road Management Plan (RMP).	In Progress	50%	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: <ul style="list-style-type: none"> <li>Local footpaths within Colac Footpath Area 2 which is in the north western quadrant of Colac (i.e. between Deans Creek Road, Corangamite Street, and Murray Street)</li> <li>Rural Access roads in Hordern Vale.</li> </ul>
Annual Road Resealing Program.	In Progress	18%	Sealing works commenced during the week starting 30 November 2015. It is anticipated that this year's program will be completed prior to Christmas however some works may carry over into the New Year as this type of work is highly dependent on favourable working conditions.
Building Renewal Program.	In Progress	50%	The following is a summary of recent activities aligned with this year's Building Renewal Program: <ul style="list-style-type: none"> <li>Forrest Caravan Park Fire Service Upgrade works have been completed</li> <li>Pre planning activities for the provision of an access ramp to the Irrewarra Airfield administration building continue</li> </ul>
Coordinate inspections and reporting of Essential Safety Measures (ESM's) relating to nominated Council buildings.	In Progress	50%	Programmed inspections of essential safety measures in nominated Council buildings are ongoing and is in accordance with the relevant Building Regulations. Any non-compliance issues identified are addressed in accordance with priorities which include level of risk and considers available funding.

## CAPITAL AND MAJOR PROJECTS

### Colac CBD Rain Gardens Project

The contract for construction of two rain gardens in Hesse Street adjacent to Memorial Square has been awarded, with works expected to be completed by March 2016.

### Apollo Bay Transfer Station Resale Shed

The contract for the Apollo Bay Transfer Station Resale Shed Design & Construct project has been awarded, with construction expected to be completed by March 2016. 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 facility does not allow. A direct side benefit of the resale shed will be a net reduction in hard waste exported from the Transfer Station, along with associated environmental benefits.

### McLeod Street Reconstruction

Tenders have been opened for reconstruction of McLeod Street, Colac, as part of the 2015/16 Road Reconstruction Program. The report for awarding of the contract is expected to go to the January 2016 Council meeting subject to submitted prices. The reconstruction, between Hart Street and Robertson Street, includes renewed footpath, upgraded driveways, and new asphalt pavement with kerb and channel.

### **Ferrier Drive Reconstruction Stage 3**

Tenders have been advertised for reconstruction of Ferrier Drive, Marengo, as part of the 2015/16 Road Reconstruction Program. It is expected the contract will be awarded in early January 2016 with commencement of works in late February 2016. The reconstruction, from Roberts Road to the Great Ocean Road, is a continuation of Stage 1 works in 2014 and Stage 2 works in 2015, and will renew the road at the existing width.

### **Busty Road Reconstruction**

Tenders have been advertised for reconstruction of Busty Road, Apollo Bay, as part of the 2015/16 Road Reconstruction Program. The report for awarding of the contract is expected to go the January 2016 Council meeting with commencement of works in late February 2016. The works, from Wild Dog Rd south intersection to the end of seal, is a reconstruction of the existing road over three (3) kilometres.

### **Bridge reconstruction program**

#### *Cape Otway Road Bridge*

Contractor Fulton Hogan completed rehabilitation works on the Cape Otway Road bridge (over Deans Marsh Creek, east of Birregurra) in late November 2015, and the bridge and road have been returned to full operation.

### **Colac Stormwater Development Strategy**

Specialist tender service for the preparation of The Colac Stormwater Development Strategy was advertised on Friday 18 November 2015. The Strategy seeks to establish the performance of Council's current stormwater network in terms of protection to life and property during storm events, build options and recommendations around system efficiency gains, while - critically - building on the options and recommendations emerging from Council's Colac 2050 Plan. This will assist with the strategic planning projects that consider the sustainable long term land use development of the township.

## **SERVICES AND OPERATIONS**

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

### **Minor Patching**

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

### **Road Regrading**

Road regrading has continued as weather conditions permit.

### **Gravel Road Resheeting**

Approximately 2.5 kilometres of resheeting works have been completed on:

- |                   |                   |
|-------------------|-------------------|
| • Springs Road    | • Bass Avenue     |
| • Cara Court Road | • Coryule Avenue  |
| • Dunoon Road     | • Illowra Avenue  |
| • Iluka Avenue    | • Durimbil Avenue |
| • Killala Road    |                   |

### **Road Rehabilitation**

Nalingal Road rehabilitation has commenced with the pavement surface being ripped, crushed, respread and compacted. A sub-base layer of 40mm fine crushed rock (FCR). FCR has laid and compacted. Base layer of 20mm FCR is being laid and compacted. Primersealing works planned for end of November with tidy up and linemarking to follow shortly after.



Warrowie road Rehabilitation works planned to start November 30 and be completed by end December 2015.

### **Street Sweeping**

Street Sweeping has been completed as per Council's monthly schedule, with a total of approximately 300km of kerb and channel swept for the month.

### **Routine Drainage Works**

During November, routine drainage works, were completed in the following townships and areas:

- Apollo Bay
- Kennett River
- Skenes Creek
- Carlisle
- Wye River
- Separation Creek
- Marengo
- Forrest

### **Major Drainage Works**

During November, major drainage works, were completed in the following townships and areas:

- Aerodrome Road
- Lake Corangamite Road
- Marriners Lookout Road
- Hickeys Cutting
- Marengo
- Eurack Road
- Oakleys Road
- Tuxion Road
- Skenes Creek

### **Bridge Maintenance**

Mowing and general tidying of the approaches to bridges within the Otways.

### **Vegetation Control**

Works were undertaken on:

- Barham River Road
- Conns Lane
- Old Hordern Vale Road
- Ferrier Drive

### **Tree Maintenance**

Tree maintenance works have been focused on implementing recommendations in the Memorial Square tree management report and reducing vegetation under power lines in the northern section of Colac.

### **Township Mowing**

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

- Apollo Bay
- Kennett River
- Separation Creek
- Kawarren
- Barwon Downs
- Carlisle
- Beeac
- Birregurra
- Swan Marsh
- Marengo
- Wye River
- Gellibrand
- Beech Forest
- Forrest
- Colac
- Cressy
- Alvie
- Pirron Yallock

### **Roadside Slashing**

The first cycle of roadside has commenced, with slashing completed in:

- Cororooke
- Alvie
- Dreeite
- Irrewarra
- Pennyroyal
- Barwon Downs
- Barongarook
- Beeac
- Cressy
- Eurack
- Birregurra
- Murroon
- Gerangamete

The team will now move into Colac and Elliminyt before heading west towards Swan Marsh – Irrewillipe areas to reduce regrowth.

### **Sport Ovals**

Mowing of ovals continues when conditions are suitable.

### **Storm Damage**

Throughout October there was an average amount of fallen, hanging and dangerous trees due to strong, gusty wind damage. This has been mostly in the southern section of the shire.

### **Old Beechy Rail Trail**

Crews have worked to clean up fallen trees following windy conditions.

### **Playground Maintenance**

Teams have replaced sleepers on playground surrounds and topped up soft fall material at Carlisle River Playground.

## **DEVELOPMENT AND COMMUNITY SERVICES**

### **Economic Development & Events**

#### **Colac Visitor Information Centre**

	2014	2015	% Change to previous year
Walk – Ins	2692	2764	+3%
Phone Calls	81	115	+42%

Colac Visitor Information Centre welcomed 2764 visitors during November this was a 3% increase on previous year. Phone enquiries increased by 40% with ColacVIC now handling the overflow from Great Ocean Road Visitor Centre. International visitor trends have shown more arriving from the China, Singapore and UK, whereas Interstate visitors were travelling from NSW, South Australia and WA. The main enquiries were for Otway's Walks & GOWalk, Otway Fly and the 12 Apostles.

Love Our region continues to be popular 44 local residents signing up. Its also been a busy time assisting prospective new residents seeking to move to Colac & Otways.

### Great Ocean Road Visitor Information Centre (GORVIC)

	November 2014	November 2015	% Change
Walk-ins	12,817	12,035	-6%
Phone calls	1,380	1,116	-19%
E-mails	50	47	-6%

#### GORVIC November Overview

The Great Ocean Road Visitor Information Centre had a total of 12,817 visitors in November, a 6% decrease on the previous year. Phone call to the centre were also down by 19% along with e-mail enquiries (6%). Main enquiries were for Accommodation (55%), Great Ocean Road & Apollo Bay (9%), Great Otway National Park and Great Ocean Walk (22%).

International visitors were travelling from the UK, Germany & USA whereas Interstate visitors were travelling from NSW, QLS and South Australia.

#### Otways Free Day

Council's Tourism Development Officer (TDO) organised an industry familiarisation for Apollo Bay and the Otways as an "Otways Free Day". The event took place on 19 November 2015 with 139 guests from 72 businesses attending the day's events. The event itinerary included the following:

- A visit to The Otway Fly Tree Top Walk and Zip Line tour
- Triplet Falls Waterfall Walk
- Cape Otway Lightstation – tour of the grounds & bush tucker demonstration
- Walk a section of the Great Ocean Walk (at Shelly Beach) or alternatively the Maits Rest Rainforest Walk or Marriners Lookout in Apollo Bay
- Sampling of local produce at the Great Ocean Road Brewhouse's new "Tastes of the Region" produce centre in Apollo Bay.

The main objectives of the event were to showcase the Otways region to the Victorian tourism industry as a way to increase visitation and dispersal, to educate local businesses about local product and to provide a valuable industry networking day for all involved.

The day was a great success which generated much enthusiasm and positive feedback. Without the generous support of several local operators who donated accommodation and products, the event would not have been possible. The Colac Otway Shire Council would like to thank: Beachcomber Retreat, Apollo Bay; Cape Otway Lightstation; Countrywide Cottages; Great Ocean Road Brewhouse; Johanna River Farm and Cottages; Lake Colac Caravan Park; Otway Estate; Otway Fields jams and preserves; Otway Fly Treetop Adventures; Whitecrest Great Ocean Road Resort; Otway Estate; Apollo Bay Bakery, Hello Coffee, Corunnun Walnuts and Great Ocean Road Regional Tourism.

#### Love Our Region Campaign

Council's spring Visiting Friends and Relatives Campaign called "Love Our Region" was launched on 9 September 2015. The spring campaign features offers from 24 local businesses and encourages local residents to discover and explore "the Otways". In essence, the aim of the campaign is to make residents proud of their local area and ambassadors for the region.

Campaign membership has grown by 11% during November with 970 Colac Otway residents (18 years or older) registering for the campaign to date. The campaign Facebook page and email newsletter engagement levels have also increase by 52% and 8% respectively in 2015.

### **GORVIC Social Media**

The Great Ocean Road Visitor Information Centre (GORVIC) continues to increase their online following via social media platforms. During November one post reach over 170K Facebook users. GORVIC are now building their Instagram following with several photographers now using the @visit\_apollobay user name to share their imagery with the official tourism account which can then be used to promote the region.

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

The Forrest Public Hall received a Small Town Improvement Program (STIP) allocation of \$18,600 in 2015/2016. The installation of the roof at the Forrest Public Hall is now complete.

The Apollo Bay viewing deck overlooking the harbour and the bay is complete and opened to the public in November. The project was jointly funded through the Apollo Bay Fisherman's Co-operative, Apollo Bay Chamber of Commerce, Colac Otway Shire and the Australian Government's National Landcare Programme.

### **Working Women's Network Group**

The Working Women's Networking Group (WWNG) was held in November with 15 women in attendance. The gathering was hosted at Jo's Pantry, and the group enjoyed an opportunity to network with other working women. The next WWNG will be arranged in the new year and it is planned to hold approx 3-4 gatherings in 2016.

### **Events**

#### **Upcoming Events**

- Jingle at the Bay – Monday 21 December – Apollo Bay Foreshore
- Community Christmas Carols to be held on the Apollo Bay Foreshore.

### **Custom Car and Bike Show – 15 January – 17 January**

15<sup>th</sup> – Movie Night at COPACC

16<sup>th</sup> – Show'n'Shine in Memorial Square, Colac

17<sup>th</sup> – Mystery Cruise

### **Colac Otway Shire Australia Day Celebrations – Tuesday 26 January 2016– Birregurra Park, Birregurra**

Annual Council Australia Day celebrations featuring James Blundell, Australian singer and songwriter, market and food stalls, children's activities, photographic display and Birregurra Automotive display. Council will announce the winners of the Australia Day awards at the official ceremony.

### **A Day in the Bay, Australia Day Celebrations – Tuesday 26 January 2016 – Apollo Bay Foreshore**

Inaugural Australia Day celebrations on the Apollo Bay Foreshore. Featuring live music, special guests and lots of free fun entertainment.

### **Planning, Building & Health**

#### **Colac Commercial and Industrial Land Use Strategy**

A draft Colac Commercial and Industrial Land Use Strategy has been prepared following consultation with the community and stakeholders in August that included an on-line survey, stakeholder workshops and one-on-one interviews between key business leaders and the consultant. The strategy examines the future land use needs for both retail and other commercial and industrial land over the next twenty years, and forms part of the early stages of the Colac 2050 project. A report will be presented to Council to consider the draft Strategy and a proposed planning scheme amendment to implement the strategy in early 2016.

#### **Colac 2050 Project**

In addition to the Commercial and Industrial Land Use Strategy, several other technical and background assessments are currently being completed as part of the initial phases of the Colac 2050 project. These include the preparation of a draft Social Infrastructure Assessment report and draft Heritage, Flora and Fauna, and Landscape Assessment reports. These will be finalized early in 2016, leading to the development of a Background Report for the 2050 Project.

### **Community Services**

#### **Family & Children's Services**

##### **Assessment and Rating Visit**

Council's Family Day Care Service Unit underwent a Rating and Assessment Audit conducted by the Victorian Department of Education and Training in October 2015. The audit was conducted over 2.5 days which involved questioning of Family Day Care staff; assessment of documentation, policies and procedures; and randomly selecting and visiting 3 Family Day Care Educators to assess and rate their homes as a care environment. We received some very positive feedback at the time and have just received the final results.

The overall result was that we are Meeting the National Quality Standards (NQS). A breakdown of the results is listed below. This is a very pleasing result which reflects the excellent work by Council staff and the Educators.

<b>Quality Area 1</b>	Educational program and practice	Rating: Meeting NQS
<b>Quality Area 2</b>	Children's health & safety	Rating: Meeting NQS
<b>Quality Area 3</b>	Physical environment	Rating: Exceeding NQS
<b>Quality Area 4</b>	Staffing arrangements	Rating: Meeting NQS
<b>Quality Area 5</b>	Relationships with children	Rating: Exceeding NQS
<b>Quality Area 6</b>	Collaborative partnerships with families and communities	Rating: Exceeding NQS
<b>Quality Area 7</b>	Leadership and service management	Rating: Meeting NQS

#### **Children's Week**

Council, Colac Area Health and Barwon Child, Youth & Family, partnered together to host this year's Children's Week activities at the Colac Botanical Garden's. In previous years Children's Weeks have been held at the Neighbourhood House, however, this year it was decided to hold the event in the Colac Botanical Garden's to acknowledge its 150th year anniversary.

The event was a great success with around 100 people including parents, children, kindergartens and schools participating. Activities included handling reptiles, bubble making, art and craft activities, indigenous storytelling, face painting and games. We have had some very positive feedback and overall it was another successful event.

### **Maternal & Child Health**

The above average birth notifications, over the previous 3 months, continue in November 2015. These numbers impact on the services home visiting capacity and ongoing appointments for parenting support and developmental assessments. There are currently 60 families receiving additional support through our Enhanced Home Visiting Program. Families are eligible for an additional 17 hours of support through this program.

The nurses are continuing to ensure that the new Maternal and Child Health Data Base, called CDIS, is functioning properly during the transition phase from the previous programme. With the closure of the Perinatal Mental Health Program the nurses have lodged a submission for a grant through the Maternal and Child Health Innovation Fund to look at Mental Health Services within Colac Otway Shire. The nurses are also looking at developing community resources and their needs for specific mental health training. If successful this project will commence in March 2016.

### **Environment & Community Safety**

#### **Lake Colac**

Work is progressing on the development of the Lake Colac Foreshore Master Plan. After receiving a huge number of ideas from the community some initial concepts have been discussed with the Lake Colac Coordinating Committee.

The water level of the lake remains low Council is continuing to work closely with partner agencies to prepare for possible problems such as Blue Green Algae and fish kills. While recent rain has helped the water level is still very low and there is a good chance it will dry out by the end of summer unless we have above average rainfall in January and February.

#### **Wye River Bushfire Planning Session**

At the invitation of the Wye River Fire Brigade, Otways District Bushfire planning staff working on behalf of Colac Otway, Surf Coast and Corangamite Shire's conducted a bushfire scenario session at the Wye River Surf Club on 7 November. Approximately 70 people attended – a mix of permanent and holiday house residents. An overwhelmingly positive response was received from participants and from the local brigade. Some 40 participants requested to be involved in continuing discussions and provided their contact details.

The session had three main components:

- Local fire history, bushfire risk factors and loss, seasonal outlook,
- Fire scenario – using Phoenix Rapidfire (state of the art fire modelling tool) - a bushfire started at Mt Sabine and travelled south to the coast, then eastwards through to Lorne (see below). The audience were asked questions about what they would be doing at various points in time of the fire scenario
- Options available to reduce bushfire risk, and where to from here.

Staff will now develop a draft proposal to reduce risk, which will be the starting point of the continued discussion with the community and the Brigade. Any planning undertaken will build on the work already undertaken by the brigade and will be based on community led planning principles. The scenario session is only one part of a continuing conversation which values community relationships, wishes and inputs. Council is committed to undertaking more community led bushfire planning in the future and while another session is planned for Gellibrand early in the new year it is important that the officers follow up effectively on the actions out of the Wye River session before running sessions in too many other towns.

#### **Joint Emergency Relief Centre Exercise**

Colac Otway, Corangamite and Surf Coast Shires are continually working together as part of the Otway District Relief and Recovery Collaboration to better prepare for the provision of emergency relief and recovery services to the community in the event of a major emergency. Each year the Otway District Relief and Recovery Collaboration holds a major exercise where one council activates an Emergency Relief Centre (ERC). This year Colac Otway Shire hosted the ERC Exercise at Trinity College on 2 December. The exercise provided a great opportunity for nearly 150 staff from the three municipalities and other support agencies (e.g. Red Cross and Victorian Council of Churches) to come together to consolidate learnings from other ERC training in a controlled environment. The ongoing planning and preparing for activating an ERC is an important task that Council is committed to undertaking but it is a task that we hope we never have to undertake in reality.

#### **Attachments**

Nil

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

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

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**OM151612-2 COLAC LIBRARY ANNEXE SERVICE REVIEW 2015**

|             |                    |           |               |
|-------------|--------------------|-----------|---------------|
| AUTHOR:     | Mark Lyons         | ENDORSED: | Sue Wilkinson |
| DEPARTMENT: | Corporate Services | FILE REF: | F15/951       |

**Purpose**

To consider public submissions and 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 of 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.

At its Ordinary Meeting held on the 23 September, 2015 Council resolved to note the final report and further prior to making a decision public submissions were to be invited for a period of 6 weeks. Public submissions opened on the 2 October, 2015 and closed on the 13 November, 2015 with 17 submissions being received.

#### **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 annexe, or sub-branch in the existing library building in Gellibrand Street Colac in an area of approximately 100 square metres.**
- 2. Operate the annexe for approximately 22 hours per week.**
- 3. Suggest the allocation of approximately 2,500 items to the annexe.**
- 4. Where possible, utilise existing furniture, fittings and equipment, such as shelving for the annexe.**
- 5. Review the operation of the annexe 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 annexe 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 NOT 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 NOT 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.

***That Council:***

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

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.

Subsequent to this and following deliberation by Council at its meeting held on the 23 September, 2015 Council passed the following resolution:-

***That Council***

- 1. Notes the 2015 Colac Library Annexe Report***
- 2. Put the 2015 Colac Library Annexe Report out for comment for six weeks and then a report come back to Council.***

Following this decision public notice was provided of the opportunity to provide comment through the following mediums:-

1. Colac Herald – Advertisement placed on the 2 October, 2015 and 9 October, 2015
2. Public Viewing – Copies of the report were made available at Councils Rae Street Office, Apollo Bay Office, CCLLC and the Library Annexe.
3. Direct Notification – Letters were forwarded to the CRLC, CCLLC and Colac Secondary College.

During the submission period 15 submissions were received with two (2) late submissions received after the closing date although prior to finalisation of this report.

**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;

| <b>The Way Forward</b>           |                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Issue</b>                     | <b>Evidence and supporting comments</b>                                                                                                                                                                                                                                                                                                             |
| <b>Borrowing from Collection</b> | <b>The CCLLC offers a far superior in-store choice of collection options for borrowers.</b>                                                                                                                                                                                                                                                         |
|                                  | 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".<br>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. |
| <b>Borrowing Trend</b>           | <b>Usage of the Annexe for 'borrowing' is fading.</b>                                                                                                                                                                                                                                                                                               |
|                                  | 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.<br>Only 7,000 books were borrowed from the annexe in 2014/15, compared to over 133,000 at the CCLLC.                                                            |
| <b>Borrowers</b>                 | <b>Exclusive use of the Annexe for borrowing is minimal.</b>                                                                                                                                                                                                                                                                                        |
|                                  | 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.<br>98.5% of annexe users also borrowed by visiting the CCLLC.                                                                                               |

|                                         |                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Use of CCLLC</b>                     | <b>The majority of Annexe users also access the CCLLC.</b>                                                                                                                                                                                                                                                                                           |
|                                         | 56% of all annexe users also visited the CCLLC in the past 12 months.                                                                                                                                                                                                                                                                                |
| <b>Access to CCLLC</b>                  | <b>Reasonable transport options to access the CCLLC are available.</b>                                                                                                                                                                                                                                                                               |
|                                         | 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.                                                                                                                                                                                           |
| <b>Alternative access to collection</b> | <b>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.</b>                                                                                                                                                                     |
|                                         | 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.                                                                                                                                                                                     |
| <b>Ancillary Services</b>               | <b>Other significant, but less valued, services currently provided at the annexe can be provided through more cost effective solutions.</b>                                                                                                                                                                                                          |
|                                         | 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.                                                                                                                                                                                                                                       |
| <b>Returns of Borrowed Items</b>        | <b>Use of a central location for the return of borrowed items is convenient for all users and a low cost service.</b>                                                                                                                                                                                                                                |
|                                         | 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.<br>Retaining a secondary returns point is a low cost option.                                                                                                         |
| <b>Library Environment</b>              | <b>The CCLLC is a 'state-of-the-art' facility.</b>                                                                                                                                                                                                                                                                                                   |
|                                         | The CCLLC is a modern, built for purpose library offering <ul style="list-style-type: none"> <li>- Well-lit, welcoming environment and ambience</li> <li>- Spacious, well laid out collection aisles</li> <li>- Quiet reading spaces</li> <li>- Lounge and easy chair areas</li> <li>- Modern amenities</li> <li>- Refreshment facilities</li> </ul> |
|                                         | 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 two (2) hours which saves ten (10) hours 'opening time'.
- Close Saturday morning which saves two (2) hours 'opening time'. In addition there would be wages expense saving of up to one (1) hour which relates to pre-opening preparation time making a total saving of three (3) hours.
- Close Monday and Wednesday which saves eight (8) hours 'opening time'. In addition there would be wages expense savings of two (2) hours which relates to pre and post opening preparation time making a total saving of ten (10) hours.
- Close Tuesday and Friday which saves eight (8) hours 'opening time'. In addition there would be wages expense savings of two (2) hours which relates to pre and post opening preparation time making a total saving of ten (10) hours.



While not specifically highlighted in the most favored options from survey responses, and to provide information on alternative combinations, other options could include:

- Close on one (1) weekday and on Saturday. This would save six (6) hours 'opening time' and in addition it would generate wages expense savings of a up to a further two (2) hours which relate to pre and post opening preparation time making a total saving of eight (8) hours.
- Close on two (2) weekdays and on Saturday. This would save ten (10) hours 'opening time' and in addition it would generate wages expense savings of a up to a further three (3) hours which relate to pre and post opening preparation time making a total saving of thirteen (13) hours.

|   | Option Description                                | Opening Hours Saved | Total Hours Saved | % of Opening Hours (22) | % of Total Hours (28) | Total \$ saved per annum | Opening hours Saved: Total Hours Saved |
|---|---------------------------------------------------|---------------------|-------------------|-------------------------|-----------------------|--------------------------|----------------------------------------|
| 1 | Monday to Friday (reduce opening time by 2 Hours) | 10                  | 10                | 45.5%                   | 35.7%                 | \$ 20,975                | 1:1.00                                 |
| 2 | Saturday                                          | 2                   | 3                 | 9%                      | 10.7%                 | \$ 6,292                 | 1:1.50                                 |
| 3 | Two Weekdays                                      | 8                   | 10                | 36.5%                   | 35.7%                 | \$ 20,975                | 1:1.25                                 |
| 4 | One Week Day & Saturday                           | 6                   | 8                 | 27.3%                   | 28.6%                 | \$ 16,780                | 1:1.33                                 |
| 5 | Two Weekdays & Saturday                           | 10                  | 13                | 45.5%                   | 46.4%                 | \$ 27,267                | 1:1.30                                 |

It is noted that any reduction in the operating hours of the annexe would reduce the cost to Council. The total wages expense relating to the annexe is currently approximately \$ 58,700 per annum.

#### 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.<br>Options for grant funding via Public Transport Victoria (PTV) are being pursued.<br>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.<br>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.<br>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.<br>The following matters are noted;<br>-the CCLLC is located on Education Department land<br>-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<br>-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<br>-Improvements that have been made to access at the CCLLC include:<br><ul style="list-style-type: none"> <li>- Mobile Buggy/Scooter recharge point</li> <li>- Child Friendly Car Park markings and access</li> <li>- Installation of a seat</li> <li>- Provision of a wheelchair through funding from South West Foundation</li> </ul> -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                                                                                                                                                                                                                                                                                  |
| <b>TOTALS</b>     |                                                                                  | <b>\$66,000</b> | <b>\$4,900</b> |                                                                                                                                                                                                                                                                                        |

#### 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 heightened with the introduction of some form of rate capping for all Victorian municipal councils in 2016/2017.

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

#### Submissions

As noted earlier, 17 submissions were received during the public comment period and prior to finalisation of this report. Upon review of the issues raised in the submissions, no changes are recommended to the original recommendation. The majority of submissions related to transport and no new information or alternative solutions were provided in the submissions that would suggest changes should be made to the original report recommendations.

The table below sets out each submission and the officer response. Each submitter was provided with a personalized acknowledgement in writing informing them that Council will consider the report again at its meeting to be held on the 16<sup>th</sup> December, 2015.

#### Petition

As part of the submission process Council received a petition containing 148 signatures to the following statement:-

'We, the undersigned, request that the Colac Library Annexe continues to operate in its current form until at least July 2020, to serve the aged, disabled and other users who cannot reasonably attend the Joint Use Library, and prefer the quiet, peaceful and friendly atmosphere that the Annexe provides.'

In response to the petition the Library Annexe Review has recommended action be taken, following input from the community, that will ensure the Library options and facilities available at the CCLLC will not see any reduction in the services available to the community. For example the report includes recommendations to install bus shelters, increase the number of computers and the establishment of a quiet reading room.

### Library Annexe Review – Public Comment Submissions

| Submitter                 | Submission Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Submitter 1               | <ul style="list-style-type: none"> <li>Annexe is well supported.</li> <li>Usage figures have remained steady.</li> <li>Leave service at Annexe in lieu of use of an Outreach Van for Colac borrowings and other ideas to spread services in central location.</li> <li>More buses and signage for JUL was an idea that has not progressed.</li> <li>JUL too far away and parking too far away for many.</li> <li>Long bus trip with long walk from bus stop to use new library.</li> <li>Closing annexe goes against Council's ILOP policy and 50+ Plan, we have an ageing population.</li> </ul> | There is an existing bus stop on Hearn Street approximately 160m from the front entrance of the CCLLC. Parking at the CCLLC provides access with approximately 25 metres of the front door. The Library Annexe Review recommended a bus shelter be provided on Queen Street directly opposite the front entrance, which officers support. Physical borrowing trends at the Library Annexe have reduced by approximately 30% since opening of the JUL. Colac residents and visitors have access to modern and well-resourced library facilities at the CCLLC which supports the ILOP policy and 50+ plan. |
| Submitter 2               | <ul style="list-style-type: none"> <li>No regular transport as town bus only stops every 1½ hours</li> <li>No seat or shelter at the bus stop</li> <li>Isolated from town centre</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                       | There is an existing bus stop on Hearn Street approximately 160m from the front entrance of the CCLLC. The Library Annexe Review recommended a bus shelter be provided on Queen Street directly opposite the front entrance. While attending the library residents and visitors also have the opportunity of utilising the Blue Water Leisure Centre facilities.                                                                                                                                                                                                                                         |
| Submitter 3               | <ul style="list-style-type: none"> <li>Give annexe to public to own and run rather than by the government.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Library services are currently under contract and managed by the Corangamite Regional Library Corporation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Submitter 4               | <ul style="list-style-type: none"> <li>Colac West resident would take over 3 hours to get home using local bus service</li> <li>Too far on mobility scooter to attend</li> <li>People regularly attending annexe</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       | Public transport options are available to travel to various locations in Colac. For those people with mobility challenges the CCLLC currently offers a home delivery service.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Submitter 5<br>(including | <ul style="list-style-type: none"> <li>Keep open for elderly</li> <li>Council's budget overdrawn so looking for ways to make up, funding shortfalls from the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           | Local Government carries out a wide variety of functions beneficial to the local community. Each of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a petition with 148 signatures) | <p>most vulnerable section of the community – elderly and disabled.</p> <ul style="list-style-type: none"> <li>• Visitors expect to find a library in the CBD.</li> <li>• Council plans to take over this space for staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>these functions fulfils a need within the community and balancing these competing interests is a significant task for Council. Council takes its responsibilities to provide efficient and effective services to the community and to ensure and equitable distribution of Councils overall budget to a variety of services seriously. CCLLC provides a comprehensive service for all members of the community and visitors and was established following a significant consultation and planning process. Use of the Annexe facility, if closed in the future, has not been determined.</p>                                                                                                                            |
| Submitter 6                     | <ul style="list-style-type: none"> <li>• Well supported by community.</li> <li>• Usage comparisons of libraries down, internet usage high at annexe.</li> <li>• Other centres have a library centrally located to other retail services.</li> <li>• Library services delivery need a major restructure.</li> <li>• Staffing cost and provision of an important valued accessible frontline community service.</li> <li>• Library should not require transport to get there and back.</li> <li>• Library should be centrally located to other retail services.</li> <li>• Number of books are borrowed from library and then returned to annexe.</li> <li>• School office at library.</li> <li>• Taking away centrally located library for Councils own ever expanding staff and office space.</li> <li>• Council should be providing accessible library branches open to the community.</li> </ul> | <p>Council provides residents and visitors to Colac access to modern and well-resourced library facilities in a central Colac location located with other well utilised community facilities. A review of library services is currently being undertaken by the Corangamite Regional Library Corporation. The Library Annexe review has recommended the establishment of a returns chute at Councils Rae Street Office. Council provides access to Library services that are open to the public six days per week.</p>                                                                                                                                                                                                     |
| Submitter 7                     | <ul style="list-style-type: none"> <li>• Annexe excellent facility, very well resourced</li> <li>• \$60k ratepayers funds worthy investment for those less mobile to access knowledge, technology and pleasure from the library environment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Local Government carries out a wide variety of functions beneficial to the local community. Each of these functions fulfils a need within the community and balancing these competing interests is a significant task for Council. Council takes its responsibilities to provide efficient and effective services to the community and to ensure and equitable distribution of Councils overall budget to a variety of services very seriously. CCLLC provides a comprehensive service for all members of the community and was established following a significant consultation and planning process. Council provides residents and visitors to Colac access to modern and well-resourced library facilities in a</p> |

|              |                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              |                                                                                                                                                                                                                                                                                                                                                                                      | central Colac location located with other well utilised community facilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Submitter 8  | <ul style="list-style-type: none"> <li>Annexe excellent resource for people with limited mobility</li> <li>Saving \$60k trifling in overall Council budget</li> </ul>                                                                                                                                                                                                                | Local Government carries out a wide variety of functions beneficial to the local community. Each of these functions fulfils a need within the community and balancing these competing interests is a significant task for Council. Council takes its responsibilities to provide efficient and effective services to the community and to ensure and equitable distribution of Councils overall budget to a variety of services very seriously. CCLLC provides a comprehensive service for all members of the community and visitors and was established following a significant consultation and planning process. Council provides residents and visitors to Colac access to modern and well-resourced library facilities in a central Colac location located with other well utilised community facilities. |
| Submitter 9  | <ul style="list-style-type: none"> <li>Most rural urban centres library services within the central business precinct</li> <li>JUL was supposed to deliver increased opening hours</li> <li>Move COS staff to JUL and return library to former home</li> <li>Return JUL to CBD do not want to go into school environment</li> <li>Annexe services include mobile printing</li> </ul> | The CCLLC provides access to a full range of library services including printing services. The JUL is open six days per week.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Submitter 10 | <ul style="list-style-type: none"> <li>Closure will force users to travel to Queen Street</li> <li>Users will have difficulty getting there as bus service timetable is infrequent</li> <li>There is little parking available and access some distance</li> <li>Library noisy and open</li> <li>Older residents depend on reading and less able to attend JUL</li> </ul>             | There is an adequate amount of parking available at the CCLLC with visitor parking within approximately 25 meters of the front door. The library annexe review has recommended that a quiet reading room be established at the CCLLC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Submitter 11 | <ul style="list-style-type: none"> <li>Position of new library is not near the commercial or shopping centre</li> <li>Bus service</li> <li>Cost of taxi prohibitive</li> </ul>                                                                                                                                                                                                       | There are public transport options available to travel to the CCLLC and a home delivery service is offered for library users.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Submitter 12 | <ul style="list-style-type: none"> <li>83 year old with physical disability on walking frame, the annexe convenient location.</li> <li>Design and distance of car parks at the Queen Street building too cumbersome and too far away.</li> </ul>                                                                                                                                     | There is an adequate amount of parking available at the CCLLC with visitor parking within approximately 25 meters of the front door. There are public transport options available to travel to the CCLLC and a home delivery service is offered for library users.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Submitter 13 | <ul style="list-style-type: none"> <li>Ease of gaining access whether on walking frame or mobile scooter</li> </ul>                                                                                                                                                                                                                                                                  | There is an adequate amount of parking available at the CCLLC with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                   |                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                   | <ul style="list-style-type: none"> <li>New library so far out of town people won't have chance to access</li> </ul>                                                                                                                                                                                                                                         | <p>visitor parking within approximately 25 meters of the front door. There are public transport options available to travel to the CCLLC and a home delivery service is offered for library users.</p>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Submitter 14                                      | <ul style="list-style-type: none"> <li>Suggests 3 direct buses (from station) to Queen Street library as other routes take too long to get there.</li> <li>Older people and disabled unable to walk that far</li> <li>Weather conditions impact</li> <li>Could computer go to the Colac Adult Learning Activity Centre along with papers to read</li> </ul> | <p>There is an adequate amount of parking available at the CCLLC with visitor parking within approximately 25 meters of the front door. There are public transport options available to travel to the CCLLC and a home delivery service is offered for library users. The Library Annexe review has suggested the location of newspapers at COPACC and also the investigation of Wi-Fi services. The review has also recommended the establishment of more computer services at CCLLC.</p>                                                                                                                                  |
| Submitter 15                                      | <ul style="list-style-type: none"> <li>3 hour round trip by bus to new library</li> <li>Saturdays limited time at library without benefit to attend to shopping</li> <li>Outreach van of little use because carries no reference materials or newspapers.</li> </ul>                                                                                        | <p>There are public transport options available to travel to the CCLLC and a home delivery service is offered for library users.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Submitter 16<br>(received after the closing date) | <ul style="list-style-type: none"> <li>JUL is one of the worst located Libraries in Australia.</li> <li>Joint Use Libraries work well in smaller communities.</li> <li>Colac should have own public library with visible presence close to retailers and other community providers.</li> </ul>                                                              | <p>Reference is made to the JUL and not specifically the Library Annexe and does not comment on matters relating to the Annexe. The Joint Use Library is located in a precinct that is heavily used by the community and attracts significant visitation to the location eg Trade Training Centre, Bluewater Leisure Centre, Colac Secondary School, Central Reserve.</p>                                                                                                                                                                                                                                                   |
| Submitter 17<br>(received after the closing date) | <ul style="list-style-type: none"> <li>Lower borrowing levels at all Library locations not just the Annexe.</li> <li>Computer use increased at the Annexe.</li> <li>Trim costs of CLRC to save money.</li> <li>Lack of central location for JUL.</li> <li>50+ plan waste of money if services to the elderly are cut.</li> </ul>                            | <p>Overall computer use in all library facilities has been strong and the Library Annexe review has recommended the transfer of extra computers to the CCLLC. A review of library services is currently being undertaken by the Corangamite Regional Library Corporation. Council provides residents and visitors to Colac access to modern and well-resourced library facilities in a central Colac location located with other well utilised community facilities. Colac residents and visitors have access to modern and well-resourced library facilities at the CCLLC which supports the ILOP policy and 50+ plan.</p> |



In addition to the submissions lodged another alternative was suggested that had not already had comment separately in the report:-

| Alternative Suggestion | Description                                                      | Up Front Cost Estimate | Annual Cost Estimate | Officer Comments                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------------------------------------------------|------------------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Remote Monitoring      | Install CCTV cameras and remotely monitor activity in the Annexe | \$3,000                | \$500                | Not supported. Consultation with Library professionals has revealed that while technologically feasible the practicality of remote monitoring is less than ideal. The use of remote monitoring has been trialled at other locations and proven not to be a sustainable solution to providing library services. Risk around behaviour and facility management are significantly increased and a solution of this nature is not recommended. |

### **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%       |
|             | <b>\$2,143,028</b> | <b>100%</b> |

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%       |
|             | <b>\$2,084,328</b> | <b>100%</b> |

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 – Original Report**

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.

#### **Submissions – Public Comment Period October/November 2015**

Public comment on the report and proposal to close the Colac Library Annexe was invited over a six (6) week period from the 2<sup>nd</sup> October, 2015 to the 13<sup>th</sup> November, 2015. Written submissions including a petition were received in total.

#### **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. Notes the receipt of 17 submissions, including one petition, during the public comment period open from the 2 October, 2015 to 13 November, 2015.***
- 3. Discontinues the provision of the Library Annexe facility from 1 July 2016.***
- 4. 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***
- 5. Notes that any savings from the closure of the Library Annexe be captured as savings as part of the 2016-2017 Budget and that these savings will not be distributed in any predetermined way.***
- 6. 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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**OM151612-3 LAKE BEEAC FORESHORE PATHWAY CONSIDERATION OF  
SUBMISSIONS**

|             |                                  |           |             |
|-------------|----------------------------------|-----------|-------------|
| AUTHOR:     | Katrina Kehoe                    | ENDORSED: | Brydon King |
| DEPARTMENT: | Development & Community Services | FILE REF: | F15/101     |

**Purpose**

To consider the submissions received on the draft plans for the Lake Beeac Foreshore Pathway. The draft plans were on public exhibition for six weeks from 4 September 2015 to 16 October 2015. This report will seek Council's approval to proceed with the construction of the pathway between the intersections of Burnett/Wallace Streets and Weston/Buchanan Streets only.

**Declaration of Interests**

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

**Background**

A walking track has been proposed to be constructed along the Lake Beeac foreshore as part of the Small Town Improvement Program (STIP).

STIP funds of \$25,000 have been allocated by Council under the 2015/2016 program for construction of a path, subject to all regulatory approvals being completed.

This project is for an initial section of the pathway which is to be constructed along the Lake Beeac foreshore between Burnett/Wallace Streets to Weston/Buchanan Streets (picnic area) only.

A future extension of the pathway, between Buchanan and Beal Street could be constructed, however, this section is over land which Council does not own or manage. Council is not in a position to take on additional management of land owned by others. Council does not intend to take on land management of any extension of a pathway through this area. The Beeac Progress Association could pursue extending the pathway through this section if they obtain approval of the land manager and if additional funding is made available. Council could assist in an advocacy role. A further extension could link the foreshore pathway along Beal Street to Main Street.

Draft plans have been drawn up relating to the proposed pathway (around the former landfill area) and the plans have been on public exhibition from 4 September 2015 to 16 October 2015 for the community to review, provide comment on and to test the level of broader community support.

One hundred and eighteen (118) submissions were received during the exhibition period. Of these, 104 submissions support the proposed pathway and 14 did not support the pathway.

**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.

**Issues / Options**

Current management status of the land

Council Officers' understanding of the current land tenure/management of the foreshore is:

- Council is the formal land manager for the former landfill site. In addition to the maintenance of the former landfill area, Council also mows the grass around the picnic tables behind the old depot (at the end of Weston/Buchanan Streets), despite this technically not being the responsibility of Council.
- The pathway will cross over Council's road reserve and land managed by Department of Environment Land Water and Planning (DELWP) and Parks Victoria.
- The foreshore is unreserved Crown land (or temporarily reserved for Public Purposes) under the responsibility of DELWP. It is believed that Parks Victoria has traditionally had a role in management of the foreshore as part of its management of the adjoining Lake Beeac Wildlife Reserve, although it is not believed that the foreshore is formally part of their management area.
- A management agreement for Council will recognise that Council will maintain the pathway and surrounding area beyond the licenced former landfill site. Council will request from DELWP to extend the existing licence over the small areas surrounding the licenced former landfill site.

Summary of Submissions

118 submissions have been received during the exhibition period 4 September 2015 to 16 October 2015.

104 or 88% of submissions recorded support for the construction pathway

14 or 11% of submissions were received that did not support the pathway

The table below sets out the submissions and the officer response:

| Issue   | Response   |
|---|--|
| <ul style="list-style-type: none"><li>• Provide opportunities to enjoy the lake, sightseeing, birds and wildlife</li></ul>  | Noted  |
| <ul style="list-style-type: none"><li>• Provide a safe pathway for people walking with prams, children and dogs</li></ul>   | Noted  |
| <ul style="list-style-type: none"><li>• Encourage physical activity and well being</li></ul>                                | Project is supported by Council's Public Open Space Strategy and aligns to the Active Transport Strategy and Physical Activity Strategy. Council supports infrastructure that enables and encourages physical activity |
| <ul style="list-style-type: none"><li>• Be good for locals and visitors – "good for the town"</li></ul>                     | Noted  |
| <ul style="list-style-type: none"><li>• Recognise the community's No.1 priority on the Beeac Township Master Plan</li></ul> | A 2015 survey of residents in Postcode 3251, conducted by the Beeac District Progress Association continues to show the pathway as the No.1 priority on the Beeac Township Master Plan                                 |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Request alignment to be one metre from the lake's bank edge, rather than proposed four metres</li> </ul>                              | <ul style="list-style-type: none"> <li>The pathway will be constructed 'as close as practicable' to the lake's edge</li> <li>Investigations by Council Officers have found that a minimum four metre distance from the lake edge is required to: <ul style="list-style-type: none"> <li>provide greater public safety from the steep drop-off to the water line;</li> <li>allow machinery to access and mow the area between the path and the drop-off; and</li> <li>keep a grassed buffer between the path and the lake to protect the RAMSAR values of the lake from herbicide runoff.</li> </ul> </li> </ul> |
| <ul style="list-style-type: none"> <li>Concern if path is starting at Wallace St, not Burnett St</li> </ul>  | <ul style="list-style-type: none"> <li>It is proposed for the pathway to start at the intersection of Burnett &amp; Wallace Streets.</li> <li>The pathway will link the intersection verge at an angle, clearly demarcating the pathway from Burnett/Wallace Streets.</li> <li>The end of the path will be marked with a bollard or 'no vehicle' sign.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Concern for neighbouring property owner's privacy</li> </ul>  | <ul style="list-style-type: none"> <li>In the section of the former landfill, the bank of the lake's edge is approximately 60 metres from the neighbouring property boundary. In the section further south, the bank is much closer.</li> <li>The path location between Burnett/Wallace Streets and Buchanan Street (over the former landfill site managed by Council) is considered appropriate, and should not adversely affect the amenity of any properties.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Concern of increased noise levels at all hours, day &amp; night</li> </ul>  | <p>It is not expected that any increase would occur in noise in the area because of the pathway as it is currently a public open space.</p>   |
| <ul style="list-style-type: none"> <li>Preference that funds be spent on commuter footpaths in town, rather than recreational walking track at the lake foreshore</li> </ul> | <ul style="list-style-type: none"> <li>The Beeac Township Master Plan 2002 reviewed 2006/2007 and again in 2015 has the Lake Beeac foreshore pathway as the No.1 priority.</li> <li>Submissions received indicated significant support for the pathway from the Beeac community.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Concerned that the pathway will disturb the former landfill site causing contaminated water seepage into the lake</li> </ul>          | <p>The pathway will be constructed without significant disturbance of the landfill cap.</p>   |
| <ul style="list-style-type: none"> <li>Concern that vehicles, motorbikes and bicycles may use the pathway</li> </ul>   | <ul style="list-style-type: none"> <li>Vehicles and motorbikes can currently access the grassed area over the former landfill site, however this is not desirable.</li> <li>The pathway will link the intersection verge at an angle, clearly demarcating the pathway from Burnett/Wallace Streets.</li> <li>The end of the path will be marked with a bollard or 'no vehicle' sign.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Suggestion that bollards are installed at the end of path to restrict use by vehicles</li> </ul>                                      | <p>The end of the path will be marked with a bollard or 'no vehicle' sign.</p>  |
| <ul style="list-style-type: none"> <li>Rubbish left by users of the path could potentially make its way into neighbouring property or the lake</li> </ul>                    | <p>It is not expected that any increase would occur in rubbish in the area because of the pathway as it is currently a public open space.</p>   |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Leeches from former landfill site</li> </ul>  | <p>Council officers are not in possession of any information that would suggest that the construction of a pathway would increase or otherwise vary the risk of leech attack on the shore of Lake Beeac.</p>   |
| <ul style="list-style-type: none"> <li>VCAT order restricts use of the land for any other purpose</li> </ul>   | <p>Council is of the view that the works proposed on the former landfill site are consistent with the conditions of previous planning permits relating to the landfill rehabilitation.</p>   |
| <ul style="list-style-type: none"> <li>Section 2 of pathway (Buchanan to Beal Street) too close to neighbouring fence line where cattle graze</li> </ul> | <ul style="list-style-type: none"> <li>This section is not included in this project and is not being approved at this time.</li> <li>The Beeac Progress Association will be able to pursue the development of the pathway with the State Government as the land manager, either DELWP or Parks Vic. if they wish to in the future.</li> <li>Any future sections of pathway would be involve a separate process.</li> </ul> |

After receiving the submissions, consideration has been given to the feedback and the plans have been altered slightly. The change will link the intersection verge at an angle, clearly demarcating the pathway from Burnett/Wallace Streets. This will make it clearer to vehicles that the pathway is not an extension of Wallace Street. The end of the path will be marked with a bollard or 'no vehicle' sign.

Given the ability of Council to use the current STIP funds to construct a path largely on land it currently manages, it is proposed that this section proceed between Burnett/Wallace Streets and Weston/Buchanan Streets. The draft plans for this section of path have been publicly exhibited from 4 September 2015 to 16 October 2015 to test the level of broader community support. One hundred and four (104) submissions of 118 received are in support of the pathway.

Only a minor adjustment to the area of foreshore land licenced by Council would need to be negotiated for the proposed pathway.

Future extension of the path (ie between Buchanan Street and Beal Street) would need to occur on DELWP managed land. Approval is not being sought for this extension in this report. Council does not intend to take on management of this land to construct a pathway. It is proposed that Council supports the Beeac Progress Association in an advocacy role for the State Government to provide a path over that section, with the land retained under state management, whether by DELWP or Parks Victoria. If the Beeac Progress Association pursue this in the future, approval by the State Government would involve a separate process.

### **Proposal**

That Council reviews and notes the submissions lodged for the draft plans for a pathway along the foreshore at Lake Beeac after a public consultation period of six weeks.

It is proposed that the construction of the pathway will be on land which Council currently manages between the intersections of Burnett/Wallace Streets to Weston/Buchanan Streets. A minor adjustment to the area of foreshore land managed by Council in this location would need to be negotiated. This is an area of land which Council currently maintains.

Further extensions of the path (ie: between Buchanan Street and Beal Street), would need to occur on DELWP managed land. Previously it was suggested that Council could become Committee of Management for this section. Given the implications of increased cost to Council, and liability of threatened flora species on the southern area beyond Beal Street, it is recommended that Council does not seek management of this land. Instead, it is proposed that Council supports the Beeac Progress Association in an advocacy role for the State Government to provide a path over that section, with the land retained under state management, whether by DELWP or Parks Victoria.

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

A critical consideration in this issue is the capacity within the Shire's Assets and Property Services, Services and Operations, and Environment Department to maintain additional public land, and the financial implications for Council.

With the high likelihood of State Government rate capping legislation being introduced there will be significant pressure on Council to reduce its expenditure over the coming years. This would weigh against Council taking on responsibility for the management of additional public land (eg; the second section pathway area or beyond) particularly if it were to involve the management of threatened plant species. As such, it is proposed that Council not take on responsibility for the extension of the pathway south of Weston/Buchanan Streets (ie beyond the area of land currently maintained by Council).

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

Investigations by Council officers have found that a minimum 4 metre distance from the lake edge is required to:

- Provide greater public safety from the steep drop-off of the water line;
- Allow machinery to access and mow the area between the path and drop-off; and
- Keep a grassed buffer between the path and the lake to protect the RAMSAR values of the lake from herbicide run off.

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

#### Environmental Constraints

The initial CoM request has been reviewed in light of the findings of the feasibility assessments undertaken by Council officers.

Environmental considerations, particularly the presence of the nationally threatened Spiny Peppercreep plant, indicate that the pathway might not be feasible between Beal Street and Bevan Street, which is the southernmost section which was originally proposed. These species are the subject of protection under the *Environment Protection and Biodiversity Conservation (EPBC) Act*, and are being actively managed by DELWP.

Council would need to avoid impacting on these species, and on balance, it is considered best to avoid those sections altogether, reducing the length of the path from its previously suggested scope.

### **Community Engagement**

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

The method selected was consult and included public exhibition of the draft plans for a six week period for the community to make comment on.

The public review period commenced on 4 September 2015 and concluded on 16 October 2015.

The draft plans were placed on exhibition in Beeac at the Milkbar, the Rural Transaction Centre (Post Office) and the Beeac Community Health Centre. The draft plans were also available on Council's website, with hard copies in the Colac and Apollo Bay Customer Service Centres and the Colac Community Library and Learning Centre.

Submissions received by Council during this review period have now been reviewed by Council officers and incorporated into the plans where considered appropriate.

### **Implementation**

It is proposed to negotiate with DELWP to have minor extensions to the current managed area at the former landfill site to extend to the intersections of Burnett/Wallace Streets and Weston/Buchanan Streets.

### **Conclusion**

It is recommended that Council note the very high level of community support for the foreshore pathway and proceed with constructing the pathway between Burnett/Wallace Streets and Weston/Buchanan Streets.

It is recommended that Council negotiates with DELWP for a minor extension to the existing area that is managed by Council in the section of the proposed path between Burnett/Wallace Streets and Weston/Buchanan Streets.

It is not recommended that Council become the Committee of Management for the foreshore land between Buchanan Street to Beal Street (ie the area not currently managed by Council). The Beeac Progress Association may wish to apply to the State Government for an extension of the pathway as a later stage if approval can be obtained from the State Government, without Council taking on CoM responsibility, and further funding is obtained. Council can assist the Association in an advocacy role.

### **Attachments**

1. Plans - STIP 2015 - 2016 - Lake Beeac Foreshore Pathway - 20151125 Final

**Recommendation(s)**

***That Council:***

- 1. Notes the broad level of support by the Beeac community for the project as evidenced by the high number of submissions lodged in support of the project.***
- 2. Approves construction of the pathway to proceed.***
- 3. Notes that the draft plans where the pathway links with Burnett/Wallace Streets have been altered following feedback in the submission. The pathway will now link the intersection verge at an angle, clearly demarcating the pathway from Burnett/Wallace Streets. The end of the path will be marked with a bollard or 'no vehicles' sign.***
- 4. Advises the Beeac Progress Association that Council does not intend to become the CoM for the foreshore land between Buchanan Street to Beal Street (ie the area not currently managed by Council).***

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**OM151612-4 CONTRACT 1539B - CONCRETE WORKS PROGRAM 2015/16 -  
COLAC FOOTPATH REPLACEMENT**

|             |                                   |           |               |
|-------------|-----------------------------------|-----------|---------------|
| AUTHOR:     | Andrew Kavanagh                   | ENDORSED: | Ingrid Bishop |
| DEPARTMENT: | Infrastructure & Leisure Services | FILE REF: | F15/11182     |

**Purpose**

The purpose of this report is to seek Council approval to award Contract 1539B – Concrete Works Program 2015/16 – Colac Footpath Replacement for which tenders have been received.

**Declaration of Interests**

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

**Background**

Tenders closed on 11 November 2015 for approximately 4,014 square metres of footpath replacement, 230 lineal metres of kerb and channel replacement, 2,050 square metres of footpath construction and ancillary works within Colac and Apollo Bay.

The tender was split into four discrete packages of work – Colac footpath extension, Colac footpath replacement, Colac kerb and channel replacement, and Apollo Bay footpath extension and replacement. Contractors were invited to tender prices for all packages or any combination of packages. Council reserved the right to award each package as a separate contract.

Of the four packages of work, three contracts may be awarded under delegation. The remaining contract for Colac footpath replacement requires Council approval.

The Colac footpath replacement program consists of approximately 3,837 square metres of concrete footpath to be removed and replaced. This total area is the sum of 281 varying lengths of footpath for replacement.

The contract is a lump sum with no provision for rise and fall and practical completion to be achieved by 30 June 2016.

Tenders were received from the following contractors (in alphabetical order):

**CJ Walters Concreting Pty Ltd**

**Greencon Australia Pty Ltd**

**Melville & Son Concreting**

**Pat Bourk Concreting**

**R Slater & Sons Pty Ltd**

**Streebson Pty Ltd t/as Ballarat Excavation & Transport**

**Wayne Fitzgerald**

**Vince & Anna RotiRoti Pty Ltd**

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

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

| <u>Criteria</u>             | <u>Weighting</u> |
|-----------------------------|------------------|
| Tendered price              | 50               |
| Capacity and resources      | 25               |
| Experience and track record | 25               |

The Tender Evaluation Panel consisted of the following members:

Design Engineer  
Capital Works Engineer  
Asset Systems Engineer  
Contract Governance Coordinator

Tenderers must also satisfy Colac Otway Shire Council that they meet requirements for:

- Occupational health & safety
- Financial viability

The submission by **R Slater & Sons Pty Ltd** was assessed by the tender evaluation panel as the best tender, having scored highest on the selection criteria and is recommended for acceptance by 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**

It is considered appropriate to award the contract and proceed with the footpath replacement works for Colac, to ensure increasing maintenance issues are managed. It is within the 2015/2016 budget and is in compliance with Council's commitments.

**Proposal**

It is proposed that Council accept the tender of R Slater & Sons Pty Ltd and engage the contractor to complete the footpath replacement works by the end of the financial year.

**Financial and Other Resource Implications**

The preferred tender is within Council's 2015/16 budget allocation for footpath renewal.

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

The preferred tenderer, R Slater & Sons, has a good track record of management of risks and completion of contracts to specification and on time. Council should be confident that contracting with this contractor will manage exposure to occupational health and safety issues and any non-compliance issues with the contract.

R Slater & Sons has provided details to confirm it has in place an effective, suitable occupational health and safety system. It is also a quality assured company.

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

The Contractor is required under the contract to provide a suitable, approved environmental plan which will actively prevent incidents and occurrences.

The construction site is located in the urban area which is considered low risk for environmental concerns provided proper construction techniques are undertaken.

### **Community Engagement**

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

The method selected would be to inform. The tender was advertised in the Colac Herald on 16 October 2015 and the Geelong Advertiser on 17 October 2015. The tender was also advertised on the Colac Otway Shire Council website and via Tenderlink.

Prior to commencement of works a public notice is to be placed in the local newspaper to advise of pending operations. Also, prior to undertaking works affected residents will be notified directly with a letterbox drop and other appropriate methods.

### **Implementation**

Upon Council's approval, the Contract will be awarded and works will be programmed to commence. If successful, R Slater & Sons Pty Ltd proposes to commence works in January 2016. It anticipates completing the works by 30 April 2016, well before Council's nominated practical completion date of 30 June 2016.

### **Conclusion**

A recommendation is made to award the contract to R Slater & Sons Pty Ltd to complete footpath replacement works in Colac.

The tender by R Slater & Sons Pty Ltd is recommended by the Tender Evaluation Panel and offers the best value to Council.

### **Attachments**

Nil

**Recommendation(s)**

***That Council:***

- 1. Awards Contract 1539B for Concrete Works Program 2015/16 – Colac Footpath Replacement to R Slater & Sons Pty Ltd at the lump sum tender price of \$334,247.00 (excluding GST)***
- 2. Delegates to the Chief Executive Officer authority to sign and place under Council seal the contract documents following award of Contract 1539B.***

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**OM151612-5 CONTRACT 1542 - DESIGN & CONSTRUCT - WATSONS ACCESS  
BRIDGE, GLENAIRE**

|             |                                   |           |               |
|-------------|-----------------------------------|-----------|---------------|
| AUTHOR:     | Andrew Kavanagh                   | ENDORSED: | Ingrid Bishop |
| DEPARTMENT: | Infrastructure & Leisure Services | FILE REF: | F15/11696     |

**Purpose**

The purpose of this report is to seek Council approval to award Contract 1542 – Design & Construct – Watsons Access Bridge, Glenaire for which tenders have been received.

**Declaration of Interests**

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

**Background**

Tenders closed on 20 November 2015 to design and construct a minimum 20 metre span single lane bridge at Watsons Access, Glenaire in accordance with relevant Australian standards. The present condition of this bridge is a significant risk to Council and the community. Based on independent engineering advice, deferring this project could lead to the enforced closure of the bridge to the public. This is due to major structural elements being in an advanced state of deterioration making it unsafe for use by vehicular traffic. Council has a duty of care to provide safe and functional road infrastructure to the community, it also has certain obligations to provide legal and practical access to private property. This bridge is the only access to private property which it serves. Of the rehabilitation options available, a full replacement of this structure is deemed to be the most cost effective solution while providing the best long term benefits. A competitive tendering process has been followed to ensure that best value for money is achieved for the delivery of this project.

The contract is a lump sum contract with no provision for rise and fall and includes a \$10,000 provisional sum which may be deducted from the contract sum if not fully expended. The nominated practical completion date for works is 15 March 2016.

Tenderers were required to submit concept plans of their proposed design.

The following seven tenders were received (in alphabetical order):

**Civil Bridge & Wharf (Conforming)**

**Civil Bridge & Wharf (Non-Conforming)**

**North-Vic Constructions**

**Option 1 – Post-Tensioned Plank Overlay**

**North-Vic Constructions**

**Option 2 – Concrete Deck Overlay**

**Timber Restoration Systems (Conforming)**

**Timber Restoration Systems (Non-Conforming)**

**VEC Civil Engineering**

Both Civil Bridge & Wharf and Timber Restoration Systems (TRS) submitted a non-conforming alternative tender in addition to their conforming tender.

TRS in its alternative tender proposed a major rehabilitation to the existing substructure rather than the construction of a new bridge. This would involve strengthening the substructure by pile posting or glass fibre wrapping and installing a hardwood plank deck. TRS nominated a 100 year design life for the renewed substructure and 50 year design life for the deck. The Tender Evaluation Panel assessed that this wasn't a favourable option unless there were significant financial savings.

Civil Bridge & Wharf in its alternative submission tendered for the design and construction of a 16.2-metre span bridge rather than the specified minimum 20-metre span bridge.

The current bridge is 16.5 metres between abutment piles. Council specified a minimum 20-metre span bridge in the tender specification because it was anticipated that the anti-erosion rocks adjacent to the abutments may cause piling difficulties. However, Civil Bridge & Wharf, having visited the site, is confident that its methodology takes account of this issue and they are comfortable with tendering a 16.2-metre option.

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

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

| <u>Criteria</u>             | <u>Weighting</u> |
|-----------------------------|------------------|
| Tendered price              | 50               |
| Capacity and resources      | 25               |
| Experience and track record | 25               |

The Tender Evaluation Panel consisted of the following members:

Development Engineer  
Manager Asset & Property Services  
Infrastructure Environment Officer  
Contract Governance Coordinator

Tenderers must also satisfy Colac Otway Shire Council that they meet requirements for:

- Occupational health & safety
- Financial viability

The non-conforming submission by **Civil Bridge & Wharf** was assessed by the Tender Evaluation Panel as the best value tender and scored highest overall when applying the selection criteria.

Civil Bridge & Wharf is an established and experienced bridge construction contractor. Projects successfully completed in 2015 include a 101-metre multi span bridge over the Murrumbidgee River for Gundagai Shire Council and a 74 metre bridge over the Goulburn River for Murrindindi Shire Council.

The bridge proposed to be constructed by Civil Bridge & Wharf is a clear span bridge meaning – unlike the current bridge – it does not rely on central piers. It utilises a ‘Super T’ beam structure, allowing increased hydraulic capacity at the location, which is a requirement of the Corangamite Catchment Management Authority.

VEC Civil Engineering also tendered a single span bridge.

In contrast, the conforming tender of North-Vic Constructions – which includes the option of either a post-tensioned plank overlay or a concrete deck overlay – includes a pier in the middle of the bridge as part of its design. The tender documentation expressed Council’s preference for a clear span bridge because a bridge with piers can collect debris which reduces the integrity and life span of the bridge.

### **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**

It is considered necessary to award the contract and proceed with the bridge replacement in keeping with Council’s commitment to maintain infrastructure in need of replacement.

The tender recommended for acceptance is shown to be competitive and is assessed by the Tender Evaluation Panel as providing the best value to Council. The clean span bridge proposed to be constructed is also the preferred design for Council.

#### **Proposal**

It is proposed to accept a tender and engage the recommended contractor to complete the works. Works to be undertaken are priced within the available budget.

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

The preferred tender is within Council’s budget allocation for bridge renewal.

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

The preferred tenderer, Civil Bridge & Wharf, has a good track record of management of risks and completion of contracts to specification and on time. Council should be confident that contracting with Civil Bridge & Wharf will manage exposure to occupational health and safety issues and any non-compliance issues with the contract.

Civil Bridge & Wharf has systems certified based on ISO 9001 for quality management and AS/NZ 4801 for occupational health and safety management.

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

The Contractor is required under the contract to provide a suitable, approved environmental plan.

Civil Bridge & Wharf maintains systems in compliance with ISO 14001 for environmental management.

### **Community Engagement**

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

The method selected would be to inform. The tender was advertised in the Colac Herald on 23 October and the Geelong Advertiser on 24 October 2015. The tender was also advertised on Council's website and via Tenderlink.

Prior to commencement of works on site a public notice is to be placed in the local newspaper to advise of pending operations.

### **Implementation**

Upon Council's approval the Contract will be awarded and works will be programmed to commence. The Contractor has indicated a five week lead time to design and construct the precast elements of the bridge, with works on site to be completed within approximately two to three weeks. The works as programmed will conclude well before the nominated practical completion date of 15 March 2016.

### **Conclusion**

A recommendation is made to award the contract to Civil Bridge & Wharf for its non-conforming tender.

The tender is recommended by the Tender Evaluation Panel as offering the best value to Council.

### **Attachments**

Nil

### **Recommendation(s)**

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

- 1. Awards Contract 1542 for Design & Construct – Watsons Access Bridge, Glenaire to Civil Bridge & Wharf for its non-conforming tender at the lump sum tender price of \$301,541.00 (excluding GST)***
- 2. Delegates to the Chief Executive Officer authority to sign and place under Council seal the contract documents following award of Contract 1542.***

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**OM151612-6 REZONING OF FORMER SCHOOL SITES**

|             |                                  |           |             |
|-------------|----------------------------------|-----------|-------------|
| AUTHOR:     | Suzanne Barker                   | ENDORSED: | Brydon King |
| DEPARTMENT: | Development & Community Services | FILE REF: | 11/95051    |

**Purpose**

To consider the Department of Education and Training's (DET - formerly DEECD) proposed process to rezone the former school site land in Colac, Swan Marsh and Cressy through the Government Land Standing Advisory Committee process and formal advice from the State Government that the properties are to be sold.

**Declaration of Interests**

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

**Background**

The former Colac High School site is an 8.4 hectare parcel of land on the western edge of Colac and includes 5.6 hectares of open space for sporting fields and a number of buildings formerly used for administration, library, assembly hall and classrooms. The former administration building has heritage value.

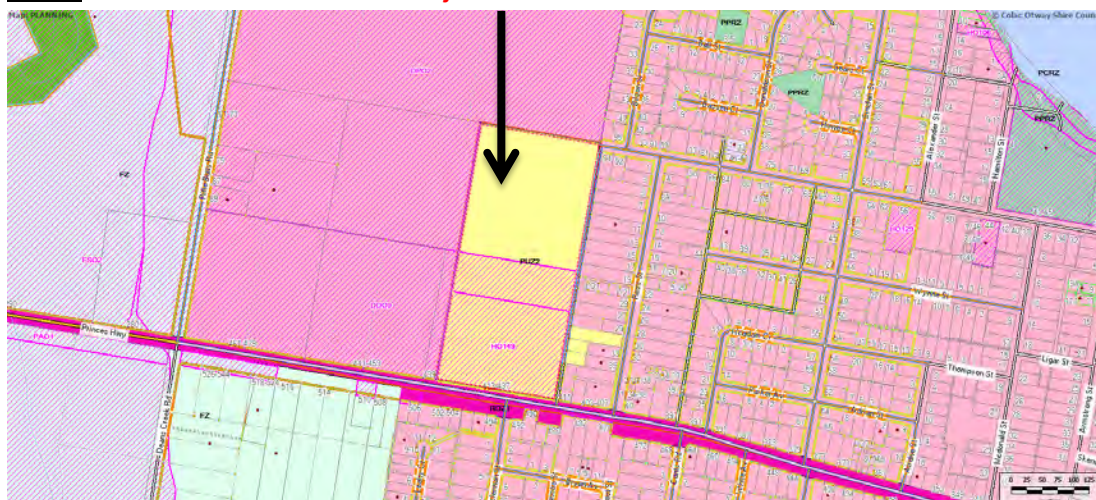
The school closed in 2009 following the merger of the Colac High School and Colac College to form the Colac Secondary College, with the new school developed on the former Colac College site. Since that time the State Government has indicated its desire to sell the land.

Council received correspondence in August 2014 from the Department of Education and Training (DET) stating its intention that the Colac property, as well as former school sites at Cressy and Swan Marsh, be disposed of in accordance with government policy. Further correspondence has been received from the Department of Treasury and Finance in Oct 2015 specifically advising the Colac High School and Cressy school are to be offered for sale.

The following are maps of the three sites:

Colac

Subject Site – 8.1 ha in area



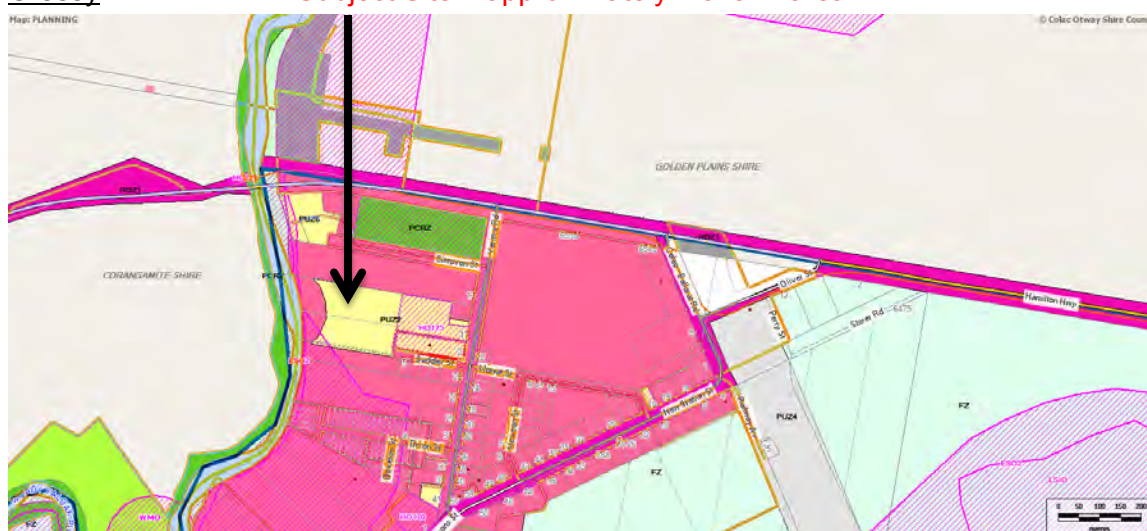
Swan Marsh

Subject Site – 0.9ha in area



Cressy

Subject Site – approximately 4.9ha in area



Many members of the Colac community have a strong affinity with the former Colac High School site and have supported for a number of years the proposal of retaining some, if not all, of the site in public ownership. Whilst Council has no intent to purchase the land it has been on this basis that Council has strongly advocated over many years for retention of at least part of the site for public use.

In order to facilitate the continued use of part of the school site for public open space purposes, Council at its November 2014 meeting, resolved:

***“That Council writes to the Minister for Education to advise that Council:***

- 1. Requests a contribution of land from the Department of Education and Early Childhood Development equating to 30% of the former Colac High School site.***
- 2. Requests that the land to be contributed from DEECD be located to the north boundary of the site and not encumbered by buildings.***

- 3. Requests that there be a need for any future development of the remaining land to incorporate off-road pedestrian linkages from the Princes Highway to the proposed open space.**
- 4. Advises that the Colac Woodturners and Woodcrafters Guild require support and assistance to secure a permanent site for their activities."**

Following the November 2014 Council meeting, correspondence was sent to the Minister for Education detailing Council's resolution and requesting that the Minister give due consideration to Council's requests.

DET has acknowledged that at the time of the former Colac High School's establishment in 1911, Council made a significant financial contribution on behalf of the community for the purchase of the property, and has expressed its 'in principle' support for the approach to the provision of open space proposed by Council. This is a great outcome for the community, particularly in the context that most other school sites around the state are sold in their entirety by the Government when disposing of them. It will mean that subject to this commitment being met for the Colac site, a reasonable proportion of the property will be retained for open space purposes.

DET has now requested that Council formally advise its position with regard to how the three land rezonings should be undertaken. The two options available to Council are:

- Utilise the Government Land Standing Advisory Committee process established by the Minister for Planning; or
- Council undertake the rezoning of the sites as Planning Authority, following the standard amendment process.

The following is a brief summary of the likely planning scheme changes for each site:

| Site              | Likely Planning Scheme Changes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Colac High School | <ul style="list-style-type: none"> <li>• Rezoning of southern two thirds of the site from Public Use Zone (PUZ) to General Residential Zone (GRZ)</li> <li>• Rezoning of the northern part of the site being transferred to Council for open space to Public Park and Recreation Zone (PPRZ)</li> <li>• Addition of a Development Plan Overlay (DPO) over the site to ensure that future subdivision and development is integrated with development of large undeveloped adjoining land parcels.</li> <li>• Reduction in area of the Heritage Overlay to restrict its coverage to the building with heritage significance.</li> <li>• Possible removal of the Design &amp; Development Overlay – Schedule 9 (DDO9) which currently triggers a planning permit for development within 20m of Murray Street to ensure that development is attractively landscaped along the western entry corridor into Colac.</li> </ul> | <ul style="list-style-type: none"> <li>• The GRZ will reflect the zoning of adjoining land to the north, east and west, providing an opportunity for infill development within an existing developed part of Colac.</li> <li>• The PPRZ is the zone applied to open space, reflecting the position endorsed by Council for acquisition of land for this purpose.</li> <li>• The DPO will be consistent with the application of this overlay to adjoining undeveloped land, and ensure that development is integrated across the sites. Land owners will need to prepare a Development Plan before subdivision could proceed. The DPO would provide an opportunity to ensure that a pedestrian linkage is established through new development between Murray Street and the new open space</li> </ul> |

|            |                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                                                                             | <p>as per the Council's previous resolution.</p> <ul style="list-style-type: none"> <li>• The proposed reduction in Heritage Overlay is supported as it would confine the control to the area of heritage significance, and reduce the permit burden for the balance of the site.</li> <li>• The removal of the DDO9 would be supported if the outcome is reflected in any new DPO (ie as a requirement for any future Development Plan) on the site.</li> </ul> |
| Swan Marsh | <ul style="list-style-type: none"> <li>• Rezoning from PUZ to Township Zone (TZ)</li> </ul> | <ul style="list-style-type: none"> <li>• The site is within the centre of Cressy township, and the rezoning will be consistent with the zoning of adjoining land.</li> </ul>                                                                                                                                                                                                                                                                                     |
| Cressy     | <ul style="list-style-type: none"> <li>• Rezoning from PUZ to TZ</li> </ul>                 | <ul style="list-style-type: none"> <li>• The site is in the Swan Marsh township, and the rezoning will be consistent with the zoning of adjoining land.</li> <li>• Existing overlays (eg flooding) would remain.</li> </ul>                                                                                                                                                                                                                                      |

### **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.

In addition, the following strategies/reports provide guidance on this issue:

- 'Potential uses for the site of the former Colac High School' report
- Colac Otway Shire Public Open Space Strategy

Council's decision to advocate for part of the Colac site to be transferred to Council for public open space responds positively to the Public Open Space Strategy which identifies a lack of open space in the Colac West area. It is important that Council reinforces this request from the Government and that the rezoning facilitates this outcome.

## **Issues / Options**

### Land sale

Council received correspondence in October 2015 from the Department of Treasury and Finance outlining the intent to sell the Colac High School site and Cressy school site and providing Council the opportunity to purchase the sites. This process involves offering the purchase of the site to other State Government agencies, Local Government and the Commonwealth Government concurrently, with a 60 day offer period which expires in late December 2015. Should there be no interest from any of the three levels of government, the sites will then be offered for public sale. A rezoning of the land as outlined in this report also will also be involved in offering the land for sale.

In November 2014 Council resolved not to purchase any of the school sites, but to pursue a land contribution to Council of 30% of the Colac High School site at the northern end of the property and unencumbered.

On this basis and in light of limited financial capacity it is recommended that Council advise the Department of Treasury and Finance that it has no intention to purchase the school sites and reinforcing Council's position that 30% of the Colac land be provided to council for the purposes of public open space.

### Rezoning

The following is an assessment of the two process options available for rezoning of the three former school sites:

#### *Option 1 – Government Land Standing Advisory Committee*

The *Planning and Environment Act 1987* ('The Act') establishes the Minister for Planning as Planning Authority, and that he may prepare an amendment to any provision within any planning scheme in Victoria. He may also appoint an Advisory Committee under Section 151 to advise himself of any matters he refers to them, and thereby consider amendment proposals.

The Minister for Planning is using these powers and has established a Standing Advisory Committee to consider rezoning of surplus government land. The purpose of the Standing Advisory Committee is to advise the Minister on the suitability of changes to planning provisions for land owned by the Victorian Government which is usually in a Public Use zone. Prior to sale, these sites require rezoning.

The Standing Advisory Committee process has been established to consider rezoning requests across the State in a more efficient manner than asking each relevant local government to undertake the normal rezoning process. The Minister for Planning will be required to implement any recommendations put forward by the Standing Advisory Committee for these to take effect.

The Minister for Planning will refer sites or groups of sites for consideration to the Standing Advisory Committee. Following recent discussions with DET it is likely that a regional batch of surplus sites will be considered for rezoning in the early part of 2016.

The former school sites in Colac, Swan Marsh and Cressy could be included with these properties.

The Standing Advisory Committee will in essence function in a similar manner to an independent Planning Panel process. They will organise notice to affected parties (including Council), and will seek submissions.



Council will therefore have an opportunity to participate in the process by making a submission, and be a party to the formal Advisory Committee Hearing process.

The Advisory Committee would prepare a report with recommendations to the Minister for Planning for his consideration and eventual approval.

This is the preferred option because it allows the rezonings to take place in an efficient manner with opportunities for Council and the community to participate in the process, without the need for staff time and Council resources to be dedicated to processing a planning scheme amendment. This would ensure that the rezoning takes place in a timely and efficient manner.

*Option 2 – Council undertakes the land rezonings*

Council could process the land rezoning requests as the Planning Authority in the normal manner. The advantage of this process is that Council retains the position of Planning Authority and discretion to adopt a position on the amendment following an independent panel hearing (if required) which is forwarded to the Minister.

The disadvantage to this process is that it is more staff resource intensive and would potentially not be progressed for a number of months given other strategic planning priorities such as the Colac 2050 project and Domestic Wastewater Management Plan.

There appears to be broad agreement between DET and Council officers concerning the planning scheme changes which would need to occur for the three sites.

Land Contamination

The only key issue not yet resolved, is that minor contamination of parts of the Swan Marsh and Colac sites has been identified through the due diligence process of DET in the disposal process. This contamination relates to activities undertaken through use of the sites as schools. For example, there is a former underground oil tank within the group of buildings on the Colac site which has resulted in soil around the tank being contaminated with hydrocarbons that need to be removed. There are also other contaminants across a small number of locations which would need to be managed if the land was developed for residential purposes.

There is precedent for other school sites to have been rezoned, that highly contaminated areas are cleaned up before sale of the land, or an Environmental Audit Overlay put in place over the land, which requires a full site audit and clean-up before development. For lesser contaminated sites, a requirement has been placed on future developers through the Development Plan Overlay for an Environmental Site Assessment to be prepared, indicating how the contamination will be managed.

Officers have informally expressed the view to DET that any site contamination should be removed prior to rezoning and sale of the sites to facilitate development of the sites in accordance with their zoning in an unencumbered way. This is considered important given the low value of the sites compared to potential clean-up costs for developers.

In the case of the Swan Marsh site, the site may never be subdivided, but could be developed by a dwelling. It is important that future land owners are not left with an unfair burden to manage soil contamination.

Support for the rezoning of these sites should only be given on the basis that this issue is appropriately dealt with, regardless of whether it is Council or the Standing Advisory Committee which processes the rezoning. It is considered the referencing of the need to implement a Soil Management Plan on the Colac site within a Development Plan Overlay could be appropriate if the key area of contamination around the underground tank is removed first – it is considered reasonable that the minor levels of contamination could be treated by a developed of the site. However, it is considered that this approach would not be appropriate for the Swan Marsh site, where a Development Plan Overlay is less suited and for the reasons referred to above.

In particular, it should be clarified that any land being transferred to Council for open space should be clear of contamination, which is understood to be the case.

Finally, in making resolutions about the way in which the former school sites should be rezoned, Council should take the opportunity of reinforcing its previous resolution requesting the transfer of the northern 30% of the Colac site for open space, and that this land not be encumbered by buildings.

### **Proposal**

It is recommended that Council formally advises the Department of Treasury and Finance that it does not intend to purchase the former Colac High School site or Cressy school site consistent with its resolution in November 2014 and reiterate its previous resolution requesting the transfer (at no cost) of the northern 30% of the Colac site for open space, and that this land not be encumbered by buildings.

It is further recommended that Council support DET with its request to the Minister for Planning to rezone the former school sites in Colac, Cressy and Swan Marsh using the Government Land Standing Committee process with the understanding that this proposal:

- will include the provision of a 30% contribution of the former Colac High School site in Colac for the purposes of open space (at no cost) and
- include the requirement in any new provisions for the establishment of off-road pedestrian access from the Princes Highway to the open space in any further development of the Colac site.

It is also recommended that Council request the Minister to ensure that the Swan Marsh and Colac sites are appropriately treated from a soil contamination viewpoint prior to rezoning, and that any land transferred to it for open space be free of any contamination.

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

In relation to the offer to purchase the Colac and Cressy school sites the limited financial capacity combined with past positions of Council has resulted in a recommendation to confirm Council does not intend to purchase the sites.

The recommended method for rezoning the school sites would be the most resource efficient option for Council. A rezoning undertaken by Council would result in greater staff time being required, as well as greater direct costs.

Should Council receive the 30% land contribution from the former Colac High School site for the purposes of public open space, funds will be required in the longer term to develop the land.

Funds could potentially be accessed from Developer contributions, the Public Open Space Reserve Fund, allocations in future Council budgets and/or grants sourced from State and Federal Government. Further consideration will need to be given to allocating resources in future budgets for the ongoing maintenance of additional public open space.

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

There are no direct risk management or compliance issues related to this report or any action from the report. However, as indicated above, some soil contamination has been identified in parts of the Colac and Swan Marsh sites from past school activities, and it is considered preferable that this contamination be suitably managed prior to rezoning.

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

There are no climate change considerations associated with this report. As noted above, there is some concern that there is contamination on parts of the Colac and Swan Marsh sites arising from their past use, and this should be treated prior to rezoning, particularly in the case of Swan Marsh.

### **Community Engagement**

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower. The method selected would be consult. The Government Land Standing Committee would provide notice to the community in relation to the proposed rezoning and seek submissions from them.

Significant consultation has been undertaken over recent years to recognise and understand the community's aspirations for the former Colac High School site, as well as public open space needs more broadly. This consultation has been captured in the 'Potential uses for the site of the former Colac High School' report and the Colac Otway Shire Public Open Space Strategy.

When land from the former high school site is transferred to Council for public open space, further engagement with the community would be undertaken to determine how the open space could be developed and used.

### **Implementation**

Following Council's determination on this issue, the correspondence will be forwarded to the State Government outlining councils decision.

### **Conclusion**

In response to the correspondence from the Department of Treasury and Finance officers recommend that Council confirm it does not intend to purchase the Colac High School site or the Cressy school site.

In relation to the rezoning options officers consider that the Government Land Standing Advisory Committee provides a streamlined and efficient process to facilitate the rezoning of the land and enable members of the community and Council to participate in that process through submissions. Officers are confident this process will achieve the outcome being sought concerning the transfer of land for open space at the former Colac High School site given recent correspondence on this issue. It is considered important that Council advocate for soil contamination on parts of the Swan Marsh and Colac sites to be suitably treated prior to rezoning.

### **Attachments**

Nil



**Recommendation(s)**

***That Council:***

- 1. Writes to the Department of Treasury and Finance advising that Council does not intend to purchase the Colac High School site or the Cressy school site.***
- 2. Writes to the Minister for Education to request that the State Government:***
  - a. Contribute land from the Department of Education and Training equating to 30% of the former Colac High School site at no cost to Council.***
  - b. Transfer the land on the former Colac High School site located to the north boundary of the property, and not encumbered by buildings.***
- 3. Supports the Minister for Education referring the former school sites in Cressy, Swan Marsh and Colac to the Minister for Planning for rezoning via the Government Land Standing Advisory Committee subject to:***
  - a. The northern 30% of the Colac site being rezoned to Public Park and Recreation Zone (PPRZ) to reflect it is to be transferred to Council as part of the Government's disposal of the site, for use as public open space.***
  - b. New provisions being introduced for the Colac site through a Development Plan Overlay which require future subdivision/development to include a north/south pedestrian linkage between Murray Street and the new public open space.***
- 4. Supports the following:***
  - a. The contamination of soil arising from the underground oil tank on the Colac school site should be suitably treated/cleaned up by the State Government prior to rezoning; and***
  - b. All contamination identified on the Swan Marsh school site should be suitably treated/cleaned up by the State Government prior to rezoning.***
  - c. There should be no contamination of land being transferred to Council for open space at the Colac school site.***

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**OM151612-7 PLANNING SCHEME AMENDMENT C78 - WYUNA ESTATE  
EXTENSION**

|             |                                  |           |             |
|-------------|----------------------------------|-----------|-------------|
| AUTHOR:     | Suzanne Barker                   | ENDORSED: | Brydon King |
| DEPARTMENT: | Development & Community Services | FILE REF: | F13/6487    |

**Purpose**

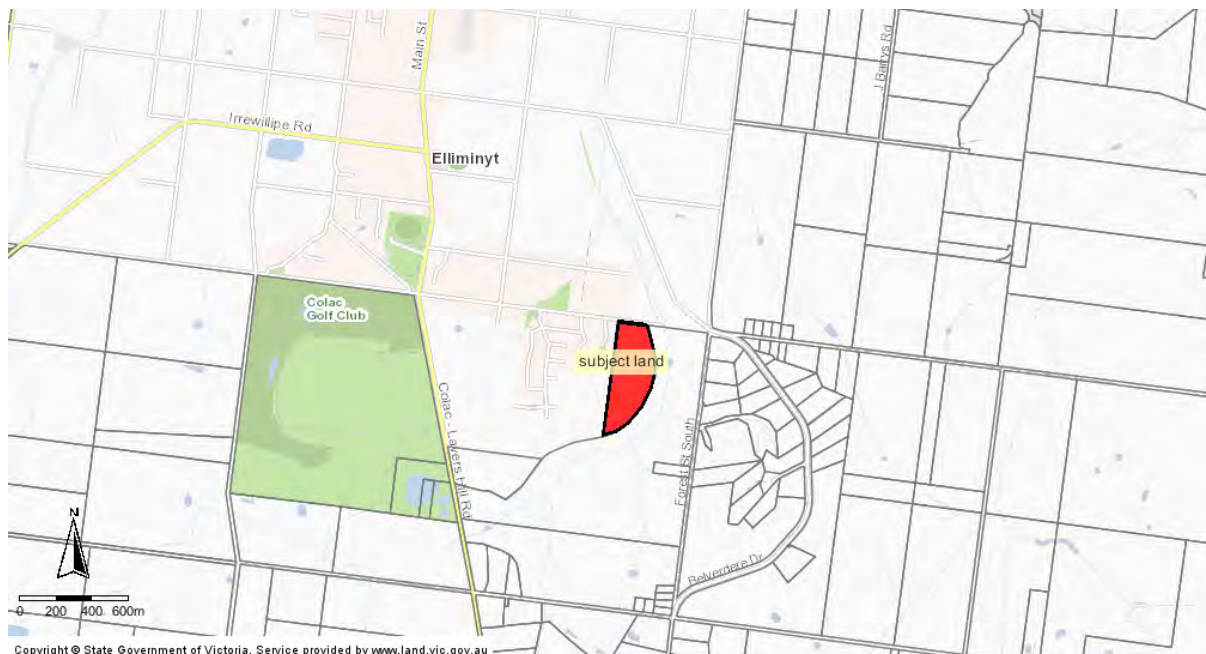
The purpose of this report is to consider the submissions received following exhibition of Planning Scheme Amendment C78. This amendment proposes to rezone land at the Wyuna Estate to allow expansion of the existing residential area.

**Declaration of Interests**

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

**Background**

At the request of the landowner (the proponent), Council resolved at its 27 November 2013 meeting to exhibit an Amendment to the Planning Scheme to rezone to General Residential Zone Schedule 1 (GRZ1) the land known as Lot 1 on TP326494Q and part of Lot 2 PS529787 which contains the former Colac to Beech Forest rail line reserve. This land has frontage to Harris Road, and has an approximate area of 14.03 hectares. The site adjoins the eastern boundary of the existing 'Wyuna' residential estate in Elliminyt, and the western boundary of the former railway line reserve which is included in the area to be rezoned, and is currently zoned Farming. Its location is shown in the map below.

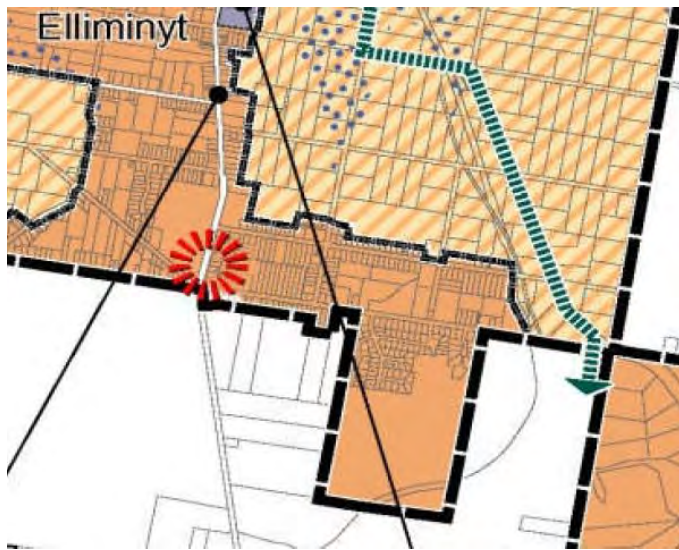


Strategic support for the rezoning was established through Amendment C55 in 2009. Amendment C55 introduced the Colac Structure Plan, amongst other things, into the Colac Otway Planning Scheme. The proponent made a submission to Amendment C55, and the Independent Panel which considered the submissions agreed that the rezoning had merit. The Panel made an explicit recommendation that a future Amendment should rezone the land without the need for any further strategic justification.

The C55 Panel also recommended the preparation of a precinct structure plan for Elliminyt. This is no longer warranted given the Colac 2050 project, however it has been considered appropriate that the discrete rezoning of the subject land, which has an explicit Panel recommendation, should be pursued to resolve an outstanding item from the C55 Panel process. It is considered that this:

- Will not prejudice any future planning for the Elliminyt area;
- Will provide for a logical extension to the existing residential area to extend to the natural boundary of the former Colac-Beech Forest railway line.
- Provide an opportunity to create a permanent public open space link using the former railway land; and
- Will provide additional land supply in the Elliminyt area.

Whilst Amendment C55 introduced the Colac Structure Plan into the Planning Scheme through the settlement map at Clause 21.03, the Planning Scheme shows the subject land outside of the current settlement boundary. This is being addressed by the current amendment. To provide the strategic justification, the Colac Framework Plan contained within Clause 21.03 of the Planning Scheme (extract shown below) needs to be amended to include the subject land within the settlement boundary.



At the time of Council's resolution in 2013, it was proposed to rezone the land to the General Residential Zone, remove the Significant Landscape Overlay Schedule 1 (SLO1) which applies to the land, and apply a Development Plan Overlay. No amendment documentation was provided to Council for consideration as part of its resolution.

The Amendment did not proceed to exhibition because a number of technical issues needed to be resolved, particularly in relation to road layout, stormwater, and open space. Council subsequently considered the Amendment proposal anew at its meeting on 22 July 2015. At this meeting Council resolved to seek authorisation from the Minister for Planning and exhibit Planning Scheme Amendment C78. The Amendment proposes to:

- Amend Clause 21.03 Settlement - Colac Settlement Framework to include Lot 1 on TP326494Q and part of Lot 2 PS529787 (the subject land) within the town's settlement boundary;
- Rezone the subject land from Farming Zone to General Residential Zone - Schedule 1;
- Remove the existing Significant Landscape Overlay Schedule 1 from the subject land; and
- Apply a Design and Development Overlay - Schedule 17 over the subject land to control fencing which adjoins a public reserve.

#### Former Colac to Beech Forest Rail Reserve and Public Open Space

A section of the former Colac to Beech Forest Railway (Beechy Rail Trail) is contained within the eastern boundary of the subject land. This land is the subject of a planning permit that has been issued to allow the consolidation of the former railway land by way of re-subdivision into the primary parcel.

The proponent has expressed a desire that the former railway reserve form part of the land's future public open space contribution. Council has previously expressed support for this. The land would formally transfer to Council ownership at the time of subdivision.

The railway reservation land is approximately 1.86 hectares and would exceed the 10% open space contribution required for any future subdivision of the land which the proponent is supportive of. Given that the subdivision of the land may be a number of years away, a Section 173 agreement has been entered into with the land owner to ensure that any future owners of the land are aware that the proponent and Council have a mutual understanding that this important open space link is to become a public asset in perpetuity at the time of subdivision.

#### Interface with the Former Colac to Beech Forest Railway Line and the DDO17

It is important that the future subdivision of the land has regard to the Beechy Rail trail open space link and be designed in a way that facilitates passive surveillance of this area. Public surveillance of open spaces is important because it has been demonstrated to facilitate: public safety; public use of the open space link; and avoid vandalism or the dumping of rubbish. The open space link has the potential to become a key public asset for Elliminyt and indeed Colac generally as it is a critical link in the rail trail corridor. Public surveillance is enhanced with lots which front onto open spaces so that houses direct their public activity (windows, garages, and front doors) to the public reserve. This allows for "eyes on the street and open space", and has the benefit of improving public safety.

The proponent has provided Council with an indicative development plan which includes a road layout which shows lots which back onto the public reserve. They have argued that it is not cost effective to have a road which runs along the public reserve due to the steep slope. Whilst ideally a road should form the interface with the public open space, this ultimately should be decided at the time of subdivision based on merit, the available information at the time, and the planning provisions which apply.

The risk with a subdivision response where lots directly abut a public open space is that high fencing will be constructed as a boundary treatment along the public reserve's edge. High fencing would hinder the passive surveillance of the open space corridor. The important thing at the time of rezoning is to ensure that passive surveillance of the open space corridor is maintained when the estate is developed, whatever the road layout outcome.

The amendment has proposed that boundary fencing for any future lots which abut the public open space created by the railway line corridor be controlled through a Design and Development Overlay Schedule 17 (DDO17), that would require a planning permit for a boundary fence within 5 metres of the public open space corridor if it exceeds 1.2 metres in height and is not constructed with materials which allow 50% permeability. This would ensure that fences along the boundary of the public open space corridor (and within its proximity ie high side fencing and fencing setback off the boundary) are low and allow for clear visual linkages and passive surveillance of the open space. The DDO17 has been worded so that it is only applicable to boundaries which abut the public open space, and would not apply to other fencing in the estate. The height of the fence at 1.2 metres is considered reasonable to allow for internal security of pets and young children, whilst maintaining visibility over this height.

The extent of, or indeed the need for the control, could be reassessed at the time of subdivision when the ultimate road layout is finalised. The control should be refined to extend only to the lots which abut the public open space, or ideally, be removed, because the road layout has been designed so that no lots adjoin the public open space. This could be done as an Amendment which is undertaken in conjunction with another strategic project in the future to reduce administrative costs.

#### Significant Landscape Overlay (SLO1)

An existing SLO1 extends over the entire subject land and further south into surrounding farmland. The exhibited amendment proposes to remove this control from the land being rezoned as it is no longer relevant to the intended development of the area.

#### Erosion Management Overlay (EMO1)

The EMO1 extends over a small portion of the land and falls predominantly on the section of the former railway line. The amendment does not propose to amend this control.

#### Technical support and Future Subdivision

The Proponent has provided Council with a number of technical assessments to support their application for rezoning. These include:

- Geotechnical Assessment
- Flora and Fauna Assessment
- Stormwater Management Report
- Engineering Services Report
- Traffic Impact Assessment.

There is no requirement under the Aboriginal Heritage Regulations 2007 for an Aboriginal Cultural Heritage Management Plan (CHMP) to be prepared and approved prior to the rezoning of the land or prior to seeking statutory approvals for subdivision. At this stage, a desktop level Cultural Heritage assessment has been prepared by Urban Colour Arts. The assessment revealed that there are no areas of cultural heritage sensitivity within the study area and rezoning is not a high impact activity. Therefore a mandatory CHMP is not required for the application to rezone the land.

Council officers are satisfied that there is sufficient information to indicate that the land can be developed, is serviceable, and would not result in any significant environmental impact. Some issues remain in relation to the stormwater management response proposed for the future development of the land.

However, it is considered that the ultimate stormwater management response can be resolved at the time of subdivision as it is agreed that a number of feasible technical solutions exist to appropriately manage stormwater within the subject land's boundaries as part of future development.

It is not considered necessary to apply a Development Plan Overlay (DPO) over the land. The DPO is normally applied when multiple land owners are involved to assist with the coordination of development or to guide the land's future development in specific ways. The subject land is an extension to an existing estate and is bounded by a deep creek line to the east, Harris Road to the north, and the settlement boundary to the south (and east). The ultimate design response for the subdivision is constrained within these existing parameters. It is considered that the provisions of the Planning Scheme predominantly through Clause 56 are sufficient to deal with the future subdivision of the land.

#### Exhibition of Amendment

The Amendment was exhibited for six weeks from 17 September to 30 October 2015. Six submissions were received. Four of these submissions were from government authorities and two submissions were from local landowners.

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

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

##### *Our Goal:*

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

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

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

##### *Our Goal:*

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

#### **Issues / Options**

As noted above, six submissions were received during the exhibition period. The key issues raised and officer's responses are as follows:

| <b>Submission</b> | <b>Key comments</b>  | <b>Officers response</b>  |
|-------------------|--|---|
| Submitter 1       | <ul style="list-style-type: none"><li>• Not enough infrastructure to support proposal</li><li>• Limited access road with minimal footpaths and bicycle lanes</li></ul> | <ul style="list-style-type: none"><li>• Infrastructure is available to the site and will be provided as part of any future subdivision process</li><li>• Any new subdivision will be provided with footpaths. Bicycle paths can be accommodated along the former railway line reserve. Upgrading of existing Council infrastructure should be</li></ul> |

|                      |   |   |
|----------------------|---|---|
|                      | <ul style="list-style-type: none"> <li>• Difficult evacuation in case of emergency</li> <li>• Limit water runoff to creek</li> <li>• Impact upon rural views from Forest Street South</li> <li>• Asbestos dump on neighboring land</li> </ul> | <p>considered as part of Council's ongoing capital works investment</p> <ul style="list-style-type: none"> <li>• The existing road system can adequately cater for vehicle movements in an emergency situation</li> <li>• Water management will be considered at the subdivision stage. A Storm Water Management Plan has been provided as part of the application.</li> <li>• No concerns have been raised by residents on Forest Street South. It is acknowledged that views from Forest Street South towards the site will change over time. It is considered however that the strategic merit in extending the existing estate justifies this change and will on balance provide a net community benefit through the further supply of residential land.</li> <li>• Not a relevant consideration in determining this proposal, nevertheless enforcement proceedings are currently being pursued by Council officers.</li> </ul> |
| Submitter 2          | <ul style="list-style-type: none"> <li>• Increased traffic volume on Queen Street</li> <li>• Safety risk for access and exit</li> <li>• Safety risk for residents on Queen Street from traffic</li> </ul>                                     | <ul style="list-style-type: none"> <li>• It is noted that traffic volumes will increase on Queen Street but these are in keeping with engineering standards for the existing road network</li> <li>• The existing road system can adequately cater for vehicle movements in an emergency situation</li> <li>• Traffic volumes on Queen Street will be within the road capacity. Opportunities to explore footpaths and shared pathways on Queen Street should be further considered as part of Council's capital works program.</li> </ul>  |
| VicRoads             | No objection  | Noted   |
| Southern Rural Water | No objection  | Noted   |
| APA Group (Gas)      | No objection and notes that no pipelines are within the immediate locality  | Noted   |
| Barwon Water         | No objection and notes the area can be serviced via existing assets.  | Noted   |



Individual meetings were held with Submitter 1 and Submitter 2 to discuss their concerns. Submitter 2 subsequently withdrew their submission. There is now one outstanding submission that could not be resolved (Submission 1).

Pursuant to Section 22 of the *Planning and Environment Act 1987*, Council must consider the submissions raised during the exhibition period. Section 23 of the Act states that after considering a submission which requests a change to the Amendment, the Planning Authority must;

- (a) change the amendment in the manner requested; or
- (b) refer the submission to a panel; or
- (c) abandon the amendment or part of the amendment.

The single remaining submission received from a local resident cannot be resolved, therefore it is recommended that Council refer the submission to an Independent Planning Panel appointed by the Minister for Planning.

### **Proposal**

It is recommended that Council refer the submissions to an Independent Planning Panel appointed by the Minister for Planning.

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

As a privately sponsored amendment, amendment costs including statutory fees and panel costs will be borne by the proponent.

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

The risk to Council of not proceeding with the Amendment is that it would not allow the final stages of the Wyuna Estate and associated infrastructure to be developed, which received support through Amendment C55 in 2008.

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

There are no direct environmental or climate change considerations associated with the Amendment. Detailed site specific environmental issues will be dealt with at the subdivision permit stage. It is noted that a remnant Swamp Gum has been identified on the site. It is proposed that this tree will be protected within an open space corridor.

### **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, including an opportunity for members of the community to make written submissions to the Amendment.

Individual meetings were held with the two submitters to explain the Amendment, listen to and discuss their concerns, and explain the remainder of the Amendment process.

As all submissions have not been resolved, the remaining submitter will now have, subject to the resolution of Council, the opportunity to present their concerns to an Independent Panel appointed by the Minister for Planning.

### **Implementation**

Planning Scheme Amendment C78 has been prepared and exhibited. In order to finalise the Amendment's implementation, the submission must be referred to an Independent Planning Panel for its consideration. The Planning Panel will then provide Council with a written report for its decision on the amendment. The report will include recommendations as to whether the Amendment should be approved or not, and whether any changes are recommended. Having reviewed this report, Council will then be in a position to decide whether it will resolve to request the Minister for Planning to approve the Amendment.

### **Conclusion**

Amendment C78 is a privately sponsored amendment proposal in response to the recommendations of the Amendment C55 Panel Report. Amendment C55 supported a follow-on amendment to rezone land for the expansion of the Wyuna Estate. The Amendment represents the final parcel of land to be rezoned as part of Wyuna Estate.

The Amendment has been exhibited for a six-week period and two submissions were received from surrounding residents. On further discussions, one of these submissions was subsequently withdrawn. The final submission raises concerns that cannot be resolved. It is therefore recommended that Council refer the submission received to an independent panel appointed by the Minister for Planning.

### **Attachments**

1. Attachment 1 - Colac Otway Amendment C78 00d-sloMaps11\_16 EXHIBITION Version
2. Attachment 2 - Colac Otway Amendment C78 004ddoMaps11\_16 EXHIBITION Version
3. Attachment 3 - Colac Otway Amendment C78 001znMaps11\_16 EXHIBITION Version

### **Recommendations**

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

1. ***Pursuant to section 22 of the Planning and Environment Act 1987, consider the submissions received to Planning Scheme Amendment C78 and make no changes to the exhibited Amendment.***
2. ***Pursuant to section 23 of the Planning and Environment Act 1987, refer the unresolved submission received to Amendment C78 to an independent panel appointed by the Minister for Planning.***
3. ***Delegate authority to the Strategic Planning Coordinator to make minor changes to the Amendment on Council's behalf through the Panel Hearing process if required.***

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**OM151612-8 BEEAC NEIGHBOURHOOD SAFER PLACE - PLACE OF LAST  
RESORT**

|             |                                  |           |             |
|-------------|----------------------------------|-----------|-------------|
| AUTHOR:     | Stewart Anderson                 | ENDORSED: | Brydon King |
| DEPARTMENT: | Development & Community Services | FILE REF: | F15/6074    |

**Purpose**

The purpose of this report is to seek Council's endorsement for the designation of Beeac Park at Beeac as a Neighbourhood Safer Place - Place of Last Resort and the decommissioning of the Beeac Tennis Courts as a Neighbourhood Safer Place - Place of Last Resort.

**Declaration of Interests**

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

**Background**

In response to the 2009 Bushfires Royal Commission, the Victorian Government amended legislation which gave effect to the establishment of Neighbourhood Safer Places - Places of Last Resort (NSP-PLRs). CFA is responsible for certifying NSP-PLR against the CFA Fire Rating Criteria, and Councils are responsible for identifying, designating (and decommissioning), establishing and maintaining suitable places as NSP-PLRs within their municipalities.

NSP-PLR are **places of last resort** for shelter during the passage of a bushfire and are intended to be used by people whose primary bushfire survival plans have failed. They are not community fire refuges or emergency relief centres. NSP-PLR are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling to and seeking access to NSP-PLRs during bushfire events. To be designated, NSP-PLR must meet the CFA fire rating criteria and the Council assessment criteria.

The CFA criteria gauge the likely impact on the site from radiant heat in the event that surrounding classifiable vegetation should catch alight. Under the CFA assessment criteria, an NSP-PLR should provide protection to people from lethal levels of radiant heat through an appropriate separation distance between fire hazards, particularly vegetation, and the site of the NSP-PLR. The critical criterion is radiant heat load. For Open Space NSP-PLRs the maximum allowable potential radiant heat load impacting on the site is to be no more than 2kw/m<sup>2</sup>. If the NSP-PLR is a building (enclosed NSP-PLR) the maximum potential radiant heat impacting on the building is to be no more than 10kW/m<sup>2</sup>.

NSP-PLRs must also meet Council assessment criteria, which include factors such as: access and egress, rights of access, maintenance of the site and defensible space. Council criteria are specified in the Colac Otway Neighbourhood Safer Places Plan.

Over the past five years, there has been considerable effort applied to identify sites suitable for NSP-PLR designation in high risk towns of the Shire. Many sites have been identified as potential NSP-PLR and detailed assessments have been undertaken against CFA and Council criteria. Council has so far designated four NSP-PLR in the Colac Otway Shire; Apollo Bay, Birregurra, Beeac and Gellibrand.

Unfortunately, it has not been possible to find sites that meet the assessment criteria in all of the high risk towns, and many sites have been assessed but ultimately have been deemed non-compliant. Council officers continue to work with the CFA to identify and assess potential NSP-PLR sites in high risk towns.

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

The Council Plan is being partly addressed through the implementation of the NSP-PLR Plan which was endorsed by Council in June 2010. Designation of this Beeac Park site as an NSP-PLR will contribute to meeting objectives outlined under the Pillars, Goals and Key Strategic Activities in the Council Plan:

Pillar 2 - A Planned Future (Services/Activities): Emergency Management Planning

Pillar 4 - A Healthy Community and Environment

(Services/Activities): Emergency management response.

(Key Strategic Activities): Implement the Municipal Emergency Management Plan, which has the Municipal Fire Plan as a sub plan.

#### **Issues / Options**

As part of the original Beeac NSP-PLR investigation undertaken in 2013, two sites were assessed – the tennis courts and the Beeac Park. At that time, the tennis courts were assessed as compliant, and the park as non-compliant. The park non-compliance was due to the proximity of farmland to the east. Accordingly the tennis courts were designated as the NSP-PLR but in the interim period since the initial NSP-PLR assessment, the farm land to the east has been subdivided for housing, resulting in fire fuel being managed and deemed a lesser threat.

In accordance with the NSP-PLR designation process, a new assessment of the park was undertaken. CFA re-assessed the radiant heat and Council staff undertook a detailed assessment of factors as required under Council's NSP-PLR Plan. The site was found compliant under both assessments and as a result it is considered appropriate to relocate the NSP-PLR to the Beeac Park because it is more central to the town, has better access and parking, and now has less exposure to the potential fire front.

CFA prepared a report on the radiant heat findings for each aspect of the Beeac Park. Council staff prepared a Site Assessment Report which detailed the NSP-PLR approval process, compliance standards, the assessment approach, specific site details including maps, and discussion along with findings and recommendations. The Site Assessment Report is attached to this document.

In accordance with the specified process, the Site Assessment Report was considered by the Municipal Fire Management Planning Committee (MF MPC) and by the Municipal Emergency Management Planning Committee (MEMPC) at their meetings of 20 August 2015. Both committees endorsed the recommendation for the Beeac Park site to be designated as an NSP-PLR and a motion was passed at the MEMPC to refer the Site Assessment Reports to Council with a recommendation that Council designate the Beeac Park as an NSP-PLR. In addition it was recommended that in the event that Beeac Park is designated as an NSP-PLR, the Beeac tennis court NSP-PLR designation will be revoked, as this site will be redundant.

Designation of a place as an NSP-PLR may only occur by resolution of Council. Council should not designate a place as an NSP-PLR unless it is satisfied that the place is suitable, having regard to the Council NSP-PLR plan criteria. As detailed in the attached site assessment report the Beeac Park site meets the assessment criteria of both CFA and Council.

There are inherent risks and limitations associated with NSP's-PLR. Open Space NSP's-PLR such as the Beeac Park offer no protection from embers, weather or smoke. As stated in the attached Site Assessment Report there are some site specific risks that need to be managed. One such consideration is the possible ignition of the playground chip bark. The MFMPCC considered that while this was a risk, any fire could be easily extinguished. There is town water at the site and it was suggested that the installation of a fire hose reel in the future would further reduce the risk. The CFA listed the installation of a fire hose reel as a recommendation in their report. In the event that Council approves the designation of the site as a NSP-PLR, a fire hose will be installed before the signage is installed and community awareness raising is undertaken.

The site assessment concluded that existing access and egress routes were sufficient to allow the anticipated numbers of people to move to and from the sites and for CFA and other emergency services to attend the sites for asset and personal protection activities. Roads within the immediate area are a mix of sealed and unsealed dual access roads, maintained to a good standard with some roadside vegetation that would not pose an unacceptable risk to those seeking access to the potential NSP-PLRs from within the township. The site assessment also found that the existing parking adjacent to the sites and in nearby streets was adequate and suitably separate from the site to ensure pedestrian safety. No hazards were identified for people accessing the site on foot.

### **Proposal**

It is proposed that Council designate the area as described within the attached NSP-PLR Site Assessment Report for Beeac Park as a formal NSP-PLR. If the proposal to designate the Beeac Park site as an NSP-PLR is supported then it is proposed that council decommission the existing NSP-PLR at the Beeac tennis courts.

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

There are no significant financial or resource implications associated with designating the NSP-PLR at Beeac Park. The costs that will be incurred by Council in establishing and maintaining the site can be managed with the existing operational budget. There will be minor costs associated with annual inspections of NSP-PLR which assess whether the site remains compliant with the CFA assessment criteria and Council's NSP-PLR Plan criteria.

These costs apply to all NSP-PLR, and can also be met through the existing operational budgets.

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

While the Colac Otway region is renowned for its attractive forested landscape, the same natural environment when combined with local weather patterns and settlement characteristics creates an increased likelihood for damaging bushfires to occur. Emergency management agencies, including Council have various statutory and policy responsibilities to reduce or manage bushfire risk. Bushfire shelters, including NSP-PLR, are an important component of the risk mitigation strategy.

The Victorian Bushfire Safety Policy Framework, developed in response to the 2009 Victorian Bushfires Royal Commission recommendations, provides direction and guidance to enhance community safety and resilience in relation to the threat of bushfire. It identifies the need for a range of bushfire safety options which respond to local circumstances and these include: leave early, bushfire shelter and evacuation.

It is well recognised that, regardless of intentions and for a variety of reasons, many people will not leave high risk bushfire areas early. Many will adopt a 'wait and see' approach, and may eventually make a decision to leave which is too late to enact. Others may have a primary bushfire survival plan to leave early which fails. Evacuation is complex, and effective evacuation planning and modelling is in its infancy. Bushfire shelter options then become critical.

Council has focussed on strengthening relationships with CFA and DELWP in order to enable expedient implementation of the recommendations from the Bushfire Royal Commission. Council has introduced and implemented an extensive fire prevention program throughout the municipality, and has increased its funding allocation and management capability in relation to emergency management.

Council will continue to work with the community and all relevant responsible agencies in accordance with the processes set out by MAV and in accordance with Council's NSP-PLR plan, to ensure that all elements of Council's Risk and Compliance responsibilities continue to be fully addressed. By following these steps Council is indemnified with respect to death or injury of persons in areas where no NSP-PLR is designated and conversely also in areas where a NSP-PLR may be designated. Council, along with other emergency management agencies aim to work in partnership with the community to manage the risk of bushfire in our municipality.

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

There are no significant environmental impacts associated with the proposal.

### **Community Engagement**

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower. The engagement method adopted for this project is to inform the general public and empower stakeholders in the decision making process. The members of the Municipal Fire Planning Committee and the Municipal Emergency Management Planning Committee were empowered to make decisions as part of the process.

In the event that the Council resolution is favourable for the designation of the Beeac Park NSP-PLR, a media release to that effect will be prepared and disseminated. The release will include the timing of the establishment of the Beeac Park NSP-PLR and will include details on the decommissioning of the tennis courts NSP-PLR. The location of the new NSP-PLR would be communicated to the community through a range of media. It will be important that relative risk of NSP-PLR, the risks associated with the use of this NSP-PLR, and the risks associated with travelling to the NSP-PLR in the event of a bushfire are all communicated effectively.

### **Implementation**

If Council endorses the proposal in this report, the NSP-PLR at Beeac Park will be established and the Beeac Tennis Courts NSP-PLR will be decommissioned. On passing the recommendations Council Officers will:

- Provide signage at the NSP-PLR site in line with the Emergency Management Victoria guidelines.
- Install a fire hose at the site.
- Provide information to the CFA on the designation of an NSP-PLR at the site.
- Direct the MFMPC and the MEMPC to include this site within a list of NSP-PLR's within their respective plans.
- Inform the public of the designation of the sites as an NSP-PLR and provide information to the public on the purpose and function of the NSP-PLR as a place of last resort and the fact that there is no guarantee of survival if used during an emergency event.
- Ask the CFA to assist in an annual assessment and review of the NSP-PLR site by 31 August each year against the NSP-PLR Plan and the CFA assessment guidelines.
- Ensure the NSP-PLR site is maintained to suitable standards and that the Municipal Fire Prevention Officer undertakes routine inspection of the NSP-PLR site prior to and during the fire danger period.

### **Conclusion**

Councils in the 'country area' of Victoria are required under the Country Fire Authority Act 1958, Section 50G (the 'CFA Act') to identify, designate, establish and maintain Neighbourhood Safer Places (NSPs). This legislative requirement was introduced by the State Government in 2009, during the 2009 Victorian Bushfires Royal Commission. The Colac Otway Shire Neighbourhood Safer Places Plan specifies that Council will seek to establish NSP-PLRs in towns which have been rated as extreme, very high or high for bushfire risk. Beeac is one such town.

In accordance with the CFA NSP-PLR assessment guidelines and the Colac Otway Shire NSP Plan, Council must only designate sites that have passed the CFA Assessment Guidelines. The attached Site Assessment Report concludes that the Beeac Park NSP-PLR site is compliant with both CFA and Council NSP-PLR assessment criteria and is a better site than the existing NSP-PLR site at the Beeac Tennis Court. Having successfully passed all current NSP-PLR criteria established by the State Government, CFA, MAV and the Colac Otway Shire, the MFMPC and the MEMPC have recommended that Beeac Park be designated as an NSP-PLR by Council and subsequently decommission the NSP-PLR site at the Beeac Tennis Court.

It is again worth highlighting that NSP-PLRs are not community fire refuges or emergency relief centres. NSP-PLRs are places of last resort during the passage of a bushfire, and intended to be used by people whose primary bushfire plans have failed. NSP-PLRs are places of relative safety only. They do not guarantee the survival of those who assemble there.

### **Attachments**

1. NSP Site Assessment Report Beeac Park 2015 30 Pages

**Recommendation(s)**

***That Council:***

- 1. Endorses the area as described and detailed within the Neighbourhood Safer Place Site Assessment Report which is located within Beeac Park, Beeac as a designated Neighbourhood Safer Place.***
- 2. Endorses the decommissioning of the Beeac Tennis Courts as a Neighbourhood Safer Place following the formal designation of the Beeac Park as a Neighbourhood Safer Place.***

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**OM151612-9 STATE GOVERNMENT PLANNED BURNING PROGRAM**

|             |                                  |           |             |
|-------------|----------------------------------|-----------|-------------|
| AUTHOR:     | Stewart Anderson                 | ENDORSED: | Brydon King |
| DEPARTMENT: | Development & Community Services | FILE REF: | F15/6073    |

**Purpose**

The purpose of this report is to brief Council on the State Government's approach to planned burning.

**Declaration of Interests**

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

**Background**

After the 2009 bushfires the Victorian Bushfire Royal Commission (VBRC) recommended significant changes to the planned burning program carried out by the State Government. As a result of the recommendations by the VBRC the focus of planned burning became achieving a hectare target for burns on public land each year.

On Wednesday 30 September 2015 the Department of Environment, Land, Water and Planning (DELWP) conducted a planned burn in the Macedon Ranges Shire. On 3 October the fire breached containment lines and when finally contained on Tuesday 13 October, it had burnt over 3,000ha and destroyed several dwellings, numerous sheds and many kilometres of fencing. On 8 October 2015 the Victorian Government and the Department announced that an independent investigation would be undertaken to establish the facts and circumstances around the fire and make findings and recommendations for improvement of planned burns.

The findings from the investigation were released on 19 November 2015 and included 22 recommendations. The State Government subsequently announced that they accepted the 22 recommendations and also announced the Whole of Government response to the Inspector General Emergency Management (IGEM) *Review of performance targets for bushfire fuel management on public land*.

In summary the key elements of the IGEM review were:

- The Inspector-General recommended a risk-based target as opposed to a hectare-based target as the most effective to drive delivery of the fuel management program on public land.
- The report made recommendations on the implementation, reporting and regular review of such a target; development of smoke prediction and monitoring capabilities; performance measures for community engagement activities and development of risk-reduction costs.
- Additionally, the report made a recommendation for the public reporting of bushfire risk and ecosystem resilience.

The recommendations of the IGEM review and the recommendations in the Lancefield-Cobaw report align with regard to planned burns (i.e. burns should be determined by a sophisticated risk based approach that puts local communities first rather than a simple hectare target).

In addition, the Government has officially announced *Safer Together*, the Government's new approach to bushfire management. This new approach also aims to ensure that fire management actions will be right for the local environment and driven by local community input.

The updated Lancefield page includes both independent reports and DELWP's response along with information on the Safer Together program: [www.delwp.vic.gov.au/fire-and-emergencies/lancefield/](http://www.delwp.vic.gov.au/fire-and-emergencies/lancefield/) [recache](#)

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

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

#### *Our Goal:*

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

### **Issues / Options**

Bushfires are a part of summer in Australia and managing bushfire risk is a challenging, yet vital task. Planned burns are a critical element of the tools available to help protect the community and the environment from bushfire. While the State Government's recent announcements indicate there will no longer be a focus on achieving a hectare target for burning on public land they aim to use a risk reduction target to guide fuel management on public land, maintaining bushfire risk at, or below 70%. Land and fire agencies will combine their efforts to manage fuel loads on private and public land, based on where and how they can most effectively reduce risk.

As previously stated the hectare target was an outcome of the investigation into the black Saturday fires. Since then a significant amount of work has been undertaken over several years and piloted in the Otways to determine if better outcomes could be achieved by targeting the areas burnt and the frequency of burns – this is called the Strategic Bushfire Risk Assessment and Strategy Selection Project (SBRASS).

The recent policy change from a hectare target for planned burning to a more sophisticated strategic target based on risk was heavily informed by the work undertaken in the Otways. Over the course of two years the SBRASS project carefully examined the modelled outcomes of a range of potential planned burning options, including the current number of hectares target. Using the skills, experience and opinions of a team of stakeholders (including community members and Council Officers) each of the 11 planned burn scenarios were examined against the 'costs and benefits' based on the following factors:

- Potential human life loss
- Economic losses
- Environmental impacts
- Community sense of place
- Damage to traditional values
- Community acceptance/resistance
- Cost to undertake burns
- Cost to deliver disaster relief

The fire modelling was undertaken using Phoenix Rapidfire which is state of the art bushfire modelling and some 60,000 modelled fires were analysed.

Through this work a number of burn strategies were identified by the stakeholder group as being preferred because they delivered better outcomes than the hectare target approach in terms of potential to save lives and protect private and public property.

Three of the strategies in particular attracted significant support and little opposition from the working group; all of these strategies included high frequency burning around high risk townships and environmentally considerate burning in the broader landscape. This work has been ground breaking and has informed the IGEM decision to move away from a hectare target to a strategic risk-based approach. It is now widely acknowledged that a strategic risk-based approach is the most effective way to deliver the fuel management program.

Further information on the approach to planned burning can be found at the following website address:

<http://www.delwp.vic.gov.au/safer-together/landscapes/barwon-otway>

### **Proposal**

It is proposed that Council note the information on planned burns and request further information to be provided by DELWP if considered necessary.

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

There are no financial issues associated with the proposal in this report.

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

There are no risk management or compliance issues associated with the proposal in this report.

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

There are no environmental issues associated with the proposal in this report.

### **Community Engagement**

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

The method selected would be to inform the community of the strategic basis for planned burns and to direct them to sources where further information can be obtained.

### **Implementation**

Council Officers will continue to work with DELWP where appropriate to help ensure strategic bushfire planning is undertaken in the most effective way possible to protect our community and environment.

### **Conclusion**

Land and fire agencies will continue to work in partnership with other agencies (including Councils) and local communities to combine our fire science and expertise with in-depth local knowledge. DELWP has already begun improving systems and processes to better address the needs of local communities. In the Otway region this approach will help ensure that burns target high bushfire risk areas and that the best information is used to ensure they are undertaken at the right time and at the right frequency to best help protect lives.

**Attachments**

Nil

**Recommendation(s)**

***That Council:***

- 1. Note the information provided in relation to State Government policy related to planned burning.***

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**OM151612-10 PROJECT CONTROL GROUP TERMS OF REFERENCE - APOLLO  
BAY HARBOUR EXPRESSION OF INTEREST PROCESS**

|             |                                     |           |             |
|-------------|-------------------------------------|-----------|-------------|
| AUTHOR:     | Doug McNeill                        | ENDORSED: | Brydon King |
| DEPARTMENT: | Development &<br>Community Services | FILE REF: | F15/8131    |

**Purpose**

To adopt a Terms of Reference relating to the Project Control Group (PCG) being established to oversee the Expression of Interest (EOI) process for the preparation of a Development Plan for the Apollo Bay Harbour.

**Declaration of Interests**

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

**Background**

Council considered a report at the 25 November 2015 Council meeting which advocated a different approach to the preparation of a Development Plan for the Harbour than the traditional master planning process. The report suggested that Council test the feasibility of the planning controls in place at the Harbour, and place responsibility for developing a plan for the precinct with the private sector. Council resolved to support this approach.

The project will commence with an Expression of Interest (EOI) process, which would test ideas from the private sector subject to staying within the parameters of the current planning scheme controls and seek clarification on the appetite for private sector involvement in funding facilities which include aquatic and health and wellbeing uses.

The officer report to Council had noted the importance of collaboration between the community, Council and other stakeholders such as government agencies, to ensure the success of this approach, and had recommended that a new Project Control Group (PCG) be established.

The PCG is proposed as a time limited and task specific group formed following a public EOI and Council appointment process. The intent of the new PCG is to lead the market based EOI process for the Harbour described above. This would ensure that Council and the community are working in partnership to progress the project. Officers had suggested in the report that three community members be included in the PCG.

Whilst supporting the proposal for a PCG to manage the project, with community representation, Council expressed a desire to confirm the Terms of Reference (ToR) for the PCG before commencement of the EOI process for its community membership. It resolved that the ToR be presented to the December Council meeting for consideration.

The Council resolution concerning the PCG was as follows:

***“That Council:***

***Develop Terms of Reference for the new Project Control Group, that allow for at least 3 and no more than 9 community representatives with a variety of views, and report these to Council in December 2015 prior to seeking expressions of interest for community representatives”.***

**Council Plan / Other Strategies / Policy**

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

***Our Goal:***

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

**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.

The Council Plan, Apollo Bay Structure Plan and Colac Otway Planning Scheme all provide underpinning support for redevelopment of the Apollo Bay Harbour precinct.

Redevelopment of the harbour is also listed as a G21 Regional Priority Project.

Redevelopment of the Apollo Bay Harbour precinct has also been supported strongly in the past by the State Government and Tourism Victoria because of the harbour's potential to generate greater local expenditure by visitors to the region, particularly those passing through from Melbourne along the Great Ocean Road to the Twelve Apostles. The State has previously expressed their objective is to increase the average number of visitor nights in the town by supporting a development at the harbour which creates a new destination that will keep tourists in Apollo Bay longer. This would result in economic benefits to Apollo Bay through increased employment.

Any Development Plan prepared would need to meet the objectives and provisions of the Special Use Zone (SUZ2) in the first instance, as well as a range of other state and local planning policies, including policies related to coastal development such as the Victorian Coastal Strategy 2014. It is also noted that any redevelopment will require the support of the Department of Environment, Land Water and Planning (DELWP) and other agencies.

### Issues / Options

The proposed membership of the PCG as outlined in the officer report to Council in November contained a mix of Council staff, the Mayor in a chairing role, representatives of State Government interests, and three community representatives to provide input on behalf of the broader community.

A Terms of Reference (ToR) has now been drafted and is attached to this report for endorsement, which clarifies the community membership proposed.

A key issue of discussion at the Council meeting related to the number of community representatives which would be sought for the PCG. There has been a number of Apollo Bay residents advocating that there should be more than 3 community representatives, with the Council resolution responding to these concerns and expressing that consideration be given for up to 9 members.

Whilst the decision on membership is for Council to determine, it is considered that 9 community representatives would be excessive given the purpose of the group. It is important to note that the PCG would be expected to lead the project, and that community consultation would not be limited to this group.

Community reference groups have often been used in the past for strategic planning projects, including the master planning for the Apollo Bay Harbour in recent years, and these often have a membership of 10-12 persons. The PCG in this instance will be different to these groups. As the title suggests, it is a **Control** Group as opposed to a **Reference** Group.

The attached ToR outlines tasks for the PCG which include project scoping, shaping of the market based Eol process, planning for community engagement and reporting to Council. This is quite different to a group where Council is simply seeking feedback on ideas – it will require the community representatives (and other members) to be part of the decision making on how the project will progress, subject to Council decisions on various matters along the way.

For these reasons, the PCG needs to be of a workable size, where the degree of community representation is not disproportionate to the overall group size. What is important is that the community representatives truly represent broader parts of the community, and groups that have an interest in the harbour and its future development. From this perspective, it would be appropriate to have representation from groups such as the Apollo Bay Chamber of Commerce and Tourism, Otway Forum, and Apollo Bay Aquatic Centre Inc.

For those in the community who may be interested in providing input into the process but are not represented on the PCG, there will be opportunities during the project phases for broader community engagement.

The PCG itself will be responsible for identifying the best ways for this to occur and ensure that all persons with an interest in the harbour can express their views. This is a critical point to consider as Council makes decisions about how many community members are included in the group.

The attached ToR therefore proposes the following as PCG membership:

- Mayor - Colac Otway Shire (Chair)
- General Manager Development and Community Services – Colac Otway Shire
- Manager Planning Building and Health – Colac Otway Shire
- Manager Economic Development – Colac Otway Shire
- Tourism Victoria
- Regional Development Victoria (RDV)
- Department of Environment Land Water & Planning (DELWP); and
- Three (3) community representatives from across Apollo Bay.

This membership would result in a group of 10 persons. The Shire's Coordinator of Strategic Planning would be a secretariat for the PCG.

It is envisaged that the EOI process for community membership will commence in January/February 2016, with nominees assessed and reported back to Council for endorsement.

### **Proposal**

That Council adopt the Terms of Reference attached to this report for the PCG to oversee the EOI process for preparation of a Development Plan at the Apollo Bay Harbour, which includes provision for three (3) community representatives.

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

There are financial implications arising from this report. The cost to Council of supporting the PCG is within the budget allocated to the project by Council for 2015/16, which includes some State Government funds carried over previous financial years.

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

The PCG advocated in this report has been proposed to ensure that the project achieves a high degree of community ownership, to reduce the risk of an outcome being produced which does not have broad community support.

It should be noted that whilst the PCG will be responsible for overseeing the project, the day to day tasks of undertaking the project will be managed by Council officers, who will support the PCG.

All decisions concerning procurement of consultants and expenditure of funds will be the responsibility of the Colac Otway Shire, and will need to be in accordance with Council procurement policies & procedures, and Council budgets.

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

There are no environmental implications arising from the report.



### **Community Engagement**

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

The method selected would be “collaborate” and include appointment of members of the community to a PCG that is responsible for overseeing the project, and making recommendations to Council.

### **Implementation**

Should the recommendation be supported, officers will advertise in the Apollo Bay community early in 2016 for expressions of interest from persons interested in being represented on the PCG. A report will be provided to Council following this process for confirmation of the community representatives.

### **Conclusion**

Council has a policy for Community Engagement (2010), which is based on the IAP2 principle. The approach to community engagement in this instance is “collaborate”, which includes the community directly in the processes of managing the EOI process for the Development Plan. It is considered that this high degree of involvement will give the project a higher degree of success than past efforts. Council resolution is required for confirmation of the Terms of Reference, which in part, determines the degree of community member participation.

### **Attachments**

Nil

### **Recommendation(s)**

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

- 1. Endorses the Terms of Reference for the Project Control Group (PCG) which will oversee the Expression of Interest process for preparation of a Development Plan for the Apollo Bay harbour.***
- 2. Supports advertising for expressions of interest from members of the community to be represented on the PCG.***
- 3. Considers the nominees for the community representation on the PCG following the EOI process, and prior to proceeding with the project.***

~~~~~\~~~~~



**OM151612-11 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 Session | 25 November 2015 |
| • Councillor Briefing Session | 9 December 2015  |

### **Attachments**

1. Councillor Briefing - 25 November 2015
2. Councillor Briefing - 9 December 2015

### **Recommendation(s)**

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

- |   |                                |
|---|--------------------------------|
| • <b><i>Councillor Briefing Session</i></b> | <b><i>25 November 2015</i></b> |
| • <b><i>Councillor Briefing Session</i></b> | <b><i>9 December 2015</i></b>  |

~~~~~\ ~~~~~

**OM151612-12 MINUTES FROM YOUTH COUNCIL MEETINGS**

|             |               |           |               |
|-------------|---------------|-----------|---------------|
| AUTHOR:     | Maree Redmond | ENDORSED: | Sue Wilkinson |
| DEPARTMENT: | Executive     | FILE REF: | F15/7377      |

Attached are the minutes of Youth Council meetings held on:

- 17 August 2015
- 31 August 2015
- 26 October 2015
- 9 November 2015
- 16 November 2015

**Attachments**

1. Minutes - 20150817
2. Minutes - 20150831
3. Minutes - 20151026
4. Minutes - 20151109
5. Minutes - 20151116

**Recommendation(s)**

***That Council notes the minutes arising from Youth Council meetings held on:***

- ***17 August 2015***
- ***31 August 2015***
- ***26 October 2015***
- ***9 November 2015***
- ***16 November 2015***

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**OM151612-13 INTERNATIONAL TREATIES OBLIGATIONS ASSESSMENT (CR  
BRIAN CROOK)**

Background

Kamran [REDACTED] is an asylum seeker from Iran and a resident of Colac for 3 years whose application for refugee status has been rejected by the department of Immigration and Border Protection. He now has an opportunity to respond. I believe we need to support Kamran by seeking intervention from the Minister to grant Kamran a Safe Haven Enterprise Visa.

On the 5th November, Kamran [REDACTED] received a letter from the Department of Immigration and Border Protection offering him an opportunity to comment on information relevant to his International Treaties Obligations Assessment.

This assessment is effectively asking Kamran to demonstrate why he should be allowed to stay living and working in our community. After taking 9 months to review Kamran's case, the Department of Immigration and Border Protection gave Kamran initially 2 weeks to respond. However his lawyer has successfully applied for more time so that he can build a case for Kamran based on his recorded interview back in February.

This negative review is based on some flimsy arguments and fails to take into account the fact that for the last 3 years Kamran has been a law abiding, hard working, tax paying member of our community in Colac.

The review questions his conversion to Christianity. Kamran was Baptised in Curtin detention centre. The review questions why he hasn't been baptised here in Colac- a basic lack of understanding about the process of Baptism. People only get Baptised once.

The review questions Kamran's Christianity on the basis that he does not attend church on a regular basis. The majority of baptised Christians in this country stand condemned on this basis. These matters, according to the reviewer...."raise serious concerns regarding the credibility of your case." Really?

Kamran provided evidence of social media commentary where he has been critical of the Iranian Government and it is widely known in Tehran ,that Kamran has converted to Christianity, so any return to Iran would be most likely met with a jail sentence plus.

"Vancouver immigration lawyer Richard Kurland, who had represented an Iranian who died after receiving 100 lashes in prison, has bitterly criticised the policy of returning refugee claimants to Iran." This is a quote from the reviewer of Kamran's case.

Kamran has paid over \$30,000 in tax in the last 3 years. It makes no economic sense to remove him to a detention centre or worse, deport him to Iran.

Why should he stay?

The most important reason for Kamran to stay is that it is in the public interest. He has established credibility in the community, having lived and worked here for 3 years. He has a commitment to Christianity and represents someone who should be welcomed. He should not be deported back to Iran or detention. Both these options would cost the taxpayer and be counterproductive.

He has strong references from his employer, ALC(Australian Lamb Company). He is a positive for their business and Fr. Michael O'Toole, Parish Priest of St. Mary's, Colac, has vouched for Kamran's character and membership of the local Catholic faith community.

There is amazing support for Kamran, expressed not only through the local Catholic community, but also through his employers and workmates at ALC and the wider Colac community.

There is also an on line petition with over 450 signatures.

There is also a hard copy local petition which continues to gain support with over 500 signatures.

Civic leaders including the Mayor Frank Buchanan, State MP for Polwarth, Richard Riordan, Federal Member for Corangamite, Sarah Henderson, the Labor Candidate for Corangamite, Libby Coker, have all supported Kamran through these very difficult times.

Kamran has demonstrably earned the right to keep living, working, contributing to our economy and is worthy of a Visa to continue his investment in the Colac community.

Colac Otway Shire is a declared Refugee Welcome Zone. In addition Colac Otway Shire is a declared Safe Haven Enterprise Visa region. This Visa encourages asylum seekers and refugees to seek work in rural areas. This is exactly what Kamran did after he was released from the Curtin Detention Centre in 2013. By living and working in Colac for 3 years, he has demonstrated his worthiness for a Safe Haven Enterprise Visa and is supported by this community.

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 16 December 2015

That Council, after the final decision is made by the Department of Immigration and Border Protection:

1. Writes to the Member for Corangamite with the enclosed background, seeking her support in granting Kamran the right to continue living and working in our community under a Safe Haven Enterprise Visa.
2. Writes the same letter with the enclosed background to the Minister for Immigration and Border Protection, seeking a Safe Haven Enterprise Visa for Kamran with a copy to the Department of Prime Minister and Cabinet.
3. Sends copies of the above to all political parties and Independents in the Federal Parliament seeking their support for this resolution.

#### **Attachments**

Nil

#### **Recommendation**

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

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## IN COMMITTEE

### **Recommendation**

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

| <b><i>SUBJECT</i></b>                                                        | <b><i>REASON</i></b>                                                                                 | <b><i>SECTION OF ACT</i></b> |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Minutes of In-Committee Council Meeting held on 25 November 2015</b>      | this matter deals with contractual matters; AND this matter may prejudice the Council or any person. | Section 89 (2) (d) & (h)     |
| Contract 1539B - Concrete Works Program 2015/16 - Colac Footpath Replacement | this matter deals with contractual matters                                                           | Section 89 (2) (d)           |
| Contract 1542 - Design & Construct - Watsons Access Bridge, Glenaire         | this matter deals with contractual matters                                                           | Section 89 (2) (d)           |
| Victorian Equal Opportunity and Human Rights Commission                      | this matter deals with personnel matters; AND this matter deals with legal advice                    | Section 89 (2) (a) (f)       |



# **ORDINARY COUNCIL MEETING**

## **WEDNESDAY, 16 DECEMBER 2015**

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## **Colac Library Annexe**

**Service Review 2015**

**Graham Shiell Consulting**



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**Colac Otway Shire Council**

**Colac Library Annexe Review**

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**Graham Shiell Consulting**

**2**

**August 2015**

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Colac Library Annexe Review

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Colac Otway Shire Council

Colac Library Annexe Review

Prepared by

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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

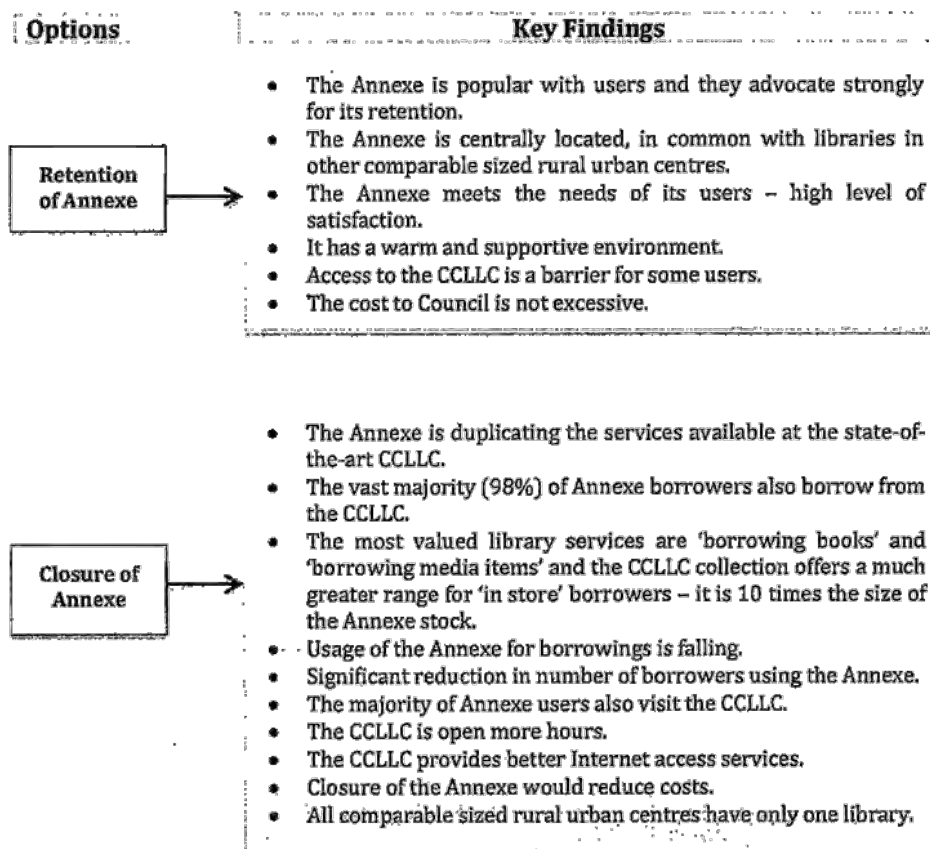
The Colac Library Annexe commenced operation in 2010 shortly after the Colac Otway Shire Council (the Council) opened the Colac Community Library and Learning Centre (CCLLC). The Annexe was established following the Council's consideration of a range of options to 'enhance' library services in Colac.

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.



Colac Otway Shire Council

Colac Library Annexe Review

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                                                                                                    |
| <b>Borrowing from Collection</b> | <b>The CCLLC offers a far superior in-store choice of collection options for borrowers.</b>                                                                                                                                                                                                                                                             |                                                                                                                        |
|                                  | 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".<br><br>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.<br>The CCLLC will then house a collection of 33,000 items. |
| <b>Borrowing Trend</b>           | <b>Usage of the Annexe for 'borrowing' is fading.</b>                                                                                                                                                                                                                                                                                                   |                                                                                                                        |
|                                  | 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.<br><br>Only 7,000 items were borrowed from the Annexe in 2014/15, compared to over 133,000 at the CCLLC.                                                            |                                                                                                                        |
| <b>Borrowers</b>                 | <b>Exclusive use of the Annexe for borrowing is minimal.</b>                                                                                                                                                                                                                                                                                            |                                                                                                                        |
|                                  | In 2014/15, only five (5) Annexe users borrowed exclusively from the Annexe. Two of the five users do not reside within walking distance.<br><br>98.5% of Annexe users also borrowed by visiting the CCLLC.                                                                                                                                             |                                                                                                                        |

Colac Otway Shire Council

Colac Library Annexe Review

| 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.<br>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.<br>Investigate the practicality                                                                                                                                                    |

Colac Otway Shire Council

Colac Library Annexe Review

| 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.<br>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 <ul style="list-style-type: none"> <li>Well-lit, welcoming environment and ambience</li> <li>Spacious, well laid out collection aisles</li> <li>Quiet reading spaces</li> <li>Lounge and easy chair areas</li> <li>Modern amenities</li> <li>Refreshment facilities</li> </ul> | 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)<sup>1</sup>.

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         |
|-----------------------------|-----------------|-----------------|
| <b>Income</b>               |                 |                 |
| Reimbursements              | (16,200)        | (18,000)        |
| <b>Total Income</b>         | <b>(16,200)</b> | <b>(18,000)</b> |
| <b>Expense</b>              |                 |                 |
| Contracts                   | 23,200          | 24,300          |
| Materials and services      | 667,376         | 683,837         |
| Other expenses              | 1,200           | 500             |
| <b>Total Expense</b>        | <b>691,776</b>  | <b>708,637</b>  |
| <b>Net Operating Result</b> | <b>675,576</b>  | <b>690,637</b>  |

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.

<sup>1</sup> The CRLC administers the public library service in four municipalities - Colac Otway, Corangamite and Moyne Shires and Warrnambool City.

Colac Otway Shire Council

Colac Library Annexe Review

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<sup>2</sup> (at 30 June 2014)

<sup>2</sup> The collection number does not include school based items



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Colac Otway Shire Council

Colac Library Annexe Review

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- 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<sup>3</sup> 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)<sup>4</sup> 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.

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<sup>3</sup> Enhanced Delivery of Library Services in Colac, Mach II Consulting, January 2010

<sup>4</sup> The Joint Use Library (JUL) has since been named the Colac Community Library and Learning Centre (CCLLC)

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**Colac Otway Shire Council**

**Colac Library Annexe Review**

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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

Colac Otway Shire Council

Colac Library Annexe Review

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

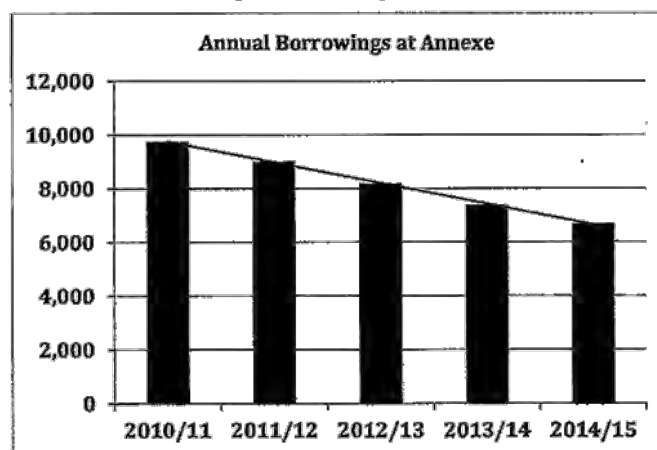
| Activity                | Annexe  |         | CCLLC   |         |
|-------------------------|---------|---------|---------|---------|
|                         | 2013/14 | 2014/15 | 2013/14 | 2014/15 |
| Visits                  | 9,384   | 8,920   | 90,760  | 88,598  |
| Loans                   | 7,394   | 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<sup>5</sup>

#### 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.

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

Colac Otway Shire Council

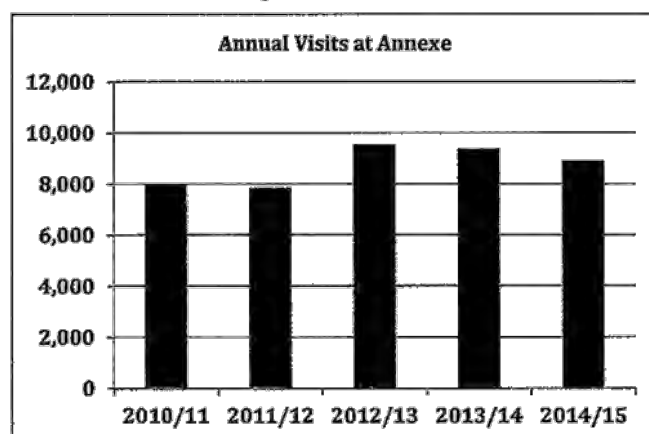
Colac Library Annexe Review

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.

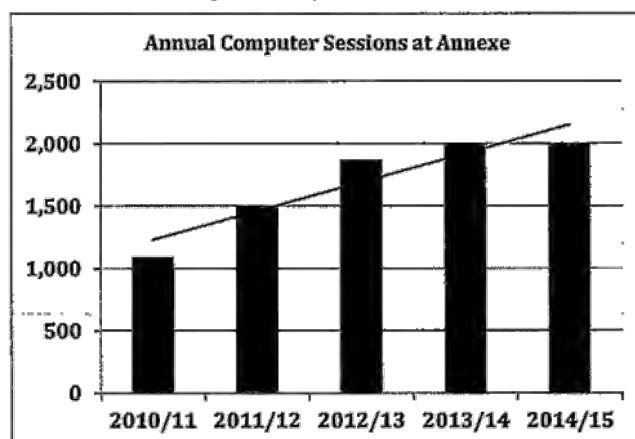
Figure 2 - Visits at Annexe



**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<sup>6</sup> per day or 1.8 sessions per hour.

Figure 3 - Computer Use at Annexe



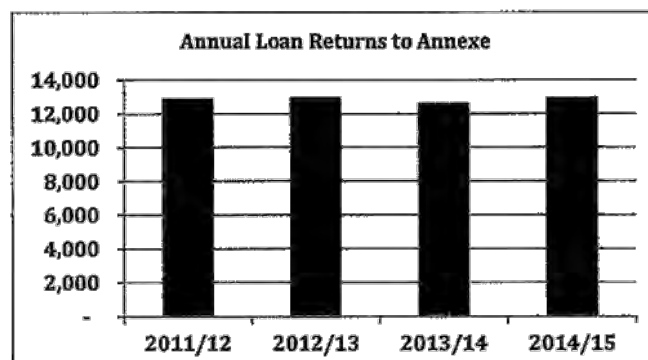
<sup>6</sup> Sessions are recorded in half hour blocks.



### 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

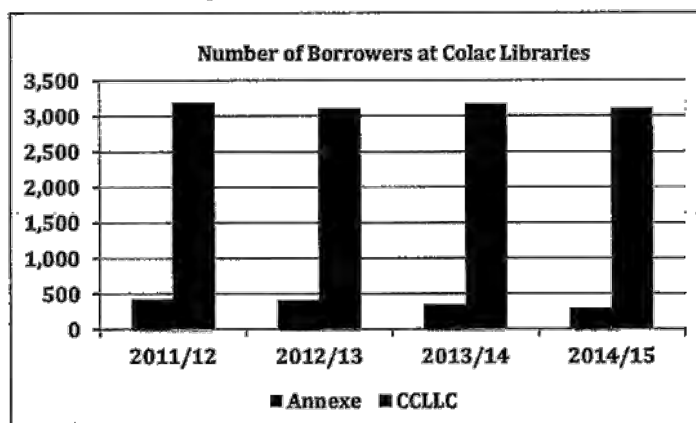
Consistent with the reduction in borrowings, is a reduction in the number of borrowers who use the Annexe. The next table shows the number of borrowers who have used both the Annex and the CCLLC for borrowing (Dual) and those who only used the Annexe (Unique).

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



Colac Otway Shire Council

Colac Library Annexe Review

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.

Colac Otway Shire Council

Colac Library Annexe Review

Library Users Survey 2014

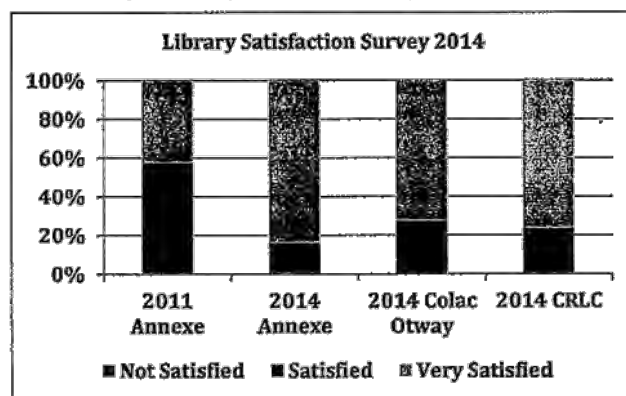
The CRLC conducted a region-wide survey of library users in August 2014. Across the region 483 responses were gathered with 19 from people who identified the Colac Library Annexe as their most frequently used library in the prior twelve months.

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.

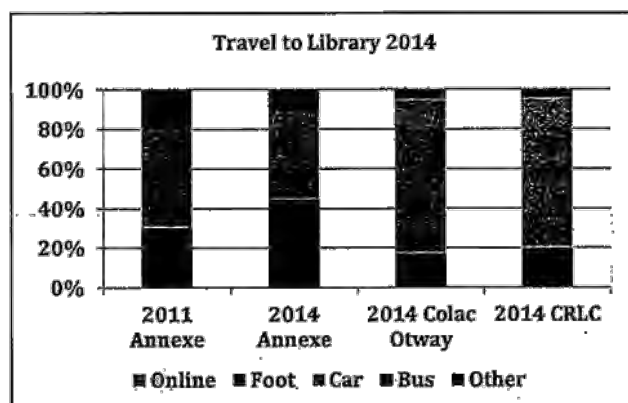
Figure 6 - Satisfaction Survey Results for CRLC Libraries



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





Colac Otway Shire Council

Colac Library Annexe Review

### 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.

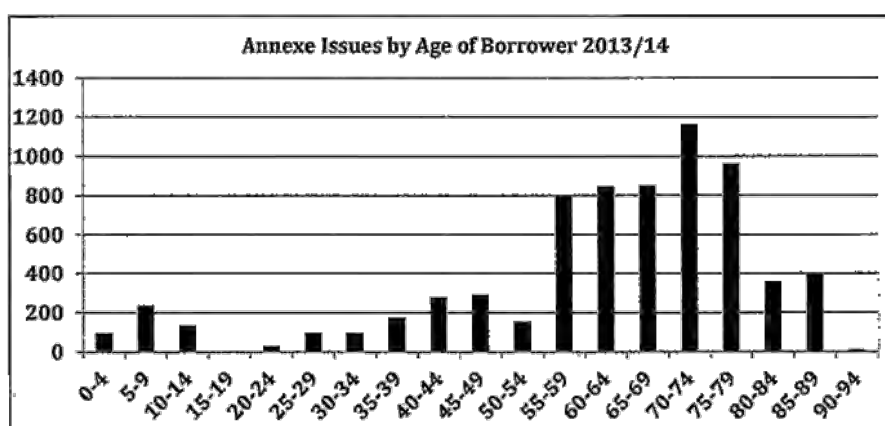
Table 8 - Annexe User Profile

| Respondents          | 2011<br>Annexe | 2014<br>Annexe | 2014<br>Colac<br>Otway | 2014<br>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.

Colac Otway Shire Council

Colac Library Annexe Review

**CCLLC Access Project**

In 2011 the Council commissioned a report<sup>7</sup> 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   |          |             |

<sup>7</sup> Colac Community Library & Learning Centre Access Project, April 2011, Sam Lovejoy, Transport Connections Project Worker

Colac Otway Shire Council

Colac Library Annexe Review

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<br>2011 Census |
|--------------------------|---------------------------|
| Morwell                  | 13,691                    |
| Torquay-Jan Juc          | 13,339                    |
| Warragul                 | 13,081                    |
| Sale                     | 12,766                    |
| Echuca                   | 12,613                    |
| Bairnsdale               | 11,820                    |
| <b>Colac</b>             | <b>11,415</b>             |
| 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."*<sup>8</sup>

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

<sup>8</sup> Harrow Library Strategy, Cabinet Report, March 2015

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**Colac Otway Shire Council**

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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"*.



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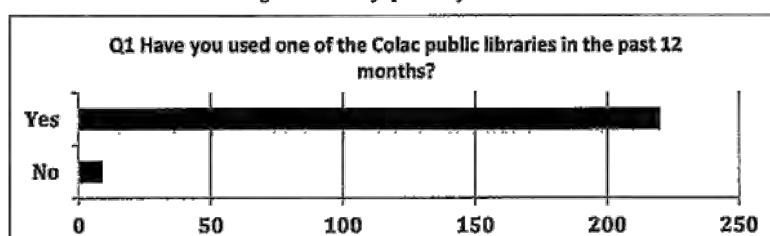
It urged Colac Otway Shire to provide "accessible library branches open to the community, the front line service. Crazy to reduce library hours and libraries to maintain an off-site library bureaucracy".

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<sup>9</sup>

Table 11 - Profile of Survey Respondents

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

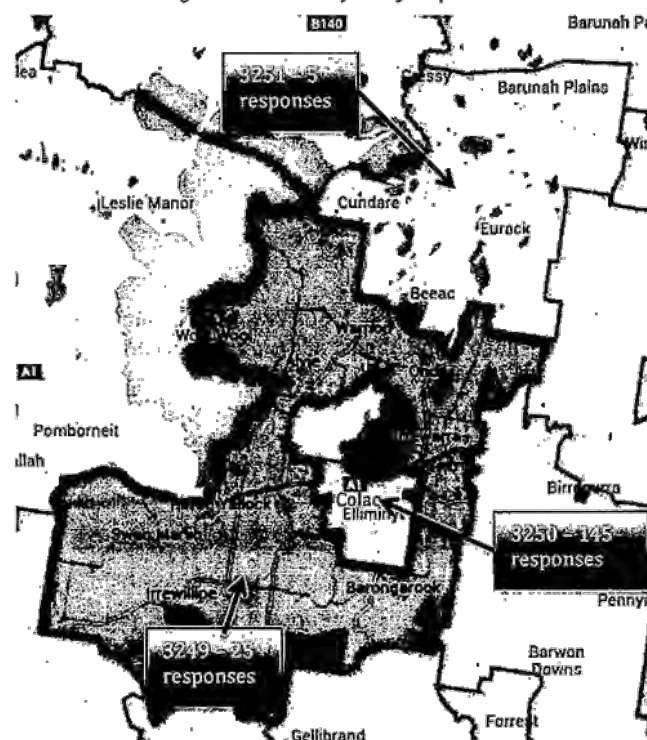
| Age Group   | Library Survey | Colac / Elliminyt | Age Group   |
|-------------|----------------|-------------------|-------------|
| Under 16    | 0              | 19%               | Under 14    |
| 16 - 25     | 4%             | 13%               | 15 - 24     |
| 26 - 55     | 37%            | 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.

<sup>9</sup> 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.

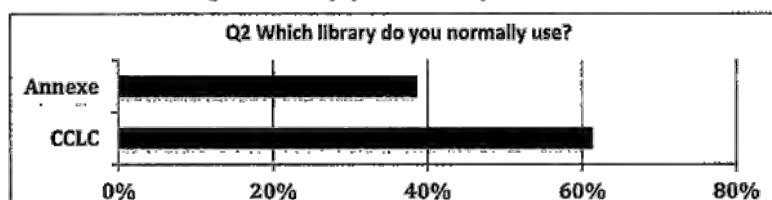
Table 12 - Percent of Library User Respondents

| 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.

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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    |        |



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### 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?<br>(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            |

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**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?

| <b>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.</b> |          |          |          |          |               |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|---------------|--------------|
| <b>Answer Options</b>                                                                                                                                                                                                                  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>Rating</b> | <b>Count</b> |
| 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          |
| <b>answered question</b>                                                                                                                                                                                                               |          |          |          |          |               | <b>207</b>   |
| <b>skipped question</b>                                                                                                                                                                                                                |          |          |          |          |               | <b>26</b>    |

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

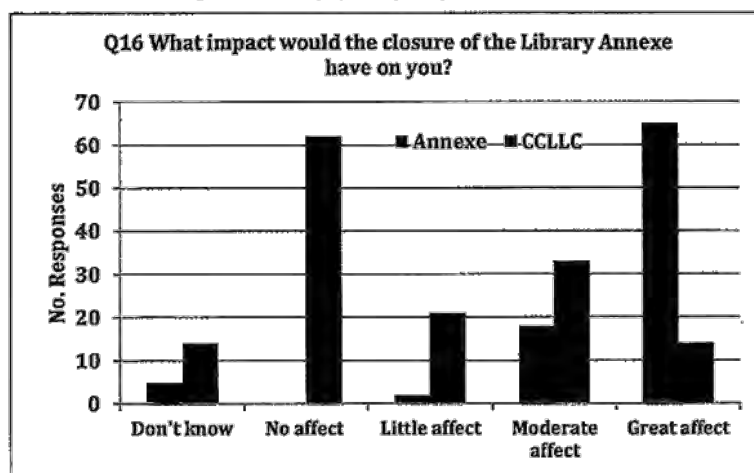
| <b>Q20 If the Library Annexe hours are to be reduced, what reductions do you most favour? The Annexe currently opens 22 hours each week. Please rank the options with 1 being the most favoured and 4 being the least favoured.</b> |          |          |          |          |               |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|---------------|--------------|
| <b>Answer Options</b>                                                                                                                                                                                                               | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>Rating</b> | <b>Count</b> |
| 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          |
| <b>answered question</b>                                                                                                                                                                                                            |          |          |          |          |               | <b>181</b>   |
| <b>skipped question</b>                                                                                                                                                                                                             |          |          |          |          |               | <b>52</b>    |

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.

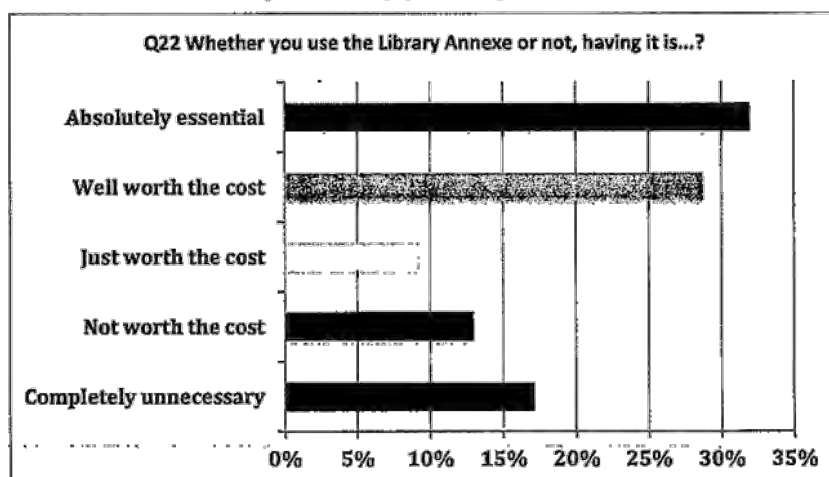
Figure 12 - Survey Q16. Impact of Annexe Closure



### 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



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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             |
| <b>answered question</b>                                        |                  | <b>84</b>      |                  | <b>132</b>     |
| <b>skipped question</b>                                         |                  | <b>6</b>       |                  | <b>11</b>      |

### 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 <sup>10</sup>       | 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             |

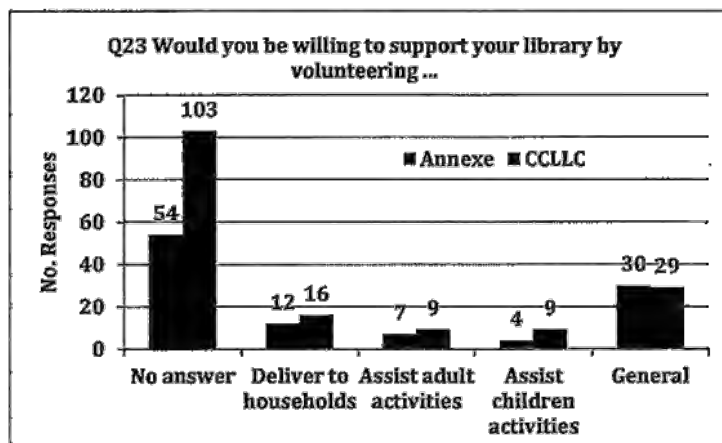
| Collection return chute | No. Responses |
|-------------------------|---------------|
| Council Office          | 31            |
| COPACC                  | 19            |
| Current location        | 14            |
| CCLLC                   | 7             |

### 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.

<sup>10</sup> 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.*



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- 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.*

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- 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

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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?<br>(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%         |



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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?<br>(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 CCLLC 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

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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.

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**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                                                                                                                                                                                                                                                                                                                    |
| <b>Borrowing from Collection</b>        | <b>The CCLLC offers a far superior in-store choice of collection options for borrowers.</b>                                                                                                                                                                                                                                                         |
|                                         | 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".<br>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. |
| <b>Borrowing Trend</b>                  | <b>Usage of the Annexe for 'borrowing' is fading.</b>                                                                                                                                                                                                                                                                                               |
|                                         | 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.<br>Only 7,000 items were borrowed from the Annexe in 2014/15, compared to over 133,000 at the CCLLC.                                                          |
| <b>Borrowers</b>                        | <b>Exclusive use of the Annexe for borrowing is minimal.</b>                                                                                                                                                                                                                                                                                        |
|                                         | In 2014/15, only five (5) Annexe users borrowed exclusively from the Annexe. Two of the five users do not reside within walking distance.<br>98.5% of Annexe users also borrowed by visiting the CCLLC.                                                                                                                                             |
| <b>Use of CCLLC</b>                     | <b>The majority of Annexe users also access the CCLLC.</b>                                                                                                                                                                                                                                                                                          |
|                                         | 56% of all Annexe users also visited the CCLLC in the past 12 months.                                                                                                                                                                                                                                                                               |
| <b>Access to CCLLC</b>                  | <b>Reasonable transport options to access the CCLLC are available.</b>                                                                                                                                                                                                                                                                              |
|                                         | Almost half the Annexe users drive to the facility and could therefore also drive to the CCLLC.<br>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.                                                                                       |
| <b>Alternative access to collection</b> | <b>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.</b>                                                                                                                                                                    |
|                                         | 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.                                                                                                                                                            |

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| 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.                                                                                                                                                                                     |
| <b>Ancillary Services</b>        | <b>Other significant, but less valued, services currently provided at the Annexe can be provided through more cost effective solutions.</b>                                                                                                                                                                                                          |
|                                  | 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.                                                                                                                                                                                                                                       |
| <b>Returns of Borrowed Items</b> | <b>Use of a central location for the return of borrowed items is convenient for all users and a low cost service.</b>                                                                                                                                                                                                                                |
|                                  | 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.<br>Retaining a secondary returns point is a low cost option.                                                                                                         |
| <b>Library Environment</b>       | <b>The CCLLC is a 'state-of-the-art' facility.</b>                                                                                                                                                                                                                                                                                                   |
|                                  | The CCLLC is a modern, built for purpose library offering <ul style="list-style-type: none"> <li>• Well-lit, welcoming environment and ambience</li> <li>• Spacious, well laid out collection aisles</li> <li>• Quiet reading spaces</li> <li>• Lounge and easy chair areas</li> <li>• Modern amenities</li> <li>• Refreshment facilities</li> </ul> |
|                                  | 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.                                                                                                           |

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**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.

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**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**

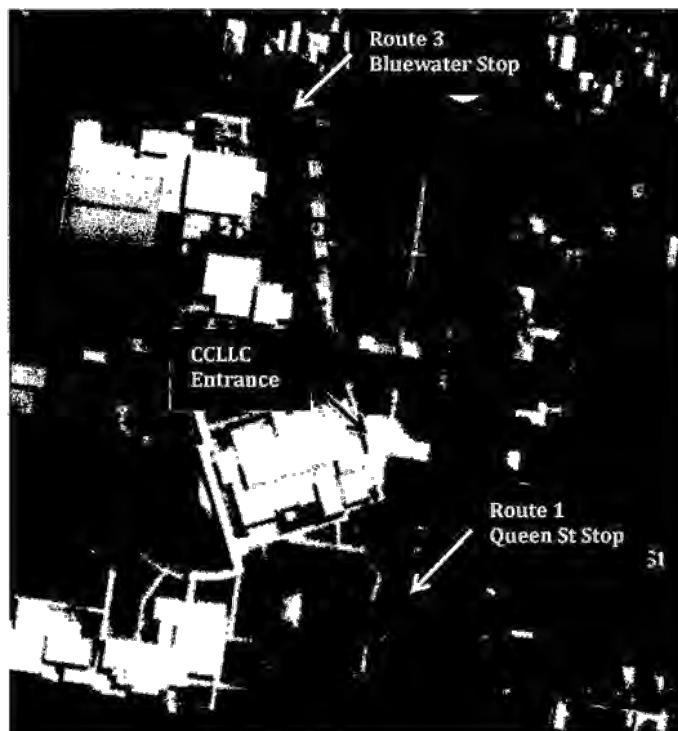
- The CCLLC Access Project reviewed access to the CCLLC by taxi.
- Colac Taxis provide door to door (and through the door service where required) for their passengers.
- Fare costs depend on the journey travelled. For a 2.5km one-way trip the cost would be around \$12.
- The Multipurpose Taxi Program 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

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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.

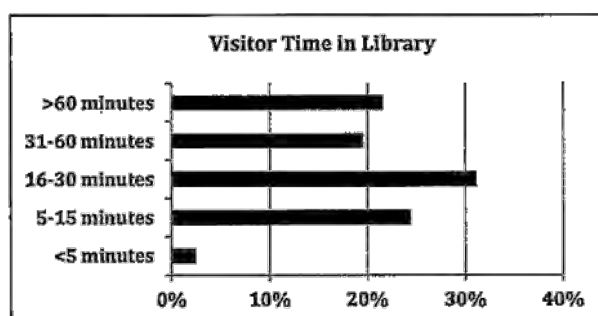
The amount of time a visitor spends in a library was included in a benchmarking study of 10 library services throughout NSW, commissioned by the Library Council of NSW in 2008<sup>1</sup>.

*"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.



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### 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 CCLLC. 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.

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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                    |                      |
| <b>Totals</b>         |                                                                                                                      | <b>\$66,000</b>        | <b>\$4,900</b>       |

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                      |
| <b>Totals</b>      |                                                                                               |              | <b>\$58,700</b>          |

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

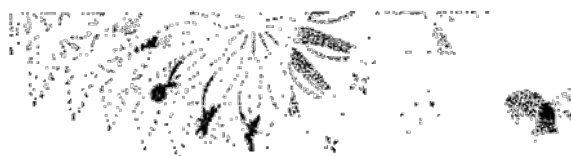
The estimated net annual saving post 30 June 2016 is \$53,800.

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 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

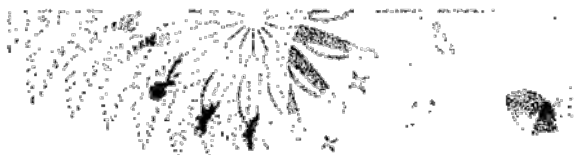
In 2010 the Council opened a new library facility in Colac, the Colac Community Library and Learning Centre, located in Queen Street. It replaced the smaller facility that was situated in Gellibrand Street. The new library is a joint use facility with the Colac Secondary College.

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.

## Colac Otway Shire Council

## Colac Library Annexe Review



### 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 Gallibrand 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](http://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](mailto:gshiell@westvic.com.au)

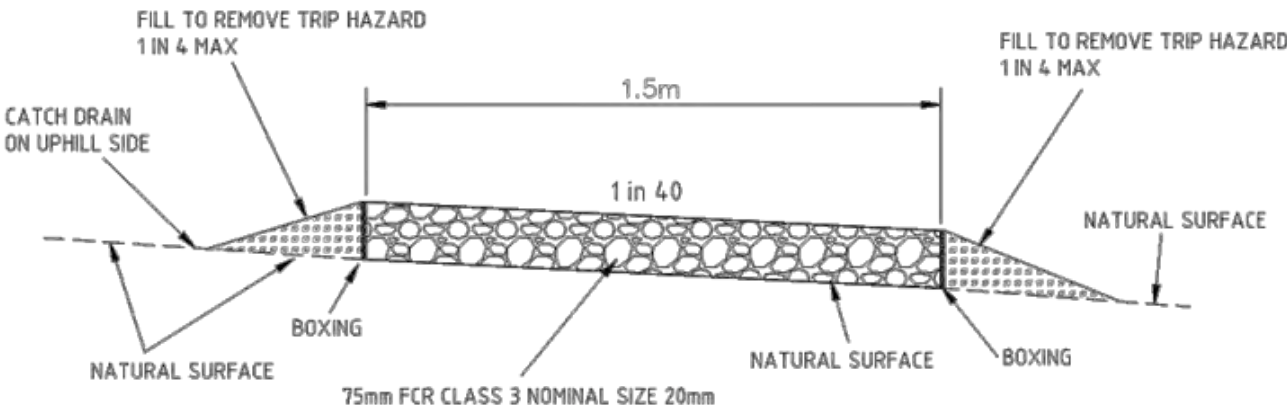
FOOTPATH - LAKE BEEAC FORESHORE

DESIGN FOR FUNDING PURPOSES ONLY

WORKS DESCRIPTION

- 335m of FCR Class 3 20mm CRUSHED ROCK FOOTPATH - 75mm THICK
- 1.5m WIDE FOOTPATH
- CONCRETE VEHICLE CROSSING POINT at approx. CH280 - 3.5m length, 125mm THICK 25MPa concrete with SL72 mesh. Compacted crushed rock ramps allowing vehicles to cross

Full width of path is to be sprayed prior to construction.  
Construction to be completed without excavation in accordance with the Cultural Heritage Report  
Posts/Pegs etc to be driven by hand tools.  
Drainage structures as required ( Approx. 3) - Drainage culverts to be constructed without excavation.  
Path is to be matched into natural surface level using compacted clean fill to remove trip hazards.  
A bollard is to be installed at each end of the path



FOOTPATH SECTION - CRUSHED ROCK  
NOT TO SCALE

**WARNING**  
BEWARE OF UNDERGROUND SERVICES  
THE LOCATION OF UNDERGROUND SERVICES ARE APPROXIMATE  
ONLY AND THEIR EXACT POSITION SHOULD BE PROVEN ON SITE. NO  
GUARANTEE IS GIVEN THAT ALL EXISTING SERVICES ARE SHOWN

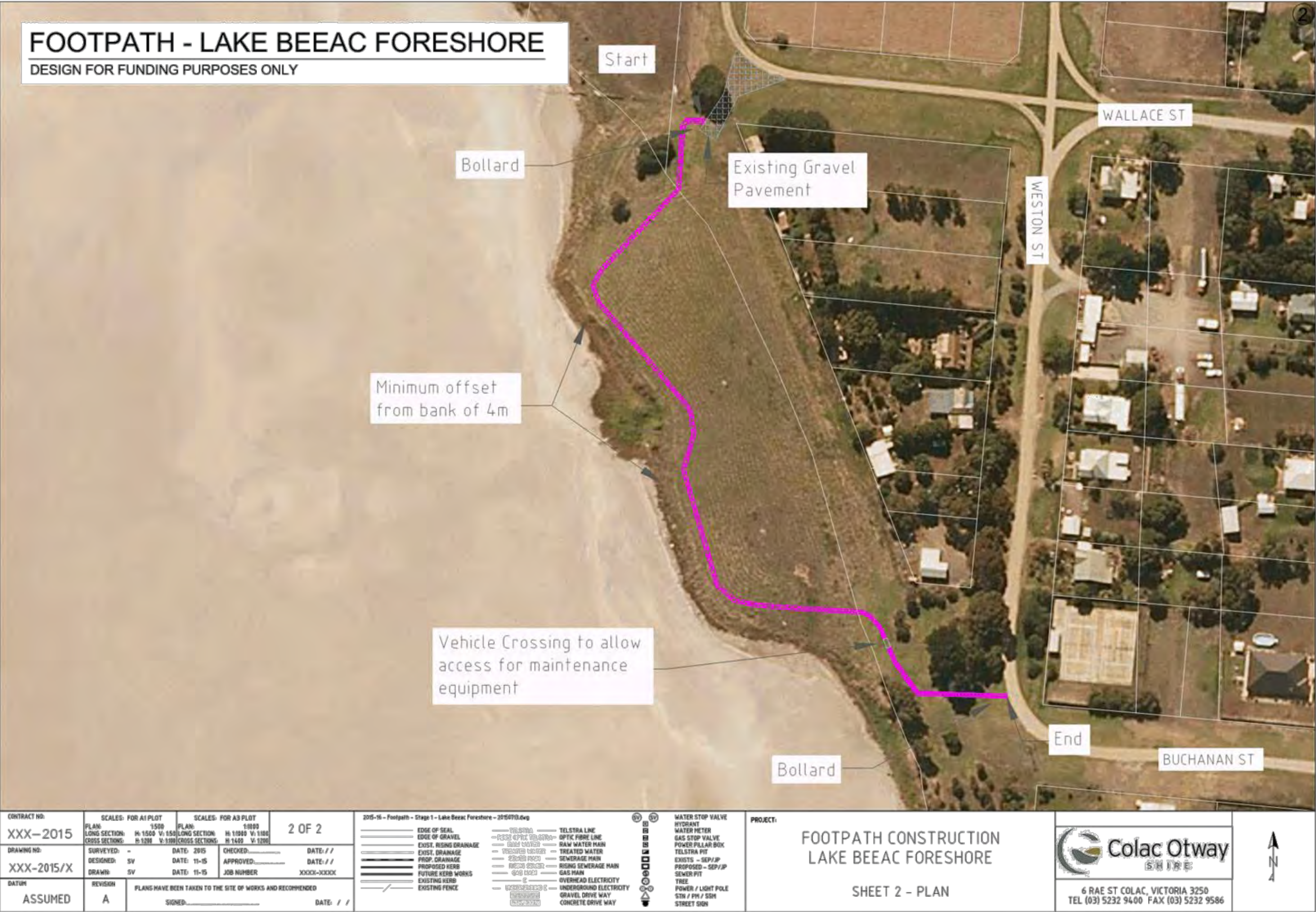


MAP - FOOTPATH LOCATION - LAKE BEEAC FORESHORE

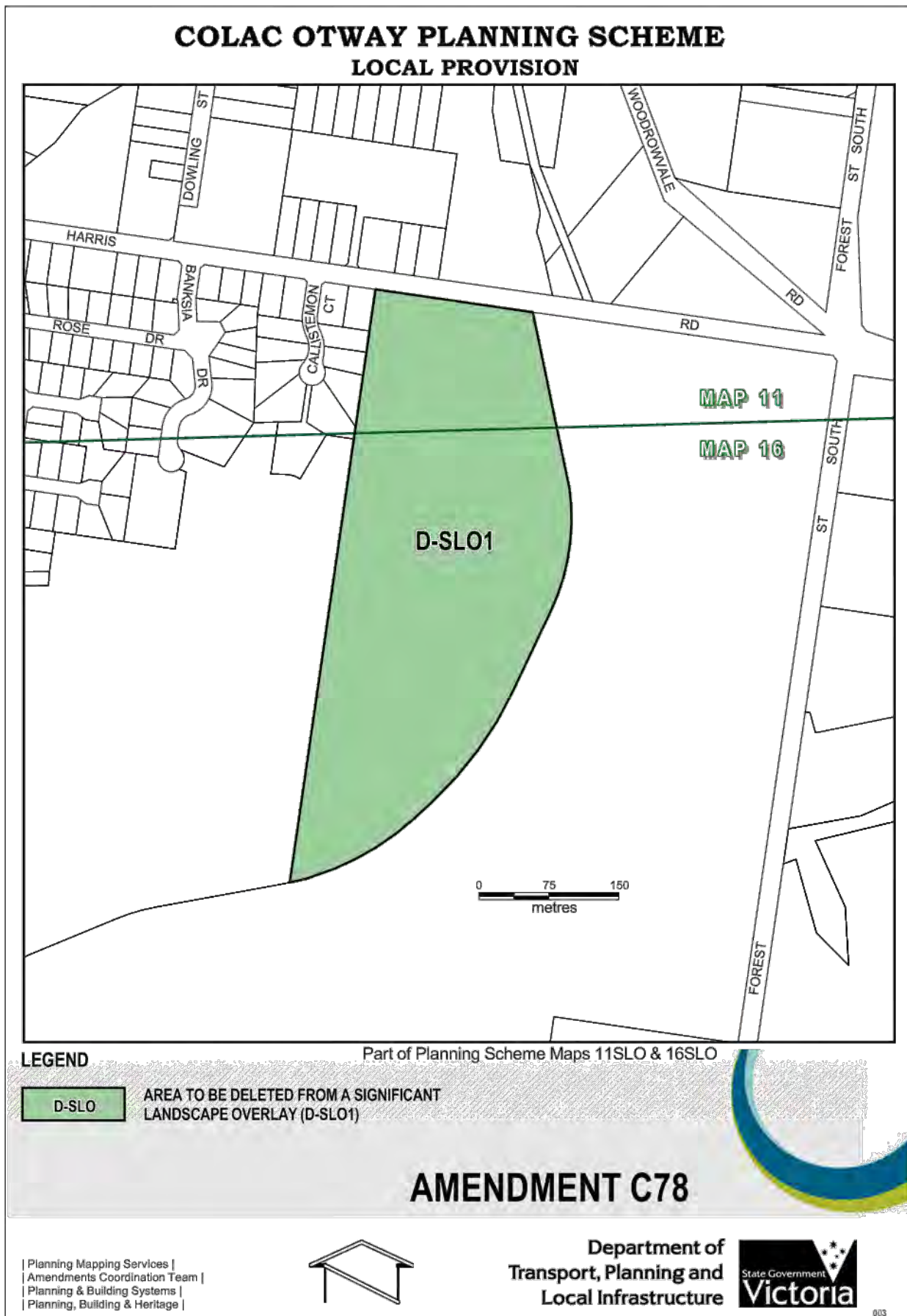
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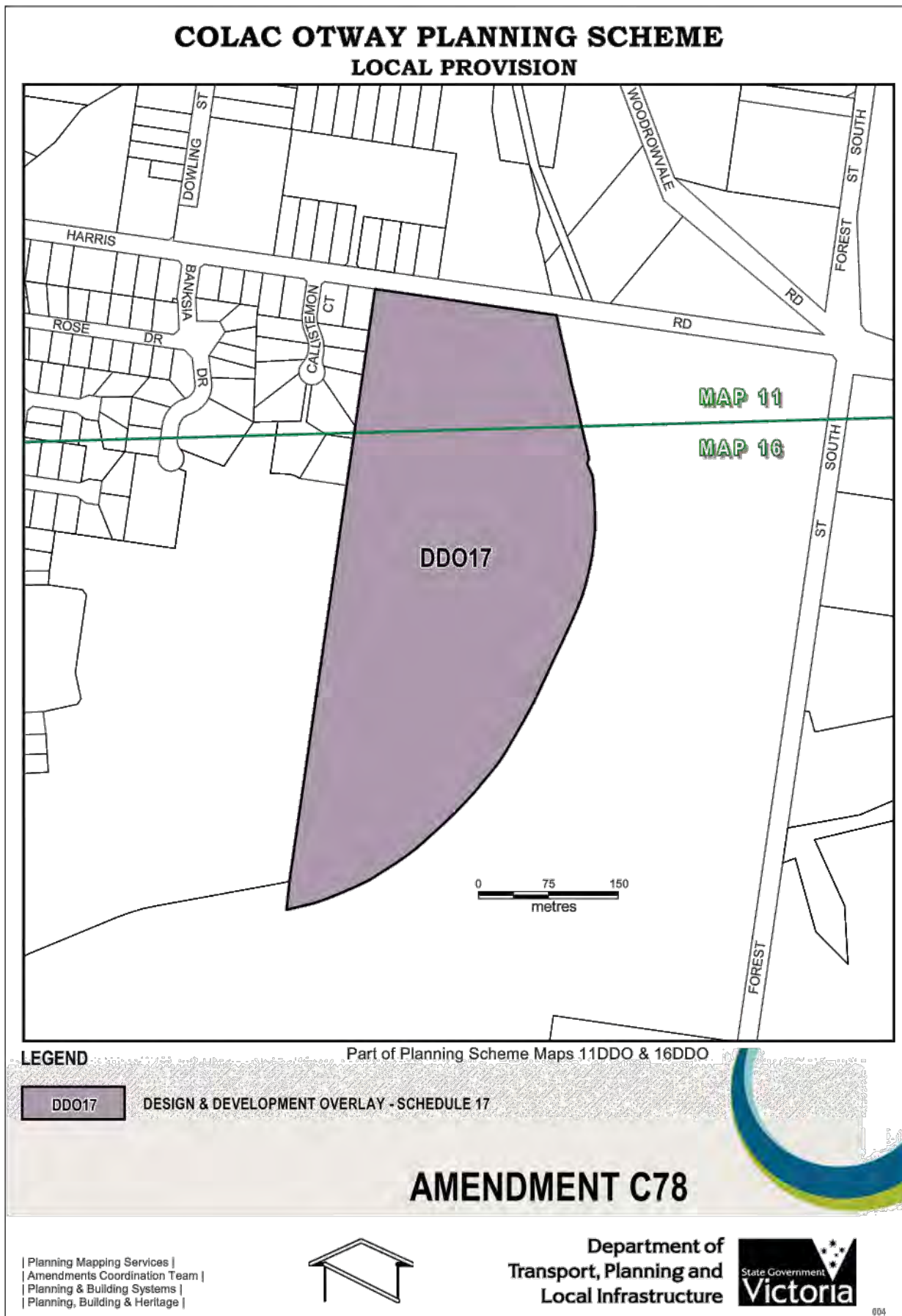
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| DRAWING NO:<br>XXX-2015/X | SURVEYED: -<br>DESIGNED: SV<br>DRAWN: SV                                                                  | DATE: 2015<br>DATE: 06-15<br>DATE: 06-15                                                                    | CHECKED: -<br>APPROVED: -<br>JOB NUMBER: XXXXX-XXXXX | DATE: //<br>DATE: //<br>DATE: //                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                    |                                                                                                                                                                                                  |
| DATUM:<br>ASSUMED         | REVISION:<br>A                                                                                            | PLANS HAVE BEEN TAKEN TO THE SITE OF WORKS AND RECOMMENDED<br>SIGNED: _____ DATE: //                        |                                                      |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                    |                                                                                                                                                                                                  |

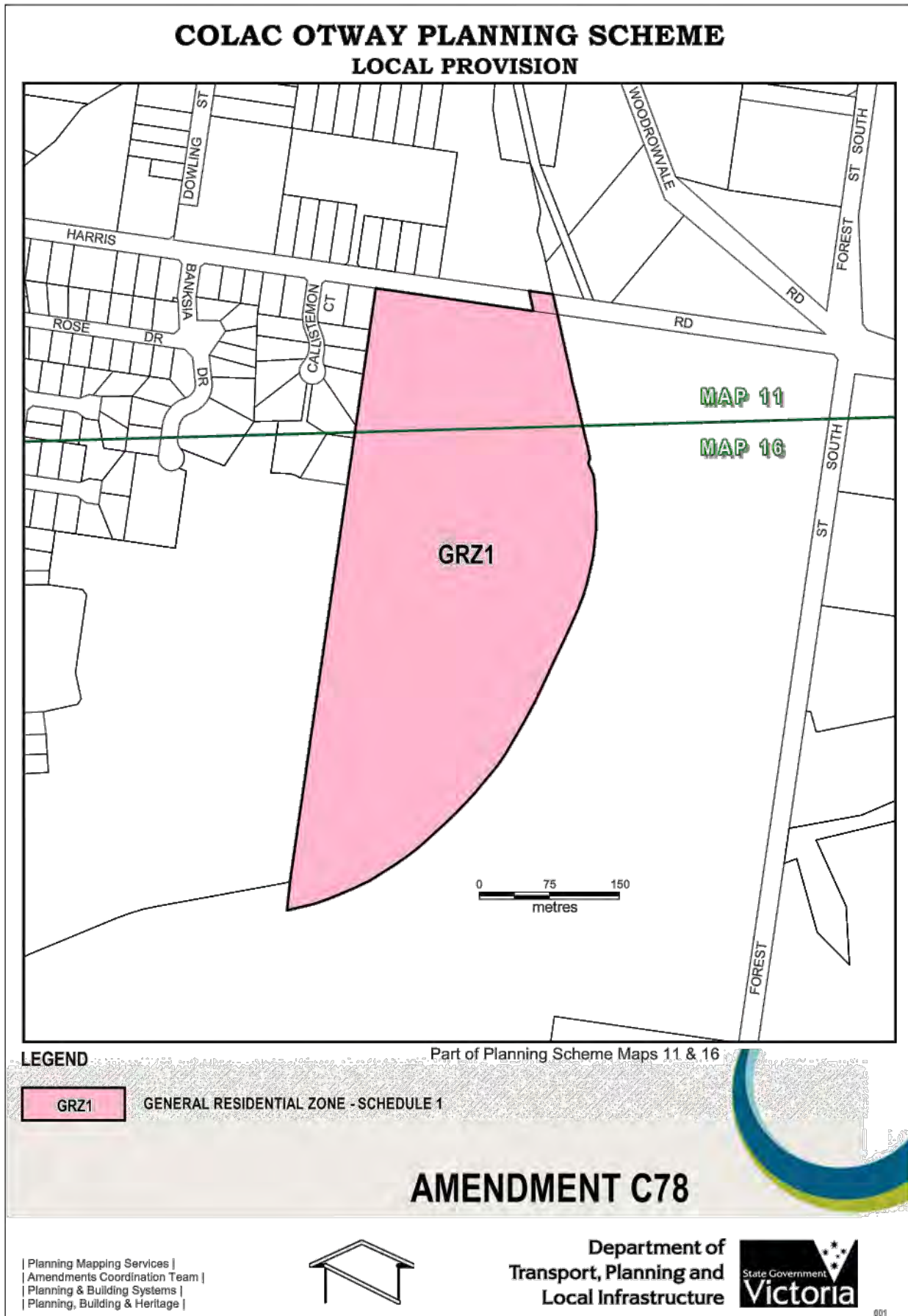


















# Neighbourhood Safer Place (Place of Last Resort) Site Assessment Report

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Beeac Park  
Beeac

Reference: Beeac NSP Site Assessment Report  
Colac Otway Shire  
June 2015

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# **1. Executive Summary**

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In response to the Interim 2009 Bushfires Royal Commission Recommendation 8.5, the Victorian Government has introduced legislation which requires the Country Fire Authority (**CFA**) to certify Neighbourhood Safer Places (**NSPs**) against the CFA's Assessment Guidelines, and Victoria's Councils to identify, designate, establish and maintain suitable sites as NSPs in their municipal districts.

In relation to the potential NSP site known as Beeac Park, Beeac being assessed as a NSP, the Colac Otway Shire with the support of the Municipal Fire Management Planning Committee (**MFMP**C) and CFA Barwon South West Region, has undertaken assessments in line with current guidelines and expected practices.

The results of the CFA Assessment Guidelines and the assessment against the Colac Otway Shire Neighbourhood Safer Places Plan Criteria has shown the site described as Beeac Park, Beeac, at the time of assessment to be compliant against the relevant guidelines and criteria.

Unless Council, on whatever grounds sees fit to decide otherwise, having successfully passed all current NSP criteria that has been established by the State Government, CFA, MAV and the Colac Otway Shire, it is recommended that:

1. The Colac Otway Shire endorse the area as described and detailed within the NSP Site Assessment Report which is located within the Beeac Park, Beeac as a designated Neighbourhood Safer Place.

**On passing the recommendation above it is further recommended:**

1. The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of Emergency Management Victoria.
2. The Colac Otway Shire provides to the CFA information on the NSP designation of the site at Beeac Park, Beeac.
3. The MFMP C and the MEMPC include this site within a list of NSPs within their respective plans.
4. The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.
5. The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the Municipal NSP Plan and the CFA assessment guidelines.

6. The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officer undertakes routine inspections of the NSP site prior to and during the fire danger period.
7. That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

## **2. Introduction**

In its interim Report, the 2009 Victorian Bushfires Royal Commission recommended that neighbourhood safer places, be identified and established to provide persons in bushfire affected areas with a place of last resort during a bushfire<sup>1</sup>.

In response to this recommendation, the Victorian Government in late 2009 introduced the *Emergency Services Legislation Amendment Act 2009 (ESLA Act)* which amends the *Country Fire Authority Act 1958 (CFA Act)* and the *Emergency Management Act 1986 (EM Act)*. The effect of these amendments requires the CFA to certify NSPs against the CFA's Assessment Guidelines, and Councils within Victoria to identify, designate, establish, maintain and decommission NSPs in their municipal districts.

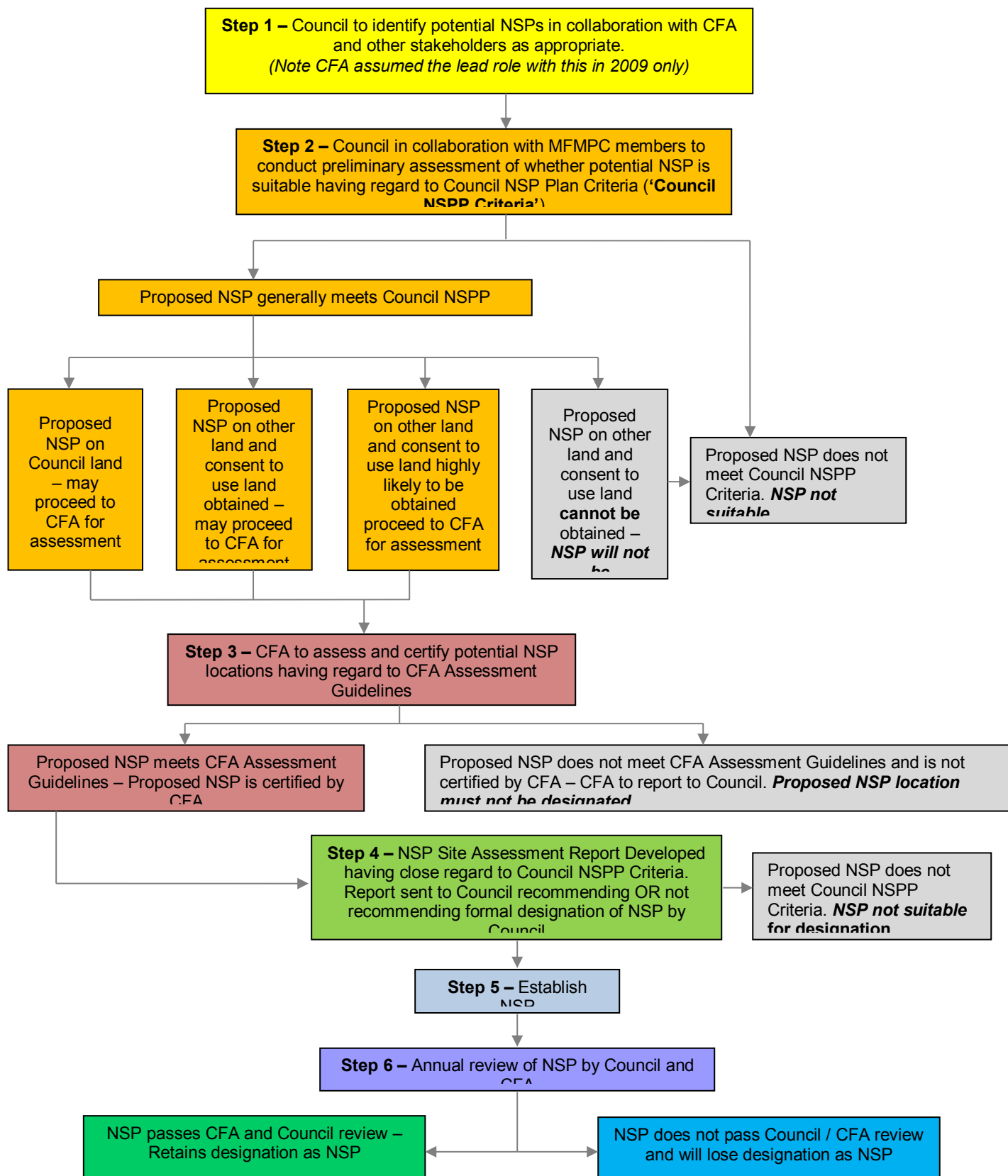
NSPs are not community fire refuges or emergency relief centres. NSPs are **places of last resort** during the passage of a bushfire, and are intended to be used by persons whose primary bushfire plans have failed. NSPs are places of relative safety only. They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling and seeking access to NSPs during bushfire events. Depending on the direction of a particular fire, it may not be 'a safer place' to assemble than other places within the municipal district. At that point in time it almost certainly will be a matter for individual judgement and decision, as to which if any NSP a person or persons should travel in the presence of fire.

NSPs will be assessed by the CFA as providing some protection from immediate risk of direct fire attack, but not necessarily from other risks, such as flying embers.

It is impossible to determine the variables of people's behaviour and actions during the stresses of an emergency situation. It is also impossible to precisely determine localised affects of weather during fire events and the resulting impact of fire at any particular location on any given high risk day. In understanding this, the assessment has included many assumptions in identifying possible sites that may provide some form of protection from radiant heat during the passage of a fire.

1. Recommendation 8.5, 2009 Victorian Bushfires Royal Commission Interim Report

### 3. NSP Approval Process



*NB This process is effective from 1 January 2010. Site Assessments prior to this date utilised a previous version, where CFA was the lead agency in Step 1.*

## **4. Compliance Standards**

---

The assessment of the site was done in line with the:

- Colac Otway Shire Neighbourhood Safer Places Plan (NSPP)
- Colac Otway Shire NSPP Criteria Auditing Tool
- Bushfire Neighbourhood Safer Places CFA Assessment Guideline June 2012

## **5. Assessment Approach**

---

Seven stages of assessment were made on this site.

1. Council led a process of identification of the site in collaboration with the Municipal Fire Management Planning Committee (MFMP).
2. The Council conducted an onsite assessment in-line with the criteria in the Colac Otway Shire NSPP Criteria. This assessment was conducted with the assistance of the MFMP. In attendance were representatives from Council and CFA.
3. CFA conducted an assessment of the potential NSP site against the Bushfire Neighbourhood Safer Places CFA Assessment Guideline; this was done by appropriately qualified and experienced CFA personnel.
4. Concerns regarding the site being designated as a NSP were also sought from Victoria Police, CFA, respective interested and associated parties, through the MFMP.
5. The MFMP were briefed and information sought on the site being designated as a NSP.

## 6. Site Identification

### Identification of potential NSP site

The potential NSP site was identified by Council in collaboration with the MFMPC in line with the process outlined in Councils NSPP.

This process identified the Beeac Park situated on the corner of Wallace and Main streets within the township of Beeac as shown in the locality snapshot, Figure 1 below. The potential NSP site is the area within the orange line.



**Figure1.** Locality snapshot of Beeac showing proposed potential NSP Site.



---

### **Locality description**

Beeac is a small country town situated North of Colac in the Otway plain in south-western Victoria; it is located approximately 160km southwest of Melbourne.

The town has a long association with agriculture, which continues strongly to this day. Beeac has a population of approximately 200 people in the town, however the town does accommodate a small number of visitors, which would have a limited impact on the town's population at certain times.

The township has a café, hotel and other shops, that support locals and tourists who visit the town and surrounding area.

Additional community facilities include:

- Primary School
- Community Health Centre
- Police
- Catholic Church
- Uniting Church
- Public Toilets
- CFA
- Community Centre
- Tennis Courts
- Football Oval/Reserve
- Community Hall
- Central Reserve / Park
- Golf Club

The township supports the following community groups:

- Masonic Lodge
- Local Community Newspaper
- Beeac Progress Association
- Red Cross
- Country Women's Association
- Book Group

### **NSP Specific Site description**

The Beeac Park is situated on the corner of Wallace and Main streets within the township of Beeac. The Beeac Park is a council property.

The proposed Beeac Park NSP encompasses an area of approximately 1500 sq metres and abuts Main Road on the Eastern side and Wallace Street on the Southern side as shown in Figure 2 below.



**Figure2.** Beeac Park map showing proposed potential NSP Site.

## Findings & Discussion

### **CFA Assessment**

CFA has developed guidelines to assess the suitability of potential sites as NSPs.

The key criteria considered by the CFA under the current CFA NSP assessment for this site were for an open space and therefore the site needed to meet one of the following criteria;

- The appropriate separation distance between the outer edge of the potential NSP and the nearest fire hazard ('Buffer Zone') should be at least 310 metres; or
- An alternative Buffer Zone distance may be prescribed by the CFA, which will ensure that the maximum potential radiant heat impacting on the site is no more than  $2\text{kw/m}^2$ .

The CFA informed the Council on the Friday, 13 April 2015 in writing (Appendix A) that the Beeac Park, Beeac site was compliant with some prescriptions with the CFA assessment guideline and prescribed an area that the maximum potential radiant heat impacting on the site would be no more than  $2\text{kw/m}^2$ .

### **Survey of Concerns**

The Council sought input from relevant agencies and personnel on the suitability of this site as a NSP.

We asked specifically for opinion in relation to:

- The suitability of access and entry to the location.
- The suitability of using the site for the congregation of people during an emergency.
- Any other reason for which the site may not be suitable as a NSP.

The request was made of the following agencies; CFA, Victoria Police and council for the review of the proposed site at Beeac Park.

### **Site Assessment against NSP Plan Criteria**

Representatives from Council and CFA discussed the sites potential to be used as a NSP.

The NSPP Criteria Auditing Tool was used to assist in the discussion and ultimate assessment, Appendix C contains a copy of the auditing tool.

The following summary was concluded:

#### Consents and Rights of Access

The potential NSP site Beeac Park, Beeac, is owned and managed by council, as such no consents or right of access is necessary for this site.

### Access and Egress

In considering whether access and egress routes are adequate, consideration was given to the following issues:

- Whether there is sufficient access to the potential NSP which will allow for
  - anticipated potential numbers of people to move to and from the place
  - the CFA and other emergency services to attend the place for asset and personal protection activities
- The condition of the road surface
- The proximity of the NSP to major roadways and population centres
- The type and amount of vegetation along any access routes, and whether that vegetation could be affected by fire and pose a risk of harm to those seeking access to the potential NSP, or otherwise block access to the NSP
- Whether appropriate vegetation management activities can be undertaken and maintained through works that are both possible and practicable having regard to the resources of the site owner. One issue that may eventuate is the possible ignition of the playground chip bark. It was felt by the group that this could be easily extinguished. There is town water at the site and it was suggested that the installation of a fire hose reel in the future would further alleviate this as an issue. The CFA did note this as recommendations in its report into the site.
- The capacity of access routes to accommodate potentially large numbers of vehicles, and to accommodate potential breakdowns
- Parking at the place, taking into account that a separate area or adequate space may need to be available to ensure pedestrians can move away from the areas where vehicles may enter or park
- Any hazards that may exist for persons accessing the place by foot
- Any relevant matter contained in Councils Road Management Plan prepared pursuant to the Road Management Act 2004 (Vic)

It was the consensus that existing access and egress routes were sufficient to allow anticipated potential numbers of people to move to and from the site and for CFA and other emergency services to attend the site for asset and personal protection activities. Roads within the immediate area are sealed and unsealed dual access, maintained to a good standard and would not pose an unacceptable risk of harm to those seeking access to the potential NSP from within the township.

It was also agreed that existing parking adjacent to the site and in nearby streets was adequate. Pedestrian safety from vehicles within the NSP is considered safe due to the fencing.

#### Opening of the NSP

As the potential site is an open space NSP, this is not an issue.

#### Defendable Space

The site is deemed to have sufficient defendable space by the CFA. The park has buildings to the north and south, which potentially act as radiant heat buffers, but if they did ignite would cause people to move from the site or at a location away from the heat source. As the buildings are not on the interface and within a grassland township, the risk of ignition is greatly reduced. The site is also adjacent to the main road and carpark, so there are numerous options to move away from the heat source without significantly increasing exposure in another area. The MFMPC believe that on balance this would be a reasonable risk that should not compromise the intent of the NSP.

#### Defendability of Buildings

Not applicable as this is an open space potential NSP.

#### Signage

There is sufficient space to erect general NSP signage. A signage location map is provided in Appendix C.

#### Maintenance and Maintainability

No extra costs would be incurred by Council in maintaining the site. The Council will need to put in a fire hose reel on the site to help with any defence, this will incur setup cost of approximately \$2500. The property to the East has a larger section of grass and will need to be monitored by the MFPO.

#### Disabled Access

Suitable parking is currently available adjacent to the site.

#### Separation and Demarcation of Area

The potential NSP site has clear boundaries, essentially established by the Park fencing.

#### Other Conflicting Uses

There are no known current uses of the site that would conflict with the site being used as a NSP during an emergency.

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Communication with the Community

The group agreed that it would be possible through a range of media to communicate the location of the NSP to the community and that this communication should include the risks that relate to the use of the NSP and the risks associated with travelling to the NSP in the event of a bushfire.

## **7. Recommendations**

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As per the Emergency Service Legislation Bill 2009, municipal councils must identify and designate places as neighbourhood safer places within their municipal district. In regards to this designation the Council must only designate sites that have passed the CFA Assessment Guideline and may have regard to its Municipal Neighbourhood Safer Places Plan.

Having successfully passed all current NSP criteria established by the State Government , CFA, MAV and the Colac Otway Shire, it is recommended that:

1. The Colac Otway Shire endorse the area as described and detailed within the NSP Site Assessment Report which is located within the Beeac Park, Beeac as a designated Neighbourhood Safer Place.

**On passing the recommendation above it is further recommended:**

- The Council provides signage at the NSP site in line with the guidelines published from time to time on the internet site of Emergency Management Victoria.
- The Council install the appropriate fire hose reel at the site before the formal establishment of the site as an NSP.
- The Council provides to the CFA information on the NSP designation of the site within the Beeac Park, Beeac.
- The MFMPC and the MEMPC include this site within a list of NSPs within their respective plans.
- The Council informs the public of the designation of the site as a NSP and provides information to the public on the purpose and function of the NSP as a place of Last Resort and the fact that there is no guarantee of survival if used during an emergency event.
- The Council asks the CFA to assist in an annual assessment and review of the NSP site by August 31 each year against the NSP Plan and the CFA assessment guidelines.



- The NSP site is maintained to suitable standards and that the Municipal Fire Prevention Officers undertake routine inspections of the NSP site prior to and during the fire danger period.
- That a budget is allocated/maintained to provide the site with signage, maintenance and annual inspections in line with the NSP guidelines, legislation and plans.

## Appendix A

# **CFA Assessment Criteria Compliant Confirmation**

---





# Neighbourhood Safer Places – Places of Last Resort

## Preliminary Site Assessment Form



### Signature Page

**RECEIVED**  
18 JUN 2015

BY: \_\_\_\_\_

#### Location Details:

(Obtain location details from the CRM)

|                            |                                                 |                        |  |
|----------------------------|-------------------------------------------------|------------------------|--|
| CRM ID Number              | 1000042355                                      |                        |  |
| Municipality               | Colac Otway Shire                               |                        |  |
| Main Location              | BEEAC TOWN SQUARE                               |                        |  |
| Sub Location               |                                                 |                        |  |
| Address                    | Cnr of Wallace Street and Colac - Ballarat Road |                        |  |
| Township                   | BEEAC                                           | Postcode - 3251        |  |
| GPS Coordinates (optional) | Latitude – 38.114438                            | Longitude – 143.382322 |  |
| Location Type              | Building                                        | Open Space - YES       |  |
| Best Access to Site        | Wallace St or Ballarat / Colac Road             |                        |  |
| Brief Description of Use   | Public open space                               |                        |  |

#### Preliminary Site Assessment Officer Details:

|                |              |
|----------------|--------------|
| Name           | Phillip Wall |
| Contact Number | 0418 315 324 |
| Date           | 22 May 2015  |
| Signature      |              |

#### Assessment Result:

|                                                                                                                  |                      |                          |                                                                                                   |
|------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|---------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/>                                                                              | <b>COMPLIANT</b>     | <input type="checkbox"/> | <b>PRESCRIPTIONS OF MANAGEMENT TO BE SECURED FOR COMPLIANCY</b> (Option for Grassland areas ONLY) |
| <input type="checkbox"/> Review Reassessment - Site Unchanged (Option for Designated NSP ONLY, where applicable) |                      |                          |                                                                                                   |
| <input type="checkbox"/>                                                                                         | <b>NON-COMPLIANT</b> |                          |                                                                                                   |

#### Endorsement Details:

|           | Manager Community Safety | Operations Manager |
|-----------|--------------------------|--------------------|
| Name      | J. Haley                 | DEAN MANSON        |
| Date      | 9/6/15                   | 17/6/15            |
| Signature |                          |                    |



## BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Beeac Nth Aspect

### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 283

Flame Angle (degree): 89

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 1.5

Overall Fuel Load (t/ha): 1.5

Vegetation Height (m): .1

Fire Danger Index: 120

Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation

Modelling Atmosphere Attenuation: Yes

### 3. Output

Rate of Fire Spread (km/h): 15.6

Fire Intensity (kW/m): 12090

Transmissivity: .68

Flame Length (m): 4.14

Radiant Heat Flux (kW/m<sup>2</sup>): .12

Category of Attack: Low

Level of Construction Required: No Requirement

Date Assessed: Monday, 11 May 2015

Assessed By: Phill Wall



## BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Beeac East Aspect

### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 93

Flame Angle (degree): 88

Elevation of Radiation Receiver (m): 2

Site Slope (degree): 0

### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 1.4

Overall Fuel Load (t/ha): 1.4

Vegetation Height (m): .1

Fire Danger Index: 120

Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation

Modelling Atmosphere Attenuation: Yes

### 3. Output

Rate of Fire Spread (km/h): 15.6

Fire Intensity (kW/m): 11284

Transmissivity: .738

Flame Length (m): 4

Radiant Heat Flux (kW/m<sup>2</sup>): 1.03

Category of Attack: Low

Level of Construction Required: No Requirement

Date Assessed: Monday, 11 May 2015

Assessed By: Phill Wall



## BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Beeac Sth Aspect

### 1. User's Input

Vegetation: Grassland(pasture)  
Slope (degree): 0  
Distance(m): 260  
Flame Angle (degree): 89  
Elevation of Radiation Receiver (m): 2  
Site Slope (degree): 0

### 2. Program's Settings

Flame Width (m): 100  
Flame Temperature (K): 1200  
Flame Emissivity: .95  
Surface Available Fuel Load (t/ha): 1.1  
Overall Fuel Load (t/ha): 1.1  
Vegetation Height (m): .2  
Fire Danger Index: 120  
Wind Speed (km/h): 45  
Heat of Combustion (kJ/kg): 18600  
Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)  
Flame Length Calculated by: Nelson Equation  
Modelling Atmosphere Attenuation: Yes

### 3. Output

Rate of Fire Spread (km/h): 15.6  
Fire Intensity (kW/m): 8866  
Transmissivity: .68  
Flame Length (m): 3.55  
Radiant Heat Flux (kW/m<sup>2</sup>): .12  
Category of Attack: Low  
Level of Construction Required: No Requirement

Date Assessed: Monday, 11 May 2015

Assessed By: Phill Wall





## BUSHFIRE ATTACK ASSESSMENT REPORT

For Site Located at: Beeac West aspect

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### 1. User's Input

Vegetation: Grassland(pasture)

Slope (degree): 0

Distance(m): 139

Flame Angle (degree): 87

Elevation of Radiation Receiver (m): 2

Site Slope (degree): -1

### 2. Program's Settings

Flame Width (m): 100

Flame Temperature (K): 1200

Flame Emissivity: .95

Surface Available Fuel Load (t/ha): 2.3

Overall Fuel Load (t/ha): 2.3

Vegetation Height (m): .2

Fire Danger Index: 120

Wind Speed (km/h): 45

Heat of Combustion (kJ/kg): 18600

Rate of Fire Spread Calculated by: Grassland (Noble et al. 1980)

Flame Length Calculated by: Nelson Equation

Modelling Atmosphere Attenuation: Yes

### 3. Output

Rate of Fire Spread (km/h): 15.6

Fire Intensity (kW/m): 18538

Transmissivity: .709

Flame Length (m): 5.13

Radiant Heat Flux (kW/m<sup>2</sup>): .62

Category of Attack: Low

Level of Construction Required: No Requirement

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Date Assessed: Monday, 11 May 2015

Assessed By: Phill Wall



CFA Region: Barwon South West  
Telephone: 5420 2700  
Fax: 5277 1515

22 JUN 2015

Colac-Otway Shire  
2-6 Rae Street  
Colac 3250

Dear Peter Ashton

Neighbourhood Safer Places - Places of Last Resort Assessment for  
1000042355 Beeac Town Square , Cnr of Wallace Street and Colac - Ballarat Road  
Cnr of Wallace St and Colac - Ballarat Rd Beeac 3251

The CFA ACT 1958, Sect 50G (5 a and b), sets out obligations for CFA as follows;  
(5) *On receiving a request (for assessment from Municipal Council), the Authority must-*  
*(a) assess the place; and*  
*(b) if the place meets the criteria set out in the CFA Assessment Guidelines,*  
*certify in writing that the place meets those criteria.*

This letter and the attached report are designed to meet these obligations and provide assistance to Council in its further decision-making for potential Neighbourhood Safer Places - Places of Last Resort.

CFA developed criteria to assist Council in determining the suitability of potential sites for Neighbourhood Safer Places - Places of Last Resort. These criteria have been developed as part of a consultative process, involving other fire agencies, emergency services and stakeholders.

This site assessment has been based on the quantity of vegetation determined at the time of this inspection and under section 50I of the CFA ACT 1958, it is council responsibility to maintain all Neighbourhood Safer Places.

The 1000042355 Beeac Town Square , Cnr of Wallace Street and Colac - Ballarat Road Cnr of Wallace St and Colac - Ballarat Rd Beeac 3251 has been determined as Compliant with the CFA Guidelines.

CFA understands that it is Council's responsibility to designate this site as a Neighbourhood Safer Place - Place of Last Resort and that Council may wish to engage with other Agencies and stakeholders, including CFA as part of any final approval process before a final decision is made.

CFA hopes you find this information of benefit in the final designation process. If you require further assistance on this matter, please contact Phillip Wall at 0418 315 324.

Yours faithfully

(Refer to attached file for authorisation signature)

Operations Manager  
Barwon South West



## NEIGHBOURHOOD SAFER PLACES - Places of Last Resort

### CFA ASSESSMENT CRITERIA REPORT

Neighbourhood Safer Place Site Name and Address:

1000042355 Beeac Town Square , Cnr of Wallace Street and Colac - Ballarat Road

Cnr of Wallace St and Colac - Ballarat Rd Beeac 3251

The site is assessed as:

- a) ☒ Meeting the CFA assessment criteria on the day of assessment; or
- b) ☐ Not meeting the CFA assessment criteria on the day of assessment; or
- c) ☐ Meeting the assessment criteria provided that prescriptions of management of the grassland over the fire danger period are secured by agreed terms entered into by the landholder (see below)

#### Criteria

##### 1) Setback Distances and Radiant Heat Measures

Neighbourhood Safer Places should provide protection to people from lethal levels of radiant heat by providing an appropriate separation distance between fire hazards, particularly vegetation and the site of the Neighbourhood Safer Place.

If a Neighbourhood Safer Place is an open space, the appropriate separation distance should be greater than 310 metres from the outer edge of the NSP to the fire hazard, or should be prescribed to ensure a maximum potential heat impacting on the site of no more than 2kw/m<sup>2</sup>.

If a Neighbourhood Safer Place is a building, the appropriate separation distance greater than 140 metres from the outer edge of the building to the fire hazard or should be prescribed to ensure that the maximum potential heat impacting on the building is no more than 10kw/m<sup>2</sup>.

|                                    |                             | North Aspect | East Aspect | South Aspect | West Aspect |
|------------------------------------|-----------------------------|--------------|-------------|--------------|-------------|
| Setback distance (m)               | Actual                      | 283          | 93          | 260          | 139         |
|                                    | Prescribed (Grassland Only) | NA           | NA          | NA           | NA          |
| Radiant Heat (Kw/ m <sup>2</sup> ) | Actual                      | .12          | 1.03        | .12          | .62         |
|                                    | Prescribed (Grassland Only) | NA           | NA          | NA           | NA          |



**2) The following is only to be completed if grassland areas require further and specified management over the fire danger period**

| Recommendation                                                                                                                                                                                                                | Y/N |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| There must be prescriptions for management of the grassland over the fire danger period, secured by agreed terms entered into by the landholder.                                                                              | N   |
| The identified treatment of the grassland be included within the MFPP or MFMP (whichever is relevant) and is the responsibility of Council to facilitate and if required enforce the treatment during the fire danger period. | N   |
| <b>Treatments and Prescriptions:</b>                                                                                                                                                                                          |     |

**PRINT CFA OFFICER NAME:** Phillip Wall

**DATE:** 15.05.2015



**Neighbourhood Safer Places – Places of Last Resort**  
Preliminary Site Assessment Form



**ADDITIONAL SITE NOTES**

Proposed NSP site is an area of public open space located in the township of Beeac on the corner of the Colc Ballarat Rd and Wallace Street. The site is managed/maintained by Council.

The site incorporates a children's playground which is covered with a bark/wood chip mulch (area of approx 20 mts X 20 mts). Consideration could be given to replacing the wood mulch with a non-combustible variety?

Consideration could be given to locating a fire hose reel at the site to provide coverage to the area in the event of a fire? Use of a fire brigade 003 lock on the hose reel would provide some security for the hose reel if security was a concern?

**SITE NOTES:** Additional site notes to support CFA Officer's assessment result.

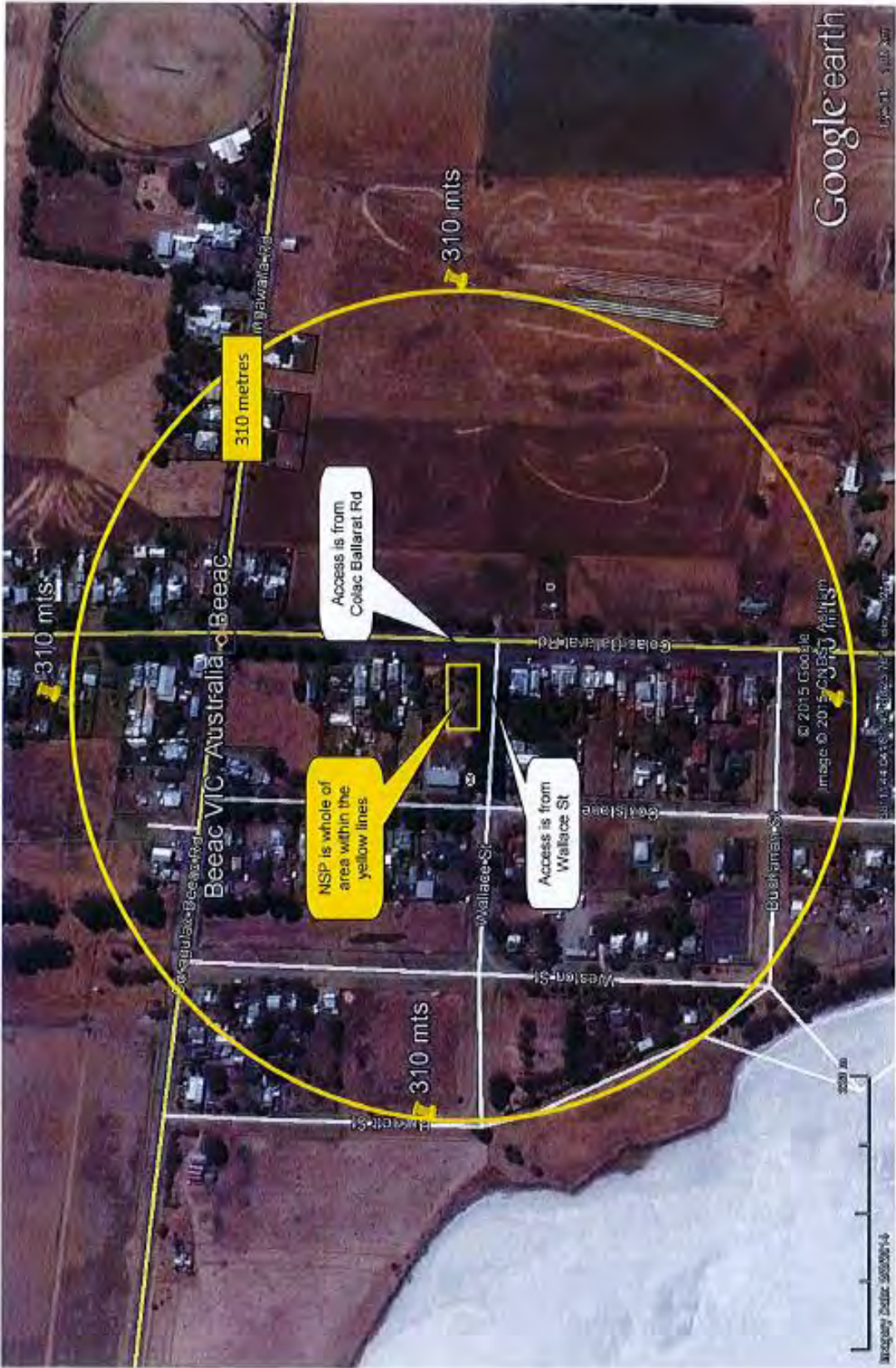
These notes will not be viewed outside CFA (with the exception of Non-Compliant Recommendations when transferred into this NSP CRM Notes Section) and should be used to explain assessment findings; and any unusual or complex site assessments; record all decisions that vary excludable vegetation including any exclusions identified (if applicable), capturing as much detail as possible.

**REFER TO NSP PRACTICE NOTE 2014 FOR NSP ASSESSMENT AND ADMINISTRATIVE PROCEDURES INCLUDING COMPLETING ASSESSMENT IN THE NSP (CRM) ONLINE BUSINESS SYSTEM.**





1000042355 – BEEAC TOWN SQUARE – NSP Site Plan - May 2015





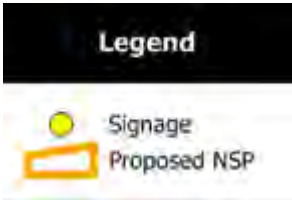
## CFA Neighbourhood Safer Places Assessment Summary Report

NSP ID: 1000042355 Municipality: Colac-Otway Shire  
Location: Beeac Town Square Cnr of Wallace Street and Colac - Ballarat Road  
Address: Cnr of Wallace St and Colac - Ballarat Rd Beeac 3251  
Location Type: Open Space CFA Region: Barwon SW  
Assessment Date: 15.05.2015 Assessed By: Phillip Wall  
Result: Compliant

| Assessment Factors                                                                                                                      |                                   | North Aspect                                                                                                                                                                                                                                                                                                                                                                                                                                          | East Aspect                      | South Aspect                     | West Aspect                      |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Vegetation Type                                                                                                                         |                                   | AS3959 Grassland / BAA Grassland                                                                                                                                                                                                                                                                                                                                                                                                                      | AS3959 Grassland / BAA Grassland | AS3959 Grassland / BAA Grassland | AS3959 Grassland / BAA Grassland |
| Separation Distance to Vegetation (m)                                                                                                   | Actual                            | 283                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 93                               | 260                              | 139                              |
|                                                                                                                                         | Prescribed (Grassland areas only) | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NA                               | NA                               | NA                               |
| Vegetation Height (m)                                                                                                                   |                                   | .1                                                                                                                                                                                                                                                                                                                                                                                                                                                    | .1                               | .2                               | .2                               |
| Effective Slope (°)                                                                                                                     |                                   | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0                                | 0                                | -1                               |
| Site Slope (°)                                                                                                                          |                                   | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0                                | 0                                | 0                                |
| Prescribed or Deemed to Satisfy Requirements for distance achieved - (Distance equal to or greater than 140M structure 310M open space) |                                   | N                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N                                | N                                | N                                |
| Deemed to Satisfy Requirements for slope achieved - (Effective Slope less than 20 degrees)                                              |                                   | Y                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Y                                | Y                                | Y                                |
| Deemed to Satisfy (DtS) Requirements Achieved                                                                                           |                                   | N                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N                                | N                                | N                                |
| (If DtS not achieved) Calculated Heat Flux (kW/m2)<br>(To be no greater than 2kw for open space or 10kw for a building)                 | Actual                            | .12                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1.03                             | .12                              | .62                              |
|                                                                                                                                         | Prescribed (Grassland areas only) | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                    | NA                               | NA                               | NA                               |
| Treatments & Prescriptions<br>(For Grassland areas ONLY)                                                                                |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                  |                                  |                                  |
| Overall NSP Criteria Achieved                                                                                                           |                                   | Y                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Y                                | Y                                | Y                                |
| Result                                                                                                                                  |                                   | <b>Compliant</b><br><input checked="" type="checkbox"/> Meeting the CFA assessment criteria on the day of assessment.<br><input type="checkbox"/> Meeting the assessment criteria provided that prescriptions of management of grassland over the fire danger period are secured by agreed terms entered into by the landholder.<br><b>Non Compliant</b><br><input type="checkbox"/> Not meeting the CFA assessment criteria on the day of assessment |                                  |                                  |                                  |

## Appendix B

# Signage Locations Map







## **Appendix C**

# **Beeac Park, Beeac NSPP Criteria Audit Report**

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# Neighbourhood Safer Places Plan Criteria – Auditing Tool


**Location:** Beeac Park – Beeac  
**Date:** 15/5/2015

| Council NSPP Criteria                                                                             | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                          | Council comments                                                                                                                                                                        | Satisfied? Yes/No |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Consents and rights of access</b><br><i>See section 3.2(a)</i>                                 | If the potential NSP is located on Council-owned land, can Council use the land as an NSP if required? Consider whether or not Council allows the land to be used for potentially inconsistent purposes, such as for farmers' markets, fetes, circuses etc.                                                                                                                                                                                                 | No issues identified                                                                                                                                                                    | Yes               |
|                                                                                                   | If the potential NSP is on private land, or public land under the control of a Crown Land Manager (other than Council), can Council enter into arrangements which allow it to use the land as a potential NSP on reasonably satisfactory terms? Also consider whether Council has the right to: <ul style="list-style-type: none"> <li>access the site and surrounding areas for maintenance; and</li> <li>erect appropriate signage at the NSP.</li> </ul> | N/A                                                                                                                                                                                     |                   |
| <b>Access and egress</b><br><i>See section 3.2(b)</i>                                             | Do access routes to the potential NSP allow for: <ul style="list-style-type: none"> <li>the anticipated potential number of people to move to and from the place; and</li> <li>the CFA and other emergency services to attend the place for asset and personnel protection activities?</li> </ul>                                                                                                                                                           | Site is situated on main road and town road and is a central location to town. It has good access for emergency service vehicles and should cater easily for expected numbers of people | Yes               |
|                                                                                                   | Are access routes easily navigable, bearing in mind they could be affected by smoke? Consider the condition of the road surface, proximity to population centres and major roads, capacity of access routes to accommodate large numbers of vehicles, the availability of car parking at the place and any other relevant matters.                                                                                                                          | Centre of town on sealed road                                                                                                                                                           | Yes               |
| <b>Maintenance of NSP in accordance with CFA assessment criteria</b><br><i>See section 3.2(c)</i> | Can Council maintain the potential NSP in accordance with the criteria taken into account by the CFA in arriving at its fire rating assessment?<br><br><i>If the CFA have not provided sufficient information in relation to the criteria it has taken into account in arriving at its fire rating assessment, it may be necessary for Council to seek further information from the CFA.</i>                                                                | Normal maintenance of park will meet CFA requirements, MFPO will need to ensure vacant land on the East side of the main road is maintained to CFA standard.                            | Yes               |
| <b>Opening of the NSP</b><br><i>See section 3.2(d)</i>                                            | Will it be possible and practicable to make the potential NSP available for use on a 24 hour basis during the declared fire danger period? This is a particular issue where the potential NSP is a building.<br><br>Consider the potential for damage to the NSP which could result during times that it is open and available for use, but is not being used as an NSP.                                                                                    | N/A                                                                                                                                                                                     |                   |
|                                                                                                   | What costs could be incurred by Council in making the potential NSP available on a 24 hour basis during the declared fire danger period? Are these costs reasonable, and capable of being borne by Council?                                                                                                                                                                                                                                                 |                                                                                                                                                                                         |                   |



| Council NSPP Criteria                                                  | Issues to consider                                                                                                                                                                                                                                                                                                                                                                                                                                     | Council comments                                                                                                 | Satisfied? Yes/No |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------|
|                                                                        | Could the potential NSP be used for an unintended purpose which could impact upon its use as an NSP (such as an emergency relief centre)?                                                                                                                                                                                                                                                                                                              |                                                                                                                  |                   |
| <b>Defendable space</b><br><i>See section 3.2(e)</i>                   | Is the potential NSP surrounded by sufficient open space to enable the CFA to conduct asset protection and fire suppression operations? Is that open space reasonably free of obstacles (such as fences, buildings, steep gradients, vegetation and other land formations)?<br><i>Council should seek CFA advice concerning the defendability of the potential NSP and the Buffer Zone, including in relation to fire vehicle access requirements.</i> | The site is accessible by foot only but is small enough the CFA could conduct asset protection from the roadway. | Yes               |
|                                                                        | Will approval be required under legislation such as the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth), <i>Flora and Fauna Guarantee Act 1988</i> (Vic) and the <i>Planning and Environment Act 1987</i> (Vic)? Can such approval be obtained before the NSP is established?                                                                                                                                             | N/A                                                                                                              |                   |
| <b>Defendability of buildings</b><br><i>See section 3.2(f)</i>         | If the potential NSP is a building, has Council sought expert advice from the CFA to determine whether the NSP is likely to be subject to risk from ember attack? If it is subject to such a risk, can that risk be safely managed?                                                                                                                                                                                                                    | N/A                                                                                                              |                   |
| <b>Signage</b><br><i>See section 3.2(g)</i>                            | Can appropriate signage be erected at the entry to the potential NSP, and in its vicinity?                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                  | Yes               |
|                                                                        | If signage needs to be placed on private land, can Council obtain the consent of the relevant landowner to the erection of the signage?                                                                                                                                                                                                                                                                                                                | N/A                                                                                                              |                   |
| <b>Maintenance and maintainability</b><br><i>See section 3.2(h)</i>    | Is the potential NSP capable of being maintained to ensure continuing compliance with the CFA Fire Rating Criteria and the Council NSPP Criteria?<br>Where relevant, consider whether adjoining land owners and occupiers will provide Council with an assurance that both the potential NSP and the Buffer Zone can be maintained to a satisfactory level.                                                                                            | Normal Council maintenance and inspections by the MFPO will ensure the area is kept within CFA prescriptions.    | Yes               |
| <b>Separation and demarcation of area</b><br><i>See section 3.2(i)</i> | If the potential NSP is located in an open area, it is possible to demarcate the boundaries of both the potential NSP and the Buffer Zone?<br><i>Access to the potential NSP may need to be restricted to people only, and it may be necessary to erect barriers around the Buffer Zone.</i>                                                                                                                                                           | Park has a good fence delineating the site.                                                                      | Yes               |
| <b>Disabled access</b><br><i>See section 3.2(j)</i>                    | Are there means of access for disabled and mobility-impaired persons to the potential NSP, including vehicle access to drop off people with disabilities?                                                                                                                                                                                                                                                                                              | Drop off parking next to site and site is level.                                                                 | Yes               |
| <b>Alternative uses of potential NSP</b><br><i>See section 3.2(k)</i>  | Can Council manage alternative uses which may be made of the potential NSP so as to ensure that those uses will not compromise the function of the place as a potential NSP?                                                                                                                                                                                                                                                                           | The site use is as a park, which during an emergency would not impact on that primary use.                       | Yes               |

| <b>Council NSPP Criteria</b>                                | <b>Issues to consider</b>                                                                                                                                              | <b>Council comments</b>                                                                                | <b>Satisfied? Yes/No</b> |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Community Communication</b><br><i>See section 3.2(l)</i> | Will it be possible to ensure that there will be good community awareness of the location of the potential NSP, and the risks associated with using the potential NSP? | An article in the Beeac community newsletter and town fliers would be submitted following designation. | Yes                      |

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  <p><b>Agenda</b></p> | <h1>Councillor Briefing</h1> <p>Wednesday, 25 November 2015<br/>COPACC<br/>2.00pm</p>                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                        | <p><b>ATTENDEES:</b><br/>Cr Frank Buchanan, Cr Lyn Russell, Cr Stephen Hart, Cr Terry Woodcroft, Cr Brian Crook</p> <p>Sue Wilkinson (CEO)<br/>Mark Lyons (GM, Corporate Services)<br/>Brydon King (GM, Development &amp; Community Services)<br/>Ingrid Bishop (GM, Infrastructure &amp; Leisure Services)<br/>Jennifer Wood (Manager Governance &amp; Customer Service)<br/>Maree Redmond (Acting Executive Officer)</p> <p><b>Apology:</b></p> <p><b>Absent:</b> Cr Chris Smith, Cr Michael Delahunty,</p> |  |
|                                                                                                        | <h2>Agenda Topics</h2>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 2.00 pm                                                                                                | Declaration of Interest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 2.00 pm                                                                                                | Councillor Briefing Session/Meeting Preparation                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |



# Agenda

## Councillor Briefing

Wednesday, 9 December 2015  
COPACC Meeting Room  
9.00 am to 2.00 pm

### ATTENDEES:

Cr Frank Buchanan (Mayor), Cr Lyn Russell, Cr Stephen Hart (absent between 10.45am – 11.29am - conflict), Cr Chris Smith (attended 10.30am – 10.40am), Cr Terry Woodcroft, Cr Michael Delahunty (attended 10.30am – 10.40am), Cr Brian Crook

Sue Wilkinson (CEO) (absent 1.00pm – 1.05pm)  
Mark Lyons (GM, Corporate Services)  
Brydon King (GM, Development & Community Services)  
Ingrid Bishop (GM, Infrastructure & Leisure Services) (absent 10.37am – 1.00pm)

### Apology:

**Part:** Doug McNeill, Suzanne Barker, Jonathon Brett, Peter Ashton, Peter Codd & Tim Gazard (DELWP)

## Agenda Topics

|                   | Agenda Topics                                                                                    |                                 |
|-------------------|--------------------------------------------------------------------------------------------------|---------------------------------|
| 9.00 am           | <b>Declaration of Interest</b><br>Cr Hart - DWMP Implementation (left meeting 10.45am – 11.29am) |                                 |
| 9.06am – 9.38am   | <b>Commercial &amp; Industrial Land Use Strategy</b>                                             | Doug McNeill / Suzanne Barker   |
| 9.40am – 9.45am   | <b>Planning Committee Briefing</b>                                                               |                                 |
| 9.45am – 10.30am  | <b>Break</b>                                                                                     |                                 |
| 10.30am – 10.37am | <b>Planning Committee Meeting</b>                                                                |                                 |
| 10.37am – 10.45am | <b>Break</b>                                                                                     |                                 |
| 10.45am – 11.29am | <b>DWMP Implementation</b>                                                                       | Doug McNeill / Jonathon Brett   |
| 11.29am – 11.45am | <b>Apollo Bay Harbour PCG Terms of Reference</b>                                                 | Doug McNeill                    |
| 11.45am – 12.00pm | <b>Beeac Neighbourhood Safer Place</b>                                                           | Peter Ashton                    |
| 12.00pm – 12.30pm | <b>General Business</b>                                                                          |                                 |
| 12.30pm – 1.00pm  | <b>Lunch</b>                                                                                     |                                 |
| 1.00pm – 1.50pm   | <b>State Government Planned Burning Program</b>                                                  | Peter Codd & Tim Gazard (DELWP) |
| 1.50pm – 2.00pm   | <b>Library Annexe Submissions</b>                                                                | Mark Lyons                      |



## COLAC OTWAY SHIRE YOUTH COUNCIL meeting

Meeting Venue: Conference Room – Rae Street Colac

17 August 2015

Time: 4:00 pm – 5:00 pm

# MINUTES

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | <b>ATTENDEES</b><br><b>Youth Councillors:</b><br>Alice Kavenagh, Nicholas Lenehan-Anderson, Bradley Nelson, Emily Raison,<br>Shane Richardson, Emily Tuck departed 5.01 Khalid Eldib<br><b>Mentors:</b><br>Cr Lyn Russell, Emma Warton, Maree Redmond.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 2. | <b>APOLOGIES</b> Cr Terry Woodcroft, Caitlin Rippon, Rachael Richardson,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 3. | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING –</b><br>3 August 2015<br><i>Moved Emily T Seconded Bradley that minutes be confirmed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 4. | <b>CORRESPONDENCE</b><br><b>In:</b> <ul style="list-style-type: none"> <li>Email from Risk Management re Sleepout Signup Form</li> <li>Email from Emma Warton re contribution to band costs, referred to major projects</li> </ul> <b>Out:</b> <ul style="list-style-type: none"> <li>Email to Terry Woodcroft – Peer to Peer signed risk assessment</li> <li>Email to Mentors – discussion re decision to be made on band contribution</li> <li>Emails to Nick – working through the Eventbrite website</li> <li>Youth Councillors – Meeting Minutes</li> <li>Email to Vicki Jeffrey – request for list of stallholders to contact</li> <li>Email to Youth Councillors – Lake Colac Foreshore Project</li> <li>Email to Caitlin – Andrew Edgar's email address</li> </ul> <i>Moved Bradley Seconded Emily T that correspondence be received.</i> |  |
| 5. | <b>TREASURER'S REPORT</b><br>\$7,918. 41<br><i>Moved Shane Seconded Emily T that Treasurer's report be received.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 6. | <b>PUBLIC RELATIONS REPORT</b> <ul style="list-style-type: none"> <li>Any media releases?</li> <li>Any Facebook updates?</li> <li>Website?</li> <li>Quarterly Community Newsletter</li> </ul> Alice to write a media release to spread word of Youth Without a Roof.<br><i>Moved Alice Seconded Bradley that Public Relations report be received.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

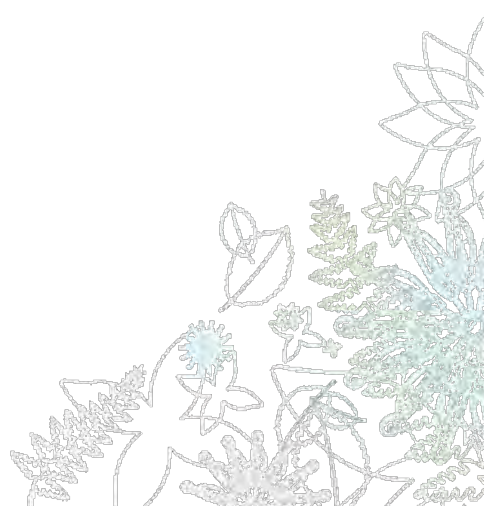


|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                    |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | <p><b>MAJOR PROJECT UPDATE</b><br/>Report from each Sub Committee on progress.</p> <p><b><u>Sleepout</u></b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b><u>Twilight Market</u></b></p> <ul style="list-style-type: none"> <li>Email sent out to Vicki Jeffery, waiting on an email in return for stall holders. Rachael to create a form for potential stallholders to complete. Khalid to draft a post for facebook sites to advertise for stallholders and create a list of potential sites to post to.</li> </ul> <p><b><u>Entertainment</u></b></p> <ul style="list-style-type: none"> <li>Discussion regarding supporting funds for FReeZA to hire PA and lighting equipment. Maximum of \$1500. Vote taken - Passed unanimously.</li> </ul> <p><b><u>Corporate</u></b></p> <ul style="list-style-type: none"> <li>Shane to approach businesses for sponsorship including in-kind support. Letter to be sent as soon as poster is completed. Shane to complete a list of in-kind support needed as well as a list of businesses to approach.</li> </ul> <p><b><u>Information</u></b></p> <ul style="list-style-type: none"> <li>Caitlin has enquired with Andrew Edgar and is awaiting a reply. Nick to approach Colac Area Health about service providers who may be interested in having a stand at the event to provide information and what printed information is already available.</li> </ul> <p><b><u>Public Relations</u></b></p> <ul style="list-style-type: none"> <li>Holly Smith to design a poster promoting the event. Maree to contact. Passed unanimously. Alice to draft a 'blurb' for Council's Events calendar.</li> </ul> <p><b><u>Activities</u></b></p> <ul style="list-style-type: none"> <li>Bradley to approach Camperdown Lions Club about their carousel. Khalid to enquire about bumper balls from Timboon.</li> </ul> <p><b><u>Behind The Scenes</u></b></p> <ul style="list-style-type: none"> <li>Alice to google "party safe" and complete form.</li> </ul> <p><b><u>Speakers</u></b></p> <ul style="list-style-type: none"> <li>Alice to approach Marcus Crook – Homeless of Melbourne.</li> </ul> <p><b><u>Displays</u></b></p> <ul style="list-style-type: none"> <li>Nick to start a powerpoint presentation for the night to run on the big screen.</li> </ul> <p><b><u>Morning After</u></b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> | <p>Rachael</p> <p>Khalid</p> <p>Shane</p> <p>Nick</p> <p>Maree</p> <p>Alice</p> <p>Bradley</p> <p>Khalid</p> <p>Alice</p> <p>Alice</p> <p>Nick</p> |
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|    | <b>Moved Emily R Seconded Alice that Major Project Update be confirmed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                         |
| 8. | <b>GENERAL BUSINESS</b> <ul style="list-style-type: none"> <li>Councillor Briefing – 19 August<br/>Youth Councillors to post their experiences gained in YC on Facebook to assist Shane with writing the briefing.</li> <li>Sunday Get-Together &amp; Meeting 23 August<br/>11.00 trip to the Colac Lake, meet at COPACC.<br/>Then lunch and a meeting at La Porchetta from 12.30 until around 2.30 – 3.00pm<br/><b>Youth Councillors to advise Maree ASAP whether they are available for Sunday.</b></li> <li>End of Year Breakup – Set date to advise Oddfellows<br/>Deferred to the next meeting.</li> <li>Draft a response to Melanesia Carson re involvement in Business Awards &amp; Sponsorship for Sleepout.<br/>Nick to draft a response.</li> <li>Peer to Peer Final Numbers<br/>Lyn, Bradley Emily T, Alice?, Rachael?, Caitlin?<br/><b>Please confirm ASAP with Maree regarding your availability.</b></li> <li>Battle of the Bands<br/>Alice, Emily R, Khalid, Bradley, Shane, Nick, Caitlin? Rachael?<br/><b>Please confirm ASAP with Maree regarding your availability.</b></li> <li>Lyn presented the Youth Councillors with vouchers provided by Tourism Victoria.</li> </ul> <b>Moved Bradley Seconded Khalid that General Business be confirmed.</b> | <p>All</p> <p>All</p> <p>Nick</p> <p>All</p> <p>All</p> |
|    | <b>Meeting closed 5.19</b><br><b>NEXT MEETING – Monday 31 August 2015 at Colac Otway Shire main office</b><br><b>**Please bring a pen &amp; paper**</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                         |









## COLAC OTWAY SHIRE YOUTH COUNCIL meeting

Meeting Venue: SP&D Conference Room – Rae Street Colac

31 August 2015

Time: 4:00 pm – 5:00 pm

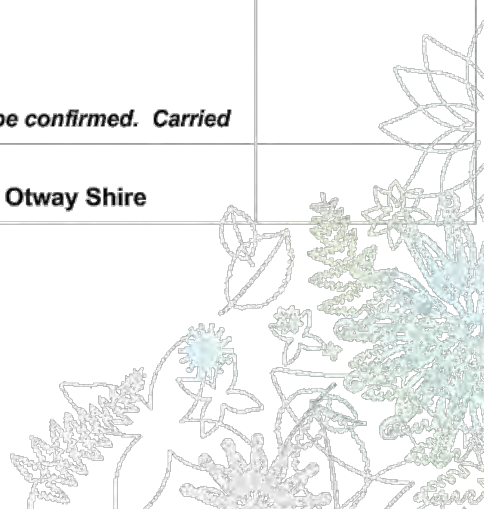
# MINUTES

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|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1. | <b>ATTENDEES</b><br><b>Youth Councillors:</b><br>Nicholas Lenehan-Anderson, Bradley Nelson, Emily Raison,<br>Rachael Richardson, Shane Richardson, Caitlin Rippon, Emily Tuck, Khalid Eldib<br><b>Mentors:</b><br>Cr Lyn Russell, Maree Redmond.<br><b>Guests:</b><br>Eric Membrey                                                                                                                                                                                                                                                                                                                                           |                |
| 2. | <b>APOLOGIES</b><br>Alice Kavenagh, Cr Terry Woodcroft, Emma Warton,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
| 3. | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING –</b><br>22 June 2015 (with corrections to attendees) and 17 August 2015<br><i>Moved - Emily T Seconded - Bradley that minutes be confirmed. Carried</i>                                                                                                                                                                                                                                                                                                                                                                                                                    |                |
| 4. | <b>CORRESPONDENCE</b><br><b>In:</b> <ul style="list-style-type: none"> <li>Holly Smith – Draft Sleepout Poster</li> <li>Invitations to the Cool Awards</li> <li>Terry Woodcroft – Peer to Peer Mentor Event Permission Forms</li> </ul> <b>Out:</b> <ul style="list-style-type: none"> <li>Holly Smith – Youth Council Logo.</li> </ul> <i>Moved - Bradley Seconded - Emily R that correspondence be received. Carried</i>                                                                                                                                                                                                   |                |
| 5. | <b>TREASURER'S REPORT</b><br>\$7,918.41<br><i>Moved - Rachael Seconded - Bradley that Treasurer's report be received. Carried</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| 6. | <b>PUBLIC RELATIONS REPORT</b> <ul style="list-style-type: none"> <li>Any media releases?</li> <li>Any Facebook updates?</li> <li>Website?</li> <li>Quarterly Community Newsletter</li> </ul> Nil                                                                                                                                                                                                                                                                                                                                                                                                                            |                |
| 7. | <b>MAJOR PROJECT UPDATE</b><br>Report from each Sub Committee on progress. <ul style="list-style-type: none"> <li><b>Sleepout</b><br/>                         Organise to speak to school principals to gauge their interest and involvement.<br/>                         A list of what will be needed for the night will be needed for release.<br/>                         Signup sheets can be edited from permission form.</li> <li><b>Twilight market</b><br/>                         Rachael is currently working on the stallholders sign up sheet while Khalid is also drafting                     </li> </ul> | Rachael/Khalid |





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|    | <p>a sheet to post in groups on facebook for potential stallholders.<br/>Confirmation of market stall price – listed as \$15 on 22/6/15 and \$10 on 3/8/15.<br/>Voted in favour of \$15</p> <ul style="list-style-type: none"> <li><b>Corporate Involvement</b><br/>Shane will put a post on facebook to compile a list of businesses for in-kind sponsorship.<br/>Lyn has suggested a certificate of appreciation for potential sponsors.</li> <li><b>Information</b><br/>Caitlin has received a reply from Andrew Edgar.<br/>Caitlin to go to Salvation Army to inquire places for information. Information is needed for places for potential homeless people to seek help.</li> <li><b>Public Relations</b><br/>Alice to continue with her media release.<br/>A poster needs to be sent to WIN's Bruce Roberts for a potential story.</li> <li><b>Activities</b><br/>Bradley has enquired at Camperdown Lions Club about a potential carousel and he received a quote. An estimate of \$270 for 4 hours.<br/>A unanimous vote has been taken in favour of the carousel.<br/>Khalid has enquired about bumper balls along with staff. For 4 hours, it will cost \$900.<br/>A unanimous vote took place in favour of the bumper balls.<br/>Youth councillors to consider activities inclusive for people with disabilities for the event.</li> <li><b>Behind the Scenes</b><br/>Maree emailed a risk assessment to Emily R who is currently working through it.<br/>A site plan needs to be created for the event.</li> <li><b>Displays</b><br/>Nick is continuing to work on power point. Maree to send Nick a copy of Andrew Edgar's facts sheet.</li> </ul> <p><i>Moved–Emily T Seconded–Bradley that major project updates be received. Carried</i></p> | <p>Shane</p> <p>Caitlin</p> <p>Alice</p> <p>Bradley</p> <p>Khalid</p> <p>All</p> <p>Emily R</p> <p>Nick / Maree</p> |
| 8. | <p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li><b>Sunday Get-Together &amp; Meeting</b><br/>Workshops after or in between meetings. Vote has been taken, 7/8 in favour.</li> <li><b>End of Year Breakup</b> – Set date to advise Oddfellows<br/>Lyn has suggested Nov 27<sup>th</sup> as a date.</li> <li><b>Formulate response to Melanesia Carson</b> re involvement in Business Awards &amp; Sponsorship for Sleepout. Nick to resend email to Maree.</li> <li><b>Peer to Peer Final Numbers</b><br/>Alice, Emily T, Bradley, Rachael</li> <li><b>Battle of the Bands</b><br/>Nick, Emily R, Bradley, Lyn, Alice and Khalid to attend.<br/>Arrive at 6.45 at COPACC</li> </ul> <p><i>Moved – Bradley Seconded – Shane that general business be confirmed. Carried</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Nick</p>                                                                                                         |
|    | <p><b>Meeting closed at 5.07</b><br/><b>NEXT MEETING – Monday 14 September 2015 at Colac Otway Shire</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                     |





## COLAC OTWAY SHIRE YOUTH COUNCIL meeting

Meeting Venue: Conference Room – Rae Street Colac

26 October 2015

Time: 4:00 pm – 5:00 pm

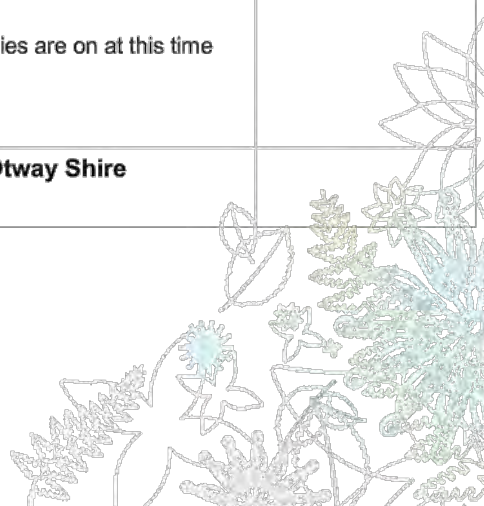
# MINUTES

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <b>ATTENDEES</b><br><b>Youth Councillors:</b><br>Shane Richardson, Nicholas Lenehan-Anderson, Bradley Nelson,<br>Rachael Richardson, Khalid Eldib<br><b>Mentors:</b><br>Cr Lyn Russell, Maree Redmond Cr Terry Woodcroft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2. | <b>APOLOGIES</b><br>Emily Raison, Emily Tuck Alice Kavenagh Caitlin Rippon Emma Warton,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3. | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING –</b><br>31 August 2015<br>Moved : Bradley Seconded : Khalid Carried                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4. | <b>CORRESPONDENCE</b><br><b>In:</b> <ul style="list-style-type: none"> <li>Request for Letter of Support for Graffiti Prevention Grant – Lucy Vesey</li> <li>Draft Letter of Support – Lucy Vesey</li> <li>Flyer Youth Expo – Emma Warton</li> <li>Request for contribution to Peer to Peer – Terry Woodcroft</li> <li>Information about Youth Expo – Lyn Russell</li> <li>Quote for Face Painting – Cynste Entertainment</li> <li>At Sunset Logo for poster – Emma Warton</li> <li>Holly Smith – Final Poster Draft and Invoice</li> <li>Lucinda Young – Salvation Army – Youth Homelessness films</li> <li>Andrew Edgar – email to Council for Homeless Persons for speaker</li> <li>Cassandra Bawden – email response re Council for Homeless Persons speaker</li> <li>Police station regarding caravan</li> </ul> <b>Out:</b> <ul style="list-style-type: none"> <li>Melanesia Carson – confirmation of Business Awards assistance</li> <li>Information for Council's Annual Report re Youth Council</li> <li>Letter of support – Graffiti Prevention Grant</li> <li>Event Application Form</li> <li>Marni Young – query re Bumper Balls waiver document</li> <li>Confirmation of booking – Bumper Balls</li> <li>Emails to prospective stallholders</li> <li>Emails to Supporting Agencies</li> <li>Information for Quarterly Newsletter</li> <li>Email to Andrew Edgar re involvement</li> <li>Confirmation to Salvation Army re use of films</li> </ul> Moved : Shane Seconded : Bradley Carried |
| 5. | <b>TREASURER'S REPORT</b><br><b>\$7843.95 still left.</b><br>Moved : Rachael Seconded : Bradley Carried                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |





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| 6. | <p><b>PUBLIC RELATIONS REPORT</b></p> <ul style="list-style-type: none"> <li>Any media releases?</li> <li>Any Facebook updates?</li> <li>Website?</li> <li>Quarterly Community Newsletter</li> </ul> <p>Maree has provided PR department with details for the next Quarterly Newsletter. Copy attached.</p> <p>A press release is needed for the Colac Herald, Maree is to sort out within two weeks.</p> <p>Moved : Rachael      Seconded : Shane      Carried</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 7. | <p><b>MAJOR PROJECT UPDATE</b></p> <p>Official Invitations to the event – Add to list of names.<br/>Melanesia Carson</p> <p>Maree to print application sheets for Nick to pick up from council offices.<br/>Someone must advise with Trinity for permission to have applications for our event in the office. Maree to email Terry to remind him.</p> <p>Community Hub and Neighbourhood house have indicated they will have a stall, making stress balls and information.</p> <p>Mr Bubbles to quote Maree on bubble liquid</p> <p>Shane and Lyn to formulate a corporate involvement letter.</p> <p>Maree to print advertisement for event to be put in schools.</p> <p>Rachael to see Colac Primary School tomorrow to see whether they have a handball target we can use.</p> <p>Youth Councillors to email Maree with ideas for Community Conversation by the end of the week.</p> <p>Moved : Bradley      Seconded : Rachael      Carried</p> |  |
| 8. | <p><b>GENERAL BUSINESS</b></p> <ul style="list-style-type: none"> <li>Formulate response to Melanesia Carson re Sponsorship for free face painting for two hours at a cost of \$160</li> <li>End of Year Breakup Reminder – <b>27 November</b><br/>Khalid to go on Colac Cinemas website to see what movies are on at this time</li> </ul> <p>Moved : Bradley      Seconded : Khalid      Carried</p> <p>Meeting closed 5:11</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|    | <p><b>NEXT MEETING – Monday 2 November 2015 at Colac Otway Shire</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |







## COLAC OTWAY SHIRE YOUTH COUNCIL meeting

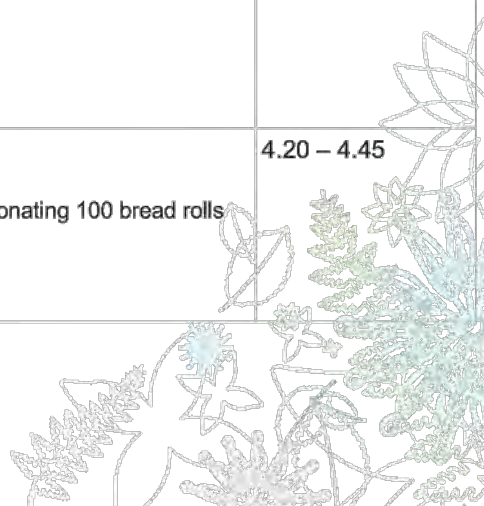
Meeting Venue: Conference Room – Rae Street Colac

9 November 2015

Time: 4:00 pm – 5:00 pm

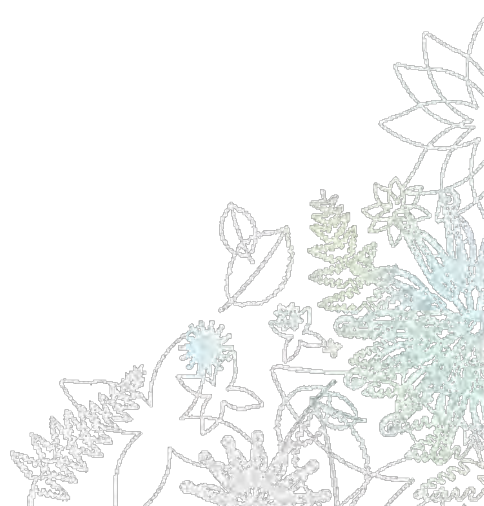
# MINUTES

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. | <b>ATTENDEES</b><br><b>Youth Councillors:</b><br>Shane Richardson, Nicholas Lenehan-Anderson, Bradley Nelson,<br>Emily Tuck Rachael Richardson, Khalid Eldib<br><b>Mentors:</b><br>Cr Lyn Russell, Maree Redmond                                                                                                                                                                                                                                                                                                                                                        |             |
| 2. | <b>APOLOGIES</b><br>Caitlin Rippon, Emily Raison, Alice Kavenagh Cr Terry Woodcroft Emma Warton,<br><b>Moved Seconded That apologies be accepted</b>                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| 3. | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING –</b><br>26 October 2015<br><b>Moved Bradley Seconded Emily T That minutes be confirmed</b>                                                                                                                                                                                                                                                                                                                                                                                                                            | 4.00 – 4.05 |
| 4. | <b>CORRESPONDENCE</b><br><b>In:</b> <ul style="list-style-type: none"> <li>Leanne Clarke – enquiring about stalls</li> <li>Cynste Entertainment – confirmation of payment and query re Face Painting</li> <li>Holly Montgomery – Stallholder Application</li> <li>Tiffany Vahland – Stallholder Application</li> </ul> <b>Out:</b> <ul style="list-style-type: none"> <li>Cynste Entertainment – response re Face Painting.</li> <li>Marcus Crook speaker</li> <li>Andrew Edgar re CHP</li> </ul> <b>Moved Emily T Seconded Bradley That correspondence be received</b> | 4.05 – 4.07 |
| 5. | <b>TREASURER'S REPORT</b><br>\$7843.95<br><b>Moved Rachael Seconded Emily T That Treasurer's Report be accepted</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4.07 – 4.10 |
| 6. | <b>PUBLIC RELATIONS REPORT</b> <ul style="list-style-type: none"> <li>Any media releases?</li> <li>Any Facebook updates?</li> <li>Website?</li> <li>Quarterly Community Newsletter</li> </ul> <b>Moved Bradley Seconded Shane Carried</b>                                                                                                                                                                                                                                                                                                                               | 4.15 – 4.20 |
| 7. | <b>MAJOR PROJECT UPDATE</b><br>Sponsorship has been received from Hulm's Bakery with them donating 100 bread rolls for the Sunday breakfast.<br>Bulla has also inquired into sponsoring our event.<br>Blane's Newsagency has also donated pens.                                                                                                                                                                                                                                                                                                                         | 4.20 – 4.45 |





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|    | Report from each Sub Committee on progress.<br><i>Please check your actions from the previous minutes.</i><br><i>Moved Bradley Seconded Khalid That Major Project Update be accepted</i>           |             |
| 8. | <b>GENERAL BUSINESS</b> <ul style="list-style-type: none"> <li>End of Year Breakup Reminder – <b>27 November</b></li> </ul> <i>Moved Shane Seconded Emily T That General Business be confirmed</i> | 4.45 - 5.00 |
|    | <b>NEXT MEETING – Monday 16 November 2015 at Colac Otway Shire</b><br>5:11                                                                                                                         |             |







## COLAC OTWAY SHIRE YOUTH COUNCIL meeting

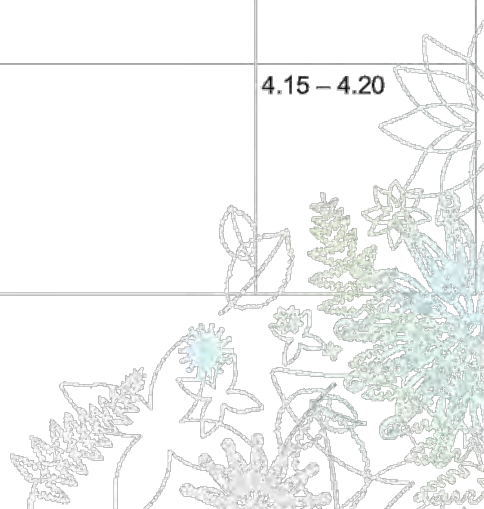
Meeting Venue: Conference Room – Rae Street Colac

16 November 2015

Time: 4:00 pm – 5:00 pm

# MINUTES

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|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. | <b>ATTENDEES</b><br><b>Youth Councillors:</b><br>Shane Richardson, Nicholas Lenehan-Anderson, Bradley Nelson,<br>Emily Tuck Rachael Richardson, Khalid Eldib<br><b>Mentors:</b><br>Cr Lyn Russell, Cr Terry Woodcroft Maree Redmond                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |
| 2. | <b>APOLOGIES</b><br>Emma Warton, Caitlin Rippon,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |
| 3. | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING –</b><br>9 November 2015<br>Moved Bradley Seconded Khalid Carried                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 4.00 – 4.05 |
| 4. | <b>CORRESPONDENCE</b><br><b>In:</b> <ul style="list-style-type: none"> <li>Natalie Simmonds – Donation from Bank of Melbourne</li> <li>Debbie Miles – quote for Face Painting</li> <li>Emma Clark – Delivery of waste bins</li> <li>Stallholder Application – European BBQ Catering</li> <li>Stallholder Application – Ian Pearce Hot Potatoes</li> <li>Stallholder Application – Bellchambers &amp; Alford</li> <li>Stallholder Application – Caradean Handmade Soap</li> <li>Stallholder enquiry – Lynette Facey</li> <li>Email from Emma – At Sunset withdrawal</li> </ul> <b>Out:</b> <ul style="list-style-type: none"> <li>Greg Edge – Confirmation of big screen site</li> <li>Lynette Facey – stallholder application</li> <li>Email – Brad Weston – Youth Without a Roof</li> </ul> <b>Moved Bradley Seconded Shane Carried</b> | 4.05 – 4.07 |
| 5. | <b>TREASURER'S REPORT</b><br>\$7953.07<br>Moved Rachael Seconded Bradley Carried                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 4.07 – 4.10 |
| 6. | <b>PUBLIC RELATIONS REPORT</b> <ul style="list-style-type: none"> <li>Any media releases?</li> <li>Any Facebook updates?</li> <li>Website?</li> <li>Quarterly Community Newsletter</li> </ul> Event Advertised in Colac Herald and Mixx FM<br>Moved Bradley Seconded Rachael Carried                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4.15 – 4.20 |





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| 7. | <b>MAJOR PROJECT UPDATE</b><br><br>Sister's Doll to replace At Sunset as our headline act. Passed on a vote, 5-1.<br>Stalls to be marked out on Friday. Shane, Lyn, Nick and others at 3.00pm at memorial Square.<br>Events trailer to be brought to Memorial Square at 2 and taken at 10 on Saturday. Then back at 6 until the end of the event.<br>Lyn to pick up bottles of water from Bank of Melbourne and Hulm's rolls on Saturday<br>Nick to source some paper table cloths from party shop.<br>Terry to get stakes for banners.<br>YCers to be at Memorial Square at 2pm on Saturday to start the set up.<br>Maree to organise a subway platter for 4pm on Saturday.<br>Report from each Sub Committee on progress.<br><i>Please check your actions from the previous minutes.</i><br><b>Moved Emily Seconded Bradley Carried</b> | 4.20 – 4.45 |
| 8. | <b>GENERAL BUSINESS</b> <ul style="list-style-type: none"> <li>End of Year Breakup Reminder – <b>27 November</b></li> </ul> <b>Moved Shane Seconded Bradley Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 4.45 - 5.00 |
|    | <b>NEXT MEETING – TBC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |

