



Colac Otway
SHIRE

ORDINARY COUNCIL MEETING

AGENDA

Wednesday 27 November 2019

at 4:00 pm

COPACC

95 - 97 Gellibrand Street, Colac Victoria

Next Council Meeting: 11 December 2019



COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

Wednesday 27 November 2019

TABLE OF CONTENTS

1	Declaration of Opening of Meeting	4
2	Present.....	4
3	Apologies and Leaves of Absence	4
4	Welcome and Acknowledgement of Country.....	4
5	Question Time	5
6	Tabling of Responses to Questions Taken On Notice at Previous Meeting.....	5
7	Petitions / Joint Letters.....	5
8	Declarations of Interest	5
9	Confirmation of Minutes	5
10	Officer Reports.....	6
10.1	Amendment C102cola - Open Space Contributions Plan	6
10.2	Planning Scheme Amendment - 265-281 Murray Street, Colac - Whipper Snapper Whiskey Distillery	11
10.3	Cressy Restructure Plan Overlay.....	29
10.4	Quarterly Performance Report - July to September 2019	36
10.5	Compliance - Review Update of the Procurement Policy.....	116
10.6	G21 Memorandum of Understanding	148
10.7	Bluewater Legal Costs.....	160
10.8	Contract 1920 - Supply and Install Pits and Pipes Iluka Ave to Great Ocean Road, Wye River	163
10.9	Contract 2014 - Central Reserve Colac Netball Courts and Lighting Upgrade	172
10.10	Contract 1938 - Provision of General Maintenance Services	182
10.11	Contract 1948 – Provision of Tree Services	188
10.12	Contract 1939 – Provision of Electrical Services	191
10.13	Contract 1940 - Provision of Plumbing Services	198
10.14	Contract 1950 - Provision of Liquid Waste Removal Services	204
10.15	Cessation of Chief Executive Appraisal Committee and Otways Tourism Advisory Committee.....	210

10.16 Appointments of Councillors to Internal Committees.....213

10.17 Appointments of Councillors to External Committees217

10.18 December Planning Committee Meeting222

10.19 Audit Committee Minutes - 11 September 2019.....224

10.20 Authorisation of an Officer under the Planning and Environment Act 1987.....234

10.21 Report from Delegate - Municipal Association of Victoria (MAV) Annual Conference 17
October 2017 & MAV State Council meeting on 18 October 2019238

10.22 Old Beechy Rail Trail Minutes and Assemblies of Councillors notes264

COLAC OTWAY SHIRE ORDINARY COUNCIL MEETING

NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held at COPACC on Wednesday 27 November 2019 at 4:00 pm.

AGENDA

1 DECLARATION OF OPENING OF MEETING

OPENING PRAYER

*Almighty God, we seek your
blessing and guidance in our
deliberations on behalf of the
people of the Colac Otway Shire.
Enable this Council's decisions to be
those that contribute to the true
welfare and betterment of our community.*

AMEN

2 PRESENT

3 APOLOGIES AND LEAVES OF ABSENCE

4 WELCOME AND ACKNOWLEDGEMENT OF COUNTRY

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

Please note: All Council and Committee meetings will be audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings.

By participating in open Council meetings, individuals consent to the use and disclosure of the information they share at the meeting (including any personal and/or sensitive information).

Audio recordings of meetings will be available to the public on Council's website as soon as practicable following the meeting and may be circulated by other means also. Audio recordings are also taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy. Original audio recordings will be retained by Council for a period of four years.

As stated in Local Law 4, other than an official Council recording, no video or audio recording of proceedings of Council Meetings will be permitted without specific approval by resolution of the relevant Council Meeting.

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. 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 MEETING

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

7 PETITIONS / JOINT LETTERS

Nil

8 DECLARATIONS OF 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.

9 CONFIRMATION OF MINUTES

- **Ordinary Council Meeting held on 23 October 2019.**
- **Special Council Meeting held on 13 November 2019.**

Recommendation 1

That Council confirm the minutes of the Ordinary Council Meeting held on 23 October 2019.

Recommendation 2

That Council confirm the minutes of the Special Council Meeting held on 13 November 2019.

Item: 10.1

Amendment C102cola - Open Space Contributions Plan

OFFICER	Simon Clarke
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	1. Planning Scheme Amendment C 102 to the Colac Otway Planning Scheme - DELWP - 20191019 [10.1.1 - 1 page]
PURPOSE	To adopt Planning Scheme Amendment C102cola and forward it to the Minister for Planning for approval.

1. EXECUTIVE SUMMARY

Amendment C102cola seeks to rectify a discrepancy in Clause 53.01 of the Planning Scheme to allow for the collection of public open space contributions for a three-lot subdivision, as was intended when the provision was introduced into the Planning Scheme. The Amendment was placed on public exhibition for a period of six weeks and received one submission of support. It is now recommended that Council note the submission received, adopt Amendment C102cola and forward it to the Minister for Planning for approval. This amendment will increase the financial capacity of Council to fund the provision of new recreational infrastructure.

2. RECOMMENDATION

That Council:

- 1. Note the submission received to the exhibition of Amendment C102cola.*
- 2. Pursuant to section 29 (1) of the Planning and Environment Act 1987, adopt Amendment C102cola in full.*
- 3. Pursuant to section 31 (1) of the Planning and Environment Act 1987, submit Amendment C102cola in full to the Minister for Planning.*
- 4. Request the Minister for Planning to approve Amendment C102cola in full under section 35 (1) of the Planning and Environment Act 1987.*

3. KEY INFORMATION

Clause 53.01 Public Open Space Contribution and Subdivision of the Colac Otway Planning Scheme gives Council the ability to collect open space contributions when land is subdivided. Schedule 1 to Clause 53.01 allows a Council to specify the type or location of a subdivision where open space is to be collected, and the amount to be collected. The land or money collected must be set aside for open space purposes. This Clause is a standard provision in all Victorian Planning Schemes.

Open space contributions under Clause 53.01 can be collected in three forms. A subdivider can:

- Dedicate a portion of a land as a contribution to Council to be used as public open space;
- Provide cash in lieu of a land contribution equivalent to the value of the portion of land required; or
- A combination of the two.

The make-up of the contribution is at Council's discretion.

Any land received by Council as a contribution must be unencumbered (i.e. usable for public open space purposes and not, for example, a drainage reserve). Any cash received must be used for open space purposes (e.g. strategic land purchases, capital works, open space and recreation upgrades, vegetation planting etc.). Open space contributions are designed to help a Council provide new open space or improve existing open space in response to the needs created by a growing population. Public open space provides significant benefits to communities.

Colac Otway Shire has been collecting subdivision contributions for many years, and continually invests these contributions into the public open space system. As of 30 June 2019, the Shire has a balance of \$768,120 in the open space contributions reserve. The money is set aside to be spent in the region as it is collected, as follows:

- Colac and Surrounds - \$241,860
- Otways - \$16,000
- Coastal - \$510,260

The current Schedule to Clause 53.01 of the Colac Otway Planning Scheme states the following;

SCHEDULE TO CLAUSE 53.01 PUBLIC OPEN SPACE CONTRIBUTION AND SUBDIVISION

Subdivision and public open space contribution

Type or location of subdivision	Amount of contribution for public open space
<u>Land within the urban settlement boundary of Colac / Elliminyt, Apollo Bay / Marengo and Birregurra</u>	
▪ Subdivision - creating 3 to 5 additional lots,	5%;
▪ Subdivision - creating 6 additional lots or more	5% and an additional 1% per additional lot created up to a maximum of 10%
<u>All other areas excluding FZ, RAZ and RCZ land</u>	
▪ Subdivision creating - 3 additional lots or more	5%

This Schedule requires that any subdivision creating 3 to 5 **additional** lots (emphasis added) must contribute 5% of the land or a 5% monetary contribution of the value of the land to Council to be used for public open space purposes. The impact of this Schedule is that if, for example, a developer seeks to subdivide an existing lot into three lots (i.e. creating two additional lots), no open space contributions are payable to Council.

The adopted *Colac Otway Public Open Space Strategy 2011* introduced open space contributions to the Scheme via Planning Scheme Amendment C75. The Strategy aims to guide Council in meeting the diverse open space needs of the community in both the short and longer term and provides the background for open space policy positions of Council. This Strategy is a Planning Scheme Reference Document which means that it must be considered in all planning decision making.

The *Colac Otway Public Open Space Strategy 2011* outlines the following recommendation concerning the provision of open space contributions;

Recommendation:

“Apply a minimum 5% open space contributions for subdivisions of three lots or more and where the number of lots exceeds five, the contributions shall be an additional 1% per lot up to a maximum of 10%”.

It is noted that this recommended contribution amount of the Strategy differs from the mandated contribution in the Planning Scheme. Given that the strategic justification for preparing the Schedule to Clause 53.01 of the Planning Scheme was the *Colac Otway Public Open Space Strategy 2011*, it is unclear why these two documents vary.

An examination of other planning schemes in the locality reveal a wide range of mandated contributions. It is also noted that many planning schemes do not include a Schedule to Clause 53.01 (e.g. Golden Plains and Corangamite Shires). If no Schedule is included in the Scheme, then open space contributions can be collected under the provisions of the *Subdivision Act 1988*. This Act allows a Council to collect a 5% open space contribution for a three-lot subdivision. Therefore, open space contributions in Golden Plains and Corangamite Shire are collected for three lot subdivisions. It must also be noted that a two-lot subdivision is exempt from the requirement of open space contributions in all planning schemes.

Amendment C102cola therefore proposes to align the Colac Otway Planning Scheme with the *Colac Otway Public Open Space Strategy 2011* by formally changing the Schedule to Clause 53.01 of Colac Otway Planning Scheme by removing the term ‘*additional*’ from Table 1 ‘*Subdivision – creating 3 to 5 additional lots*’, and ‘*Subdivision – creating 6 additional lots*’, to allow for the collection of open space contributions for a three or more lot subdivision in the Shire.

The Amendment was considered by Council at its meeting on 26 June 2019. At this meeting, Council resolved to request the Minister for Planning authorise the amendment, and for Council officers to place it on public exhibition. Amendment C102cola was exhibited from 13 September 2019 to 25 October 2019. One submission of support was received during the exhibition period.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Amendment C102cola was publicly exhibited in accordance with the provisions of the *Planning and Environment Act 1987* from 13 September 2019 to 25 October 2019.

A notice was placed in the local newspaper, the Amendment was placed on public exhibition at Colac Otway Shire offices and placed on Council’s website. The Amendment was referred to Prescribed Ministers as required under the Act. Furthermore, potentially interested parties including local builders and

developers, real estate agents, architects and designers, planning consultants and land and building surveyors were notified individually of the Amendment and invited to comment.

A single response was received from the Department of Environment, Land, Water and Planning noting that they have no objection to the proposal.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.
2. Support a thriving economy and industries.

Theme 2 - Our Places

1. Assets and infrastructure meet community needs.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Amendment C102cola to the open space provisions of the Planning Scheme will have positive impacts on Colac Otway Shire by enhancing the capacity of Council to fund open space expansion and improvements associated with increased population growth.

LEGAL & RISK

There are no legal or risks associated with this amendment.

FINANCIAL & BUDGETARY

The proposed Amendment will have a positive impact on Council's budget by allowing it to collect revenue from developers to be used for community infrastructure and strategic land purchases. Amendment processing costs are minor and will be managed within the Council's operational budget.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

The Council's resolution will be communicated to the community by media release, and letter to the Planning Minister.

TIMELINE

If adopted by Council and forwarded to the Minister for Planning for approval, it is expected that Amendment C102cola would be gazetted into the Planning Scheme early in 2020.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



Department of Environment,
Land, Water & Planning

Our ref: SP469192

Your ref: C102

14 October 2019

Mr Sean O'Keefe
Strategic Planner
Colac Otway Shire Council

By email- inq@colacotway.vic.gov.au

Dear Mr O'Keefe

RE: PLANNING SCHEME AMENDMENT C102 TO THE COLAC OTWAY PLANNING SCHEME

I refer to your letters of Notice to the Hon. Lily D'Ambrosio MP, Minister for Energy, Environment & Climate Change and to the Hon. Lisa Neville MP, Minister for Water dated 9 September 2019, in respect of the above-described Planning Scheme Amendment.

The Department of Environment, Land, Water and Planning (DELWP) has considered the amendment.

I confirm DELWP's policy interests are not affected by this amendment. DELWP provides no further comments on the amendment.

If you have any queries regarding this matter, please contact me on telephone (03) 5561 9954.

Yours sincerely

Scott Elliott
Planning Approvals Program Officer
Barwon-South West

Privacy Statement

Any personal information about you or a third party in your correspondence will be protected under the provisions of the Privacy and Data Protection Act 2014. It will only be used or disclosed to appropriate Ministerial, Statutory Authority, or departmental staff in regard to the purpose for which it was provided, unless required or authorised by law. Enquiries about access to information about you held by the Department should be directed to the Privacy Coordinator, Department of Environment, Land, Water and Planning, PO Box 500, East Melbourne, Victoria 8002



Item: 10.2

Planning Scheme Amendment - 265-281 Murray Street, Colac - Whipper Snapper Whiskey Distillery

OFFICER	Simon Clarke
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	Nil
PURPOSE	To consider combined Planning Scheme Amendment C106cola and Planning Permit Application PP189/2019-1 for Industry (Whiskey Manufacturing) at 265 – 281 Murray Street, Colac and to seek Ministerial authorisation to prepare and exhibit the amendment and application.

1. EXECUTIVE SUMMARY

Council has received a request from Whipper Snapper Distillery Pty Ltd and Kilmour Investments Pty Ltd for a combined planning scheme amendment and planning permit application pursuant to section 96A of the Planning & Environment Act 1987. The proposal seeks to facilitate use and development of land at 265-281 Murray Street, Colac for whiskey manufacturing, alongside a restaurant/function area and whisky tastings.

The manufacturing component of the proposal is prohibited within the Commercial 1 Zone and the amendment is required to introduce a site-specific exemption into the Colac Otway Shire Planning Scheme which would enable Council to consider a permit application. The proponents have applied for a planning permit concurrently under section 96A of the *Planning and Environment Act 1987*.

Council must seek authorisation from the Minister for Planning before the amendment and application can be placed on exhibition. The purpose of this report is to consider the amendment component. A further report will be presented to Council on 11 December at the Planning Committee meeting to consider the proposed planning permit conditions.

2. RECOMMENDATION

That Council:

- 1. Seeks Ministerial authorisation to prepare and exhibit a Section 96A combined Planning Scheme Amendment C106cola to introduce Clause 45.12 Specific Controls Overlay into the Colac Otway Shire Planning Scheme and Planning Permit PP189/2019-1 for land at 265 – 281 Murray Street, Colac.***
- 2. Authorises officers to make necessary minor formatting and administrative corrections to Amendment C106cola document prior to sending to the Minister for Planning for authorisation.***

3. KEY INFORMATION

Background

Council has received a request on behalf of Whipper Snapper Distillery Pty Ltd and Kilmour Investments Pty Ltd (the proponent) for a combined Planning Scheme Amendment (the amendment) and Planning Permit Application (the proposal) pursuant to Section 96A of the *Planning and Environment Act 1987* (the Act). The proposal seeks to facilitate the use and development of land at 265-281 Murray Street, Colac (the site) for a whisky distillery that includes whiskey manufacturing, restaurant/function space and whisky tastings.

The site is zoned Commercial 1 Zone. The manufacturing proposed use is prohibited under the Commercial 1 Zone and the amendment is required to introduce a Clause 45.12 (Special Controls Overlay) into the Colac Otway Planning Scheme and insert a Schedule into the Overlay that will reference an Incorporated Document.

The permit seeks approval for use and development of the land for Industry (Whiskey Manufacturing).

Discussion

The site

The site has an area of 6584m², with a frontage of 53.65m to Murray Street and 77.87m to Skene Street. The site is located on the north side of Murray Street and the southern side of Skene Street in the block bounded by Grant and Scott Streets.

The lot is irregular in shape with the northern section of the lot being developed with a large concrete-clad commercial building of 3196m² and the smaller southern section of the site providing onsite car parking of 46 spaces. Loading, 5 staff car parking spaces and service areas are provided to the Skene Street frontage.

The building is located 1.9m off the western boundary and predominantly on the eastern boundary. A drainage and sewer easement runs in an east/west direction through the middle of the site.



1. Site

There are two existing vehicle crossovers onto Murray Street and two existing vehicle crossovers onto Skene Street. Insignificant landscaping is established on the site.

The site is currently unoccupied but was recently used by the Electoral Commission as a polling booth and election office for a 3 to 6-month period in 2019, and before this, the site was occupied by Mitre 10 Hardware for over 40 years with redevelopment occurring in 2007.



2. Skene Street frontage – Image 2010



3. Murray Street frontage – Image May 2018

Surrounding land

The broader area comprises a mixed-use precinct, with surrounding land used for a variety of commercial businesses. Nearby businesses include McDonalds restaurant, a Beaufort service centre and the Colac Mid City motel. The Regal Cream (Bulla) ice cream factory is located opposite, on the south side of Murray Street. Land on the northern side of Skene Street is predominantly residential, with the rear entrance to Colac West Primary School also located on Skene Street.

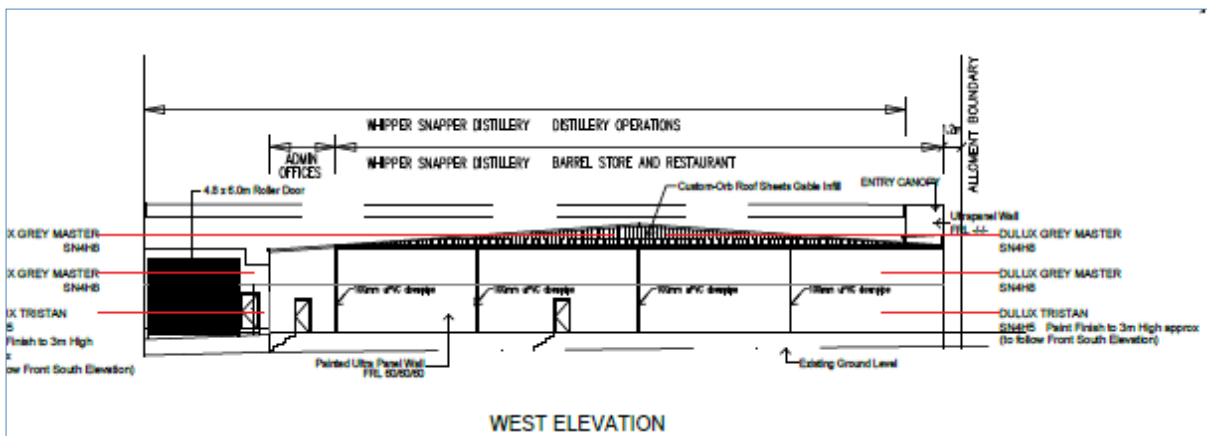
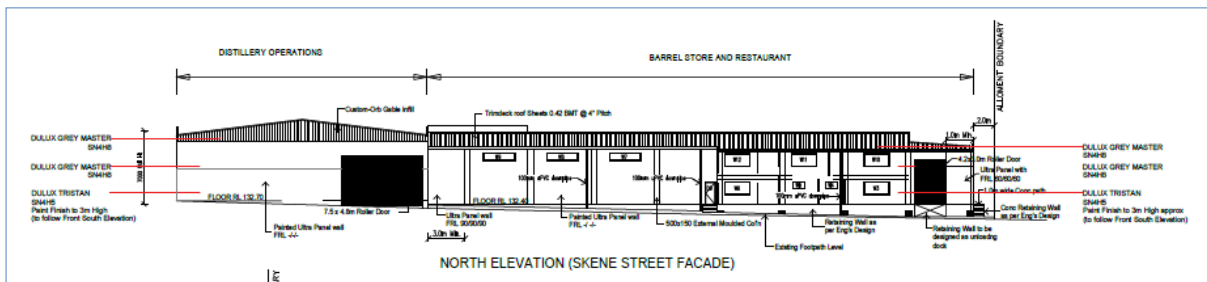
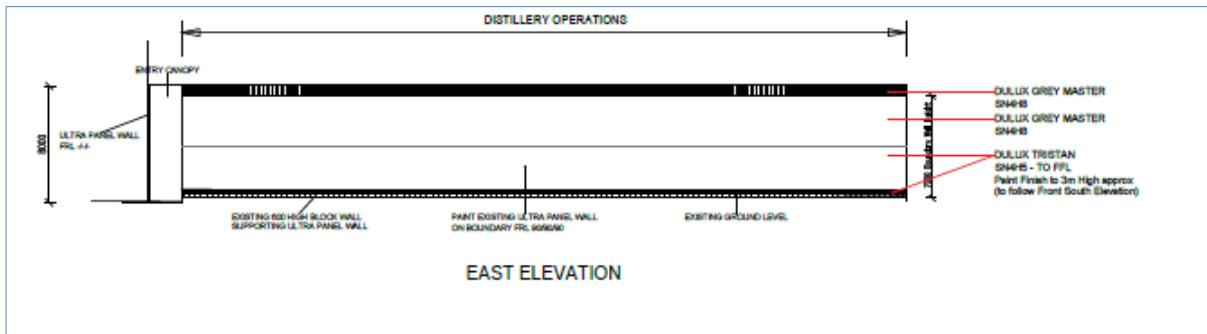
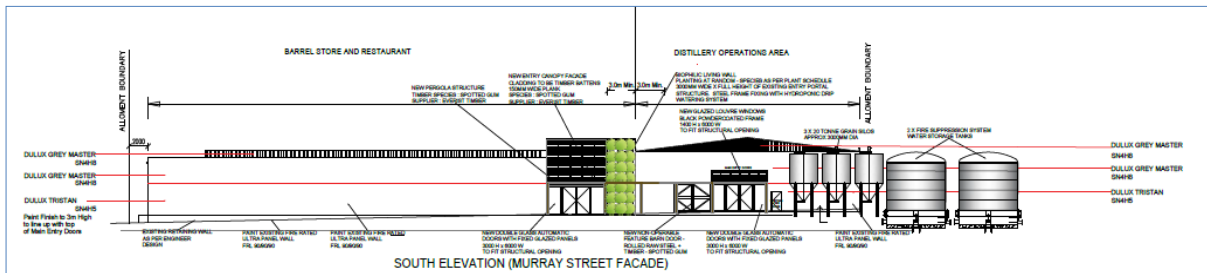


4. Surround land use pattern

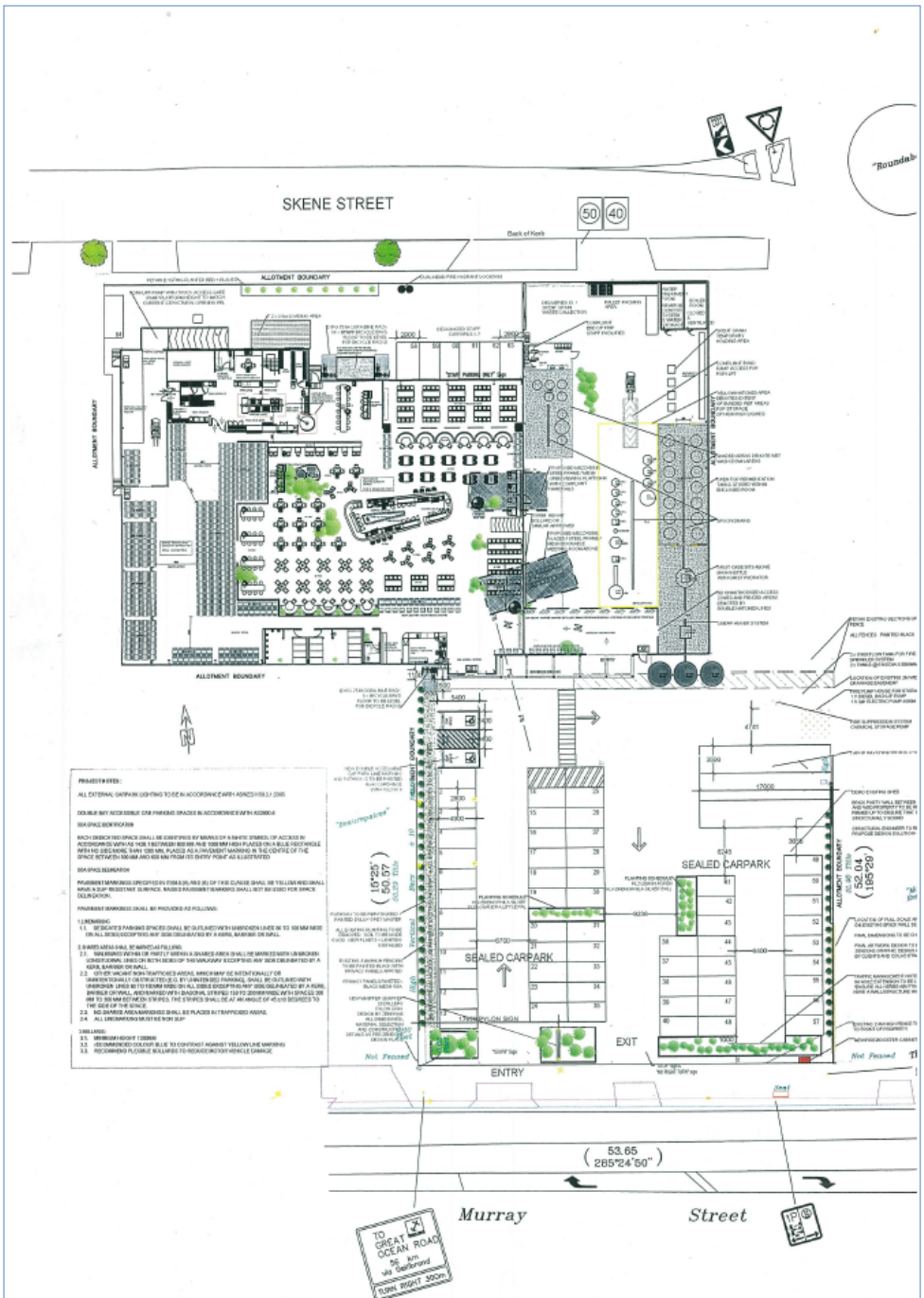
The proposal

This application is seeking approval of a combined planning scheme amendment and planning permit application in accordance with Section 96A of the Planning and Environment Act 1987.

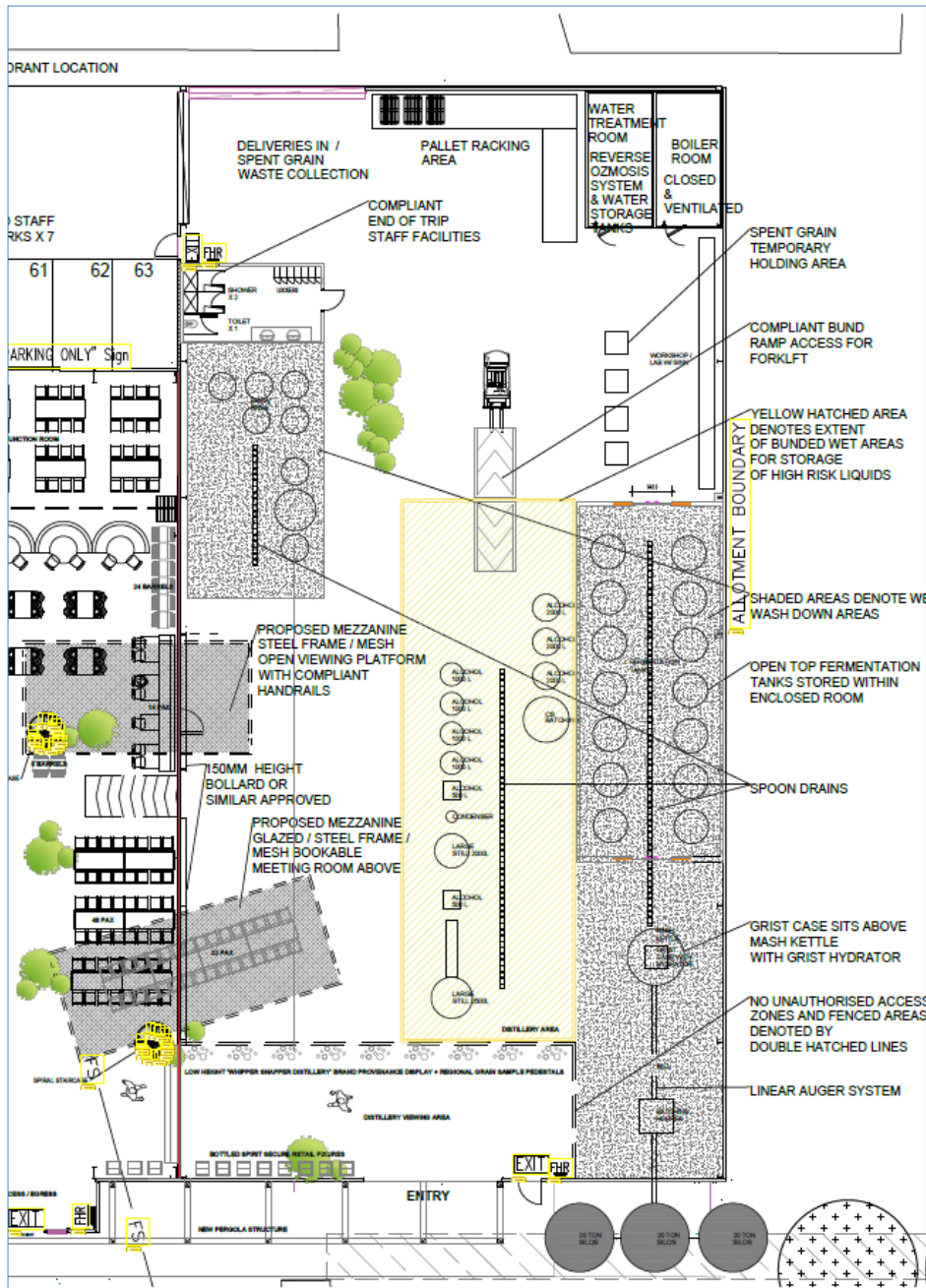
The permit application is for the use and development of the land for an industry – whiskey manufacturing with associated restaurant, general liquor licence, internally illuminated business identification signage, urban art mural including a panel sign with display area exceeding 10 square metres, art/craft centre, function centre, bar and carpark.



5. Elevations



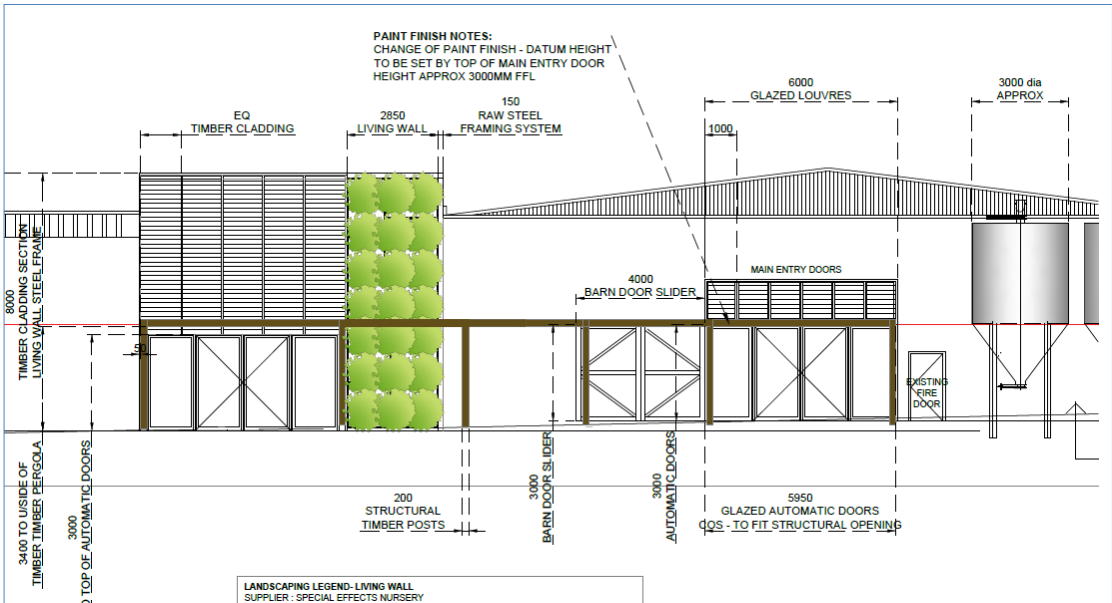
6. Overall Plan



7. Eastern Portion of Building



8. Western Portion of Building



9. Southern Elevation

It is proposed to manufacture and brew craft whiskey of an estimated 77,000 litres per annum. The whiskey would be sold locally in addition to supplying a larger retailer. The floor area of the distillery and barrel store would be approximately 1650m², located both at the eastern and western ends of the building.

Whiskey Manufacturing Process

The proposed processes for the whiskey distilling include:

1. Milling

Fully enclosed mill for noise and dust suppression. Approximately 4 times per week for 3 hours. Enclosed auger system to carry milled grain to the milled grain hopper.

2. Mashing

Cooking the grains at <70°C to convert the sugars to liquid form.

3. Lautering

Extraction of sugars from mash.

4. Mashing Out

Removal of spent grain (draff) from the lauter daily and sold to local farmers as nutrient rich feedstock every 1-2 days.

5. Fermentation

Action of yeast on sugars to produce alcohol in closed and climate-controlled fermentation rooms.

6. Distillation

Reflux still.

7. Blending/bottling

Semi-automated bottling line.

8. Cleaning and sanitation

Use of food production standard cleaning chemicals.

9. Waste removal

Appropriate treatment of wastewater and discharge in accordance with a Barwon Water Trade Waste Agreement.

Wastewater post-distillation comprises pot ale which has a low BOD content and no alcohol.

The proponent submits that the production of whiskey will occur outside the public opening hours of the distillery/restaurant and that traditional malting would not form part of the manufacturing process. The proponent also submits that a works approval or waste discharge licence is not required from the Environment Protection Authority.

Grain required for the whiskey production would be sourced locally and stored in silos. Monthly grain will be delivered prior to opening hours because the delivery truck requires access through the Murray Street car park. All other deliveries for the distillery operation would be via Skene Street, straight into the production area.

All deliveries for the restaurant and bar will be made via the rear entry ramp at the north west corner of the site off Skene Street into the loading room. Produce deliveries would be to the designated loading dock in Skene Street. Deliveries dependent on food service schedules will usually occur during general business hours, except for fresh daily produce which would be delivered earlier.

It is also proposed that the barrel product storage would be onsite, with up to 800 x 200 litre barrels being stored at the western end of the building as shown on the plans with barrels being stacked 4 high.

Staff

The maximum number of staff on-site at any time is anticipated to be approximately 30-32.

Distillery operations (manufacture, tours, tastings, retail) will occur Monday to Saturday and will generally require up to 5 staff during the week, with 2-3 on-site on Saturdays. The food/beverage operations staff would be adjusted for demand. Busier times will require up to 25 staff attending to retail, tours, bar, and kitchen on weekend, with half this number expected to be required during the week. Corporate services staff would be on-site generally during normal business hours. Staff involved in whiskey production and corporate services are likely to be on-site outside these hours.

Opening Hours

Distillery/restaurant public opening hours between:

- 10am to 10pm Sunday to Thursday, including public holidays.
- 10am to 12 midnight Friday and Saturday, including public holidays.

Whiskey production will occur both during and outside public opening hours.

Educational tours of the distillery would be available every 2 hours, with each tour duration being 30 minutes. Opportunity for product tastings, as well as food and whiskey pairings, will be available.

Liquor Licensing

A General Liquor Licence is proposed for the site. This type of licence is proposed to enable collaborations with other producers and sales of other chosen product over the counter or in the gift shop which are consistent with the *Whipper Snapper* brand.

The proposed licensed area includes the entire building to enable tastings to occur in the whiskey production area near the still as required. Most of the area available to the 487 patrons will be seating to encourage food consumption. Patrons entering and leaving the venue will be managed in accordance with the Premises Management Plan. The public would only enter and exit through the Murray Street frontage.

Hours of takeaway/packaged liquor sales will be consistent with the opening hours of the distillery/restaurant to facilitate potential product sales following whiskey tastings and degustation - food and whiskey matching.

Music

Music will generally comprise background music from speakers towards the internal northern wall of the site. Music will predominantly be ambient and at low levels. On occasions, it is expected that group functions will engage live musicians. An Acoustic Report has been submitted with the application.

Traffic/Parking/Cycling

A Traffic Engineering Assessment (Traffix Group, August 2019) has been submitted with the application. The existing Murray Street car park will be modified to accommodate 59 car spaces (including 2 accessible) and 3 bus parking bays (14.5m long coaches maximum).

The loading and parking area in Skene Street will be modified to accommodate 7 staff car spaces and 2 loading bays (the existing loading area in the building accommodating 12.5m long heavy rigid vehicles and the other accommodating 8.8m long medium rigid vehicles).

14 bicycle spaces for staff and 8 public spaces are proposed, and shower facilities for staff will be provided in accordance with the regulations.

Works generally comprise sealing the existing gravel area to the southeast of the site for car park use; breaking into the existing pavement for additional landscaping areas; retaining side fencing and to upgrade/repatriate access paths and add additional bicycle parking areas and car parking at the Skene Street frontage.

External building/Works

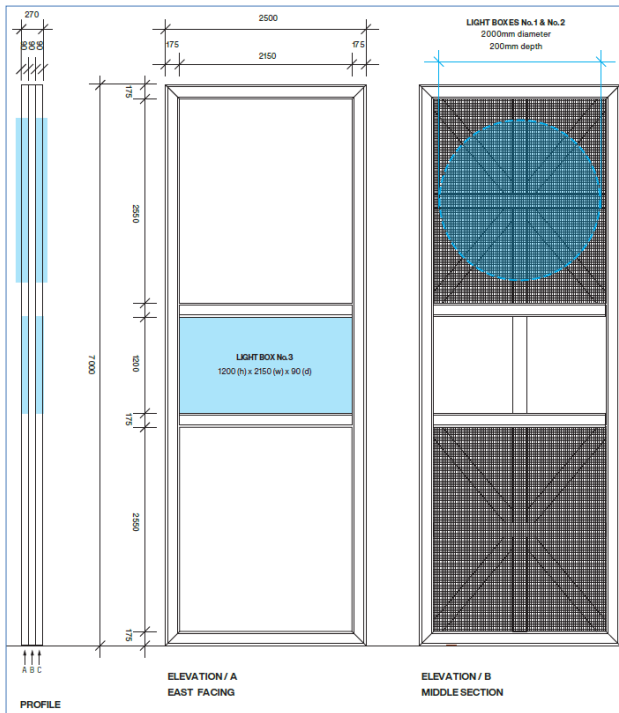
Proposed external Building/Works include:

- Painting the entire exterior of the building.
- New entry doors, pergola over entry, entry canopy façade with timber cladding.
- Biophilic Living Wall adjacent to the new entrance.
- New glazed windows over opening to distillery.
- 3 x 20 tonne grain silos.
- 2 fire suppression system water storage tanks.
- Replacement of central roof panels to enable light permeating into the interior.
- Artwork and signage.
- Existing fencing to be painted with riveted mesh privacy panels installed.
- External lighting.
- Landscaping comprising a mix of shrubs and trees to be planted along the east and west boundaries and the frontage and areas inset into the carpark.

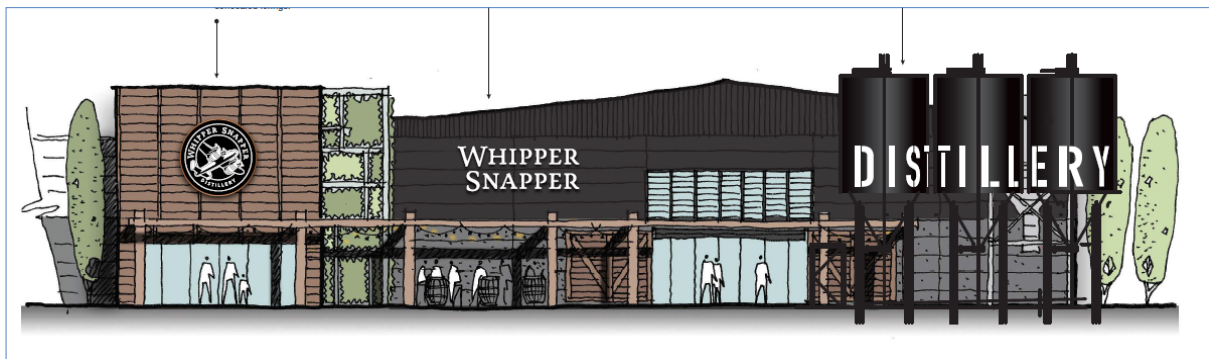
Signage

One 7-metre-high business identification sign is proposed facing east and west at the Murray Street frontage, with fabricated light boxes constructed on a mesh frame for aesthetic purposes. The structure will incorporate two *Whipper Snapper* Logo round light boxes 2 metres in diameter facing both directions, and two fabricated rectangle light boxes with business information facing both ways.

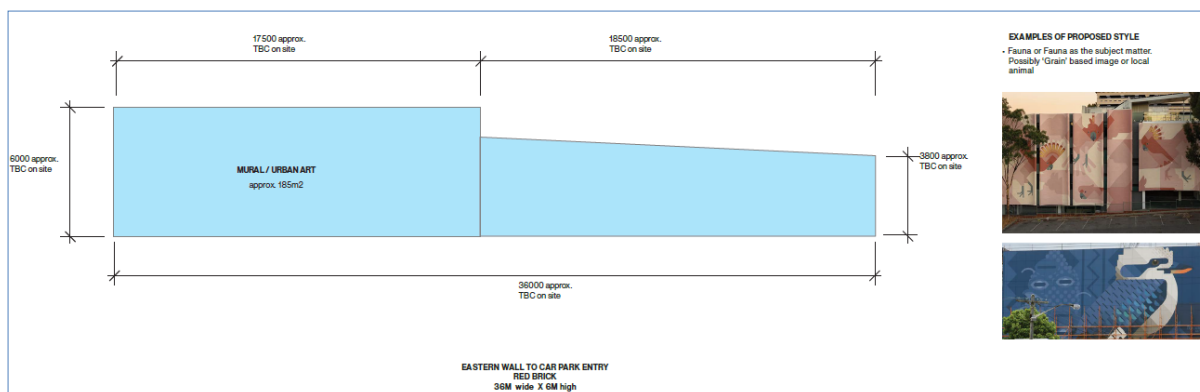




- One *Whipper Snapper* Logo round light box 3 metres in diameter on Murray Street (southern) façade of building.
- “*Whipper Snapper*” lettering fabricated and illuminated to be erected on Murray Street (southern) façade of existing building. Each word approx. 4.5m in length.
- “Distillery” lettering to be stencilled onto the new silos to visually incorporate the silos into the building aesthetic. Each letter approx. 2.1m high.



- Future artwork mural is proposed to be painted on to the existing west facing walls located towards the eastern boundary of the existing carpark. Dimensions as shown on the plan. Future design to be determined. The mural is likely to have a business identification component and as such, is considered to be a sign rather than art/decoration.



- There will be no signage at the Skene Street side, except for directional signage as required.

The following components of the use/development of the land form part of the application. However, they do not trigger a planning permit approval.

Restaurant/Bar/Cafe

A restaurant/café/bar to cater for a total of 487 patrons is proposed between the barrel storage and the distillery. Seating of up to 455 on the ground floor with a further 32 seats available in the mezzanine. The applicant submits that the business would initially commence to cater for 100 and build up according to demand. The floor area of restaurant/café/bar (and retail space) is approximately 1425m². The two levels on the northern side of the building would be utilised for office/staff area of approximately 120.4m² in total.

Retail Space

Sales of product and distillery merchandise may include sales of liquor products from other producers, a gift shop featuring community produce, craft and an exhibition space.

Functions

Spaces within the premises have been designed to cater for functions and groups as required. In particular, the northern function room as shown on the plans, along with the mezzanine pod spaces are anticipated to specifically accommodate private groups. All functions will be supported within normal operating hours and maximum number of patrons.

Demolition

Some demolition works are proposed, comprising:

- The existing shed located along the eastern boundary of the carpark will be demolished.
- A section of pathway in front of the existing trade building will be demolished to enable silo placement and footings.
- Existing blue double auto doors to be removed.
- Internal fencing to be demolished. Boundary fencing to be retained.
- Some internal demolition as per the plans, notably parts of the existing firewall.

Internal Building/Works

Internal works proposed include:

- Distillery operations area fit-out, plant, internal additions and service connections.
- New fire suppression system.
- Internal fit-out including kitchen, bar, seating, barrel storage area, retail area, lighting, office.
- 2 new mezzanine areas with spiral staircases.
- New interior finishes.
- Interior landscaping.

4. PLANNING PROVISIONS

ZONE

The land is located within the Commercial 1 Zone. A key purpose of this zone is to encourage development and use of land which is consistent with creating vibrant mixed use commercial centres for retail, office, business, entertainment and community uses, and also provides for residential uses at densities complementary to the role and scale of the commercial centre. A planning permit is required for buildings and works under Clause 34.01-4 of the zone.

USES

Restaurant/Bar/Cafe

'Retail Premises' is a Section 1 (Permit not required use). 'Food and drink premises' is nested in 'Retail Premises', and 'Bar' and 'Restaurant' are nested in 'Food and drink premises'. Therefore, no planning permit is required for the proposed bar and restaurant use under Clause 34.01-1 of the zone.

'Function centre' is nested in 'Place of Assembly'. A 'Place of Assembly' is a Section 2 (permit required use). It is considered that the function facility is ancillary to the restaurant use given the proposed internal layout provides the same function as a function centre in as much as *'by arrangement, to cater for private functions, and in which food and drink may be served. It may include entertainment and dancing'*. Therefore, it is considered unnecessary to require a permit for the use of the land as a 'function centre'.

Whiskey Distilling/Manufacturing/Storage/Sales

'Industry' is defined as *Land used for any of the following operations:*

- a) Any process of manufacture; ... (Other processes not listed).*
- If on the same land as any of these operations, it also includes:*
 - a) Storing goods used in the operation or resulting from it;*
 - b) Providing amenities for people engaged in the operation;*
 - c) Selling by wholesale, goods resulting from the operation; and*
 - d) Accounting or administration in connection with the operation.*

'Manufacturing sales' is land used, as an incidental part of an industry, to retail goods made materially different on the land by that industry.

'Industry' is a Section 2 (permit required use) with the condition that it *Must not be a purpose listed in the table to Clause 53.10*. The proposed industrial use of 'food and beverage production other than those listed' is listed in Clause 53.10. Having regard to this, the proposed manufacturing of whiskey product is a prohibited use under Clause 34.01-1 of the zone.

'Manufacturing sales' is included in 'Retail premises' and therefore not subject to planning permission for the sale of the manufactured liquor under Clause 34.01-1 of the zone.

In summary,

- no planning permit is required for the proposed bar and restaurant use;
- the proposed industry 'manufacturing of whiskey product' is a prohibited use;
- A function centre is ancillary to the restaurant.

OVERLAYS

Design and Development Overlay (Clause 43.02) DDO8

The site is covered by the Design and Development Overlay (DDO8). A key purpose of this overlay is to identify areas which are affected by specific requirements relating to the design and built form of new development. Under Clause 43.02-2, a permit is required to construct a building or carry out works. The schedule to this overlay provides direction in relation to design objectives which should be considered within the Colac CBD precinct. The schedule also provides for consideration of advertising signage in Category 3 and that any signage should avoid creating clutter. Freestanding, roof top or above verandah signs are to be avoided. A permit is required for signage and the external works to the building.

Parking Overlay Schedule 1 (Clause 45.09) – PO1

The site is covered by the Parking Overlay (PO1). A key purpose of this overlay is to provide for an appropriate provision of car parking spaces in an area; identify areas and uses where local car parking rates apply and where financial contributions are to be made for the provision of shared car parking. Under Clause 45.09-4, the number of car parking spaces required can be varied by the schedule to this overlay. Under Schedule 1, Clause 3 specifies the variation to the car parking rate and measure for any use listed in Table 1 of Clause 52.06-5. A permit is required to reduce the car parking requirements from the rates specified in this schedule.

PARTICULAR PROVISIONS

The following Particular Provisions apply to the proposal:

- **Clause 52.05** – Advertising Signs
- **Clause 52.06** – Car Parking
- **Clause 52.27** – Licensed Premises
- **Clause 52.29** – Land Adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay for a Category 1 Road
- **Clause 52.34** – Bicycle Facilities
- **Clause 53.06** – Live Music and Entertainment Noise
- **Clause 53.10** – Uses with an adverse amenity potential
- **Clause 53.18** – Stormwater Management in Urban Development

GENERAL PROVISIONS

It is considered that the proposal generally meets the relevant decision guidelines at Clause 65 of the Colac Otway Planning Scheme.

Previously Clause 52.07 of the planning scheme specified loading and unloading requirements associated with commercial uses. However, Amendment VC142 deleted this clause on a state-wide basis in mid-January 2018, with the requirement for the consideration of loading/unloading now in Clause 62.01 (Decision Guidelines). This clause does not require specific provision to be made, as was previously the case with clause 52.07, but requires consideration of:

“The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts”.

5. PLANNING CONSIDERATIONS

The proposal is supported by several technical reports that address:

- The strategic justification of the amendment and proposed use*
- Draft Incorporated Document*
- Traffic Engineering Assessment
- Pavement Investigation
- Distilling Operations Management Plan
- Premises Management Plan including complaints management procedures
- Environmental Risk Assessment
- Amenity Impact/Support Letter
- Acoustic Report
- EPA preliminary referral response
- Licensed premises – Cumulative Impact Assessment
- Site Plans & Elevations

* Note – Council officers have amended these documents to ensure consistent with State planning requirements (refer Attachment 1)

Having regard to the choices and planning tools available to facilitate the proposal, it is considered that an amendment utilising Clause 45 (Specific Controls Overlay) is the most appropriate planning pathway. The Specific Controls Overlay (SCO) enables specific controls to override other requirements of the planning scheme that would otherwise prohibit or restrict the development. The site does not warrant rezoning because, for the most part, the purposes of the Commercial 1 Zone remain relevant, particularly as the proposal is generally compatible with the Commercial 1 Zone planning provisions.

Furthermore, the proposal is consistent with the Land Use Vision for the Shire’s Townships in as much as the use supports the following theme:

‘Colac will be a thriving town with a vibrant town centre that takes pride in its Lakeside location, is responsive to the housing needs of its residents and offers a variety of opportunities for employment and economic development.’ (Clause 21.02-2)

The proposal is also consistent with the Colac Township Economic Development, Commercial and Industrial Land Use Strategy, 2017 key strategic directions in as much as it will broadly attract a “*new investment to Colac with a focus on developing new and sustainable business and local jobs.*” (Clause 21.03-2)

The proposed use will also be consistent with strategies aimed at enhancing the appearance of the Colac town centre by introducing a new active land use into a part of the town centre that needs enhancement.

The proposal is generally a compatible land use in the Commercial 1 Planning Zone. There are no significant amenity impacts associated with the proposal that cannot be appropriately managed on-site or through the application of permit conditions. The proposal will significantly contribute to the economic prosperity in Colac. Therefore, despite the technical nature of the prohibition in the planning scheme, the proposal can be given support from a planning perspective.

In summary, despite the current zoning restriction, the planning scheme imparts strategic support to the proposal.

It should be noted that this report is recommending that Council resolve to seek Ministerial authorisation and exhibit the Section 96A request. A preliminary assessment has indicated that there are no compelling reasons why the proposal shouldn't proceed and that the information provided with the application is sufficient to proceed to public exhibition of the proposal and to invite comments from the relevant authorities, such as the EPA, Regional Roads Victoria, Victoria Police and Barwon Water. Preliminary advice from most of these authorities has raised no objection to the proposal.

Council's Statutory Planning Unit will provide a detailed planning assessment of the planning application to the December Planning Committee meeting, including a draft set of planning permit conditions which could be applied to the proposal. It is intended that the draft permit conditions be exhibited with the amendment. Submissions may vary the conditions and they remain preliminary only at this stage. Ultimately, any submissions received in response to exhibition of the amendment/permit conditions will be considered by a Planning Panel, if they cannot be resolved to the satisfaction of the submitter by agreement, rather than VCAT. Final determination of the amendment/permit conditions will rest with the Minister for Planning.

6. COMMUNITY CONSULTATION & ENGAGEMENT

The proponents undertook informal community engagement prior to lodging the application.

Community engagement will be undertaken via the legislative process required under the *Planning and Environment Act 1987*. Following Ministerial authorisation, the amendment and application will be placed on public exhibition for a minimum of 6 weeks.

7. ALIGNMENT TO COUNCIL PLANS, POLICY OR STRATEGIES

Theme 1 - Our Prosperity

2. Support a thriving economy and industries.

The proposal supports Council's Economic Development Strategy objectives for Colac, having significant potential to increase tourism related employment and diversify the Colac economy. It would create significant jobs and leverage tourist traffic travelling along the Princes Highway associated with Great Ocean Road and Twelve Apostles related tourism visitation, and could stimulate further development and growth in Colac.

8. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The proposal is expected to generate significant positive economic benefits to Colac, including direct and indirect employment opportunities. The proposal will add to the tourism offer in Colac Otway Shire and will build upon the overall Great Ocean Road/Otways visitor experience. The proposal may be catalytic for other tourism ventures, including accommodation.

LEGAL & RISK

Ministerial Direction Number 11 and the Colac Otway Planning Scheme provides a range of policy directions that need to be considered when testing the merits of the proposal, including

demonstration of how the proposal is consistent with and implements State and local planning policy. These matters have been documented in the Explanatory Report.

FINANCIAL & BUDGETARY

As a privately driven amendment, the proponent is required to cover all statutory costs relating to the processing of the amendment and planning permit application, including any panel costs.

9. IMPLEMENTATION STRATEGY

COMMUNICATION

Progress with the planning scheme amendment will be communicated at key stages of the amendment process.

TIMELINE

The Planning Scheme Amendment Process is dependant on whether an independent panel is required to consider outstanding submissions.

Should the recommendation be supported, Officers would be seeking authorisation from the Minister to exhibit the amendment immediately after the meeting, with exhibition to occur at the earliest opportunity.

10. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.3

Cressy Restructure Plan Overlay

OFFICER	Simon Clarke
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	1. Proposed Amendments to Cressy Restructure Plan [10.3.1 - 1 page]
PURPOSE	To seek Council support to amend the Colac Otway Planning Scheme to revise the Restructure Overlay in Cressy.



1. EXECUTIVE SUMMARY

Amendment C105cola proposes to amend the Colac Otway Planning Scheme by revising the 'Colac Otway Shire – Restructure Plans for Old and Inappropriate Subdivisions in Colac Otway Shire December 2012' document. This document is an Incorporated Plan of the planning scheme, and any change to this document requires an amendment to the planning scheme.

2. RECOMMENDATION

That Council:

- 1. Pursuant to section 8A of the Planning and Environment Act 1987, request the Minister for Planning to authorise Amendment c105cola to the Colac Otway Planning Scheme.***
- 2. Pursuant to section 19 of the Planning and Environment Act 1987, exhibit Amendment C105cola to the Colac Otway Planning Scheme.***
- 3. Authorises officers to make any necessary minor formatting and administrative corrections to Amendment C105cola documents prior to sending to the Minister for Planning for authorisation.***

3. KEY INFORMATION

The adopted Rural Living Strategy 2011 identified several rural areas in Colac Otway Shire where the allotment pattern consisted of a concentration of small sized lots in the Farming Zone held by a small number of landowners. The lots were all distinctive when compared to the larger lots in surrounding areas, and in some cases represented on paper the layout of an urban settlement. For various reasons these properties have never been developed for the purpose of settlements (or at a density representative of settlements). These lots are generally undeveloped and used for agriculture or are vacant.

The adopted Rural Living Strategy recommended that, in seeking to protect agricultural land from the intrusion of dwellings not associated with agricultural activity, land within these identified areas be included in a Restructure Overlay.

Land that is included in a Restructure Overlay requires a planning permit to subdivide and to develop a dwelling. While the provisions of the Farming Zone also require a planning permit to both subdivide and to use a lot of less than 80ha for a dwelling, the provisions of the Restructure Overlay include additional requirements. The Overlay states that a permit must be in accordance with a restructure plan for land listed in a schedule to the Overlay. The *Colac Otway Shire – Restructure Plans for Old and Inappropriate Subdivisions in Colac Otway Shire December 2012* is the applicable Restructure Plan for this Overlay provision. The Restructure Plan seeks to prevent land holdings from being further fragmented by the sale of individual lots to different owners. The Overlay clearly flags to current and future landowners the intention that development of individual lots is considered inappropriate on planning grounds. The desire was to put in place a statutory tool which implemented a control to limit the development potential of the precincts, and to inform landowners and the local community of Council's strategic direction on the redevelopment of such land.

Amendment C105cola proposes to amend the Colac Otway Planning Scheme by updating the *Colac Otway Shire – Restructure Plans for Old and Inappropriate Subdivisions in Colac Otway Shire December*

2012 document. While the document outlines the restructure of land within and adjacent to Cressy, Gerangamete, Irrewillipe and Pirron Yallock, only the town of Cressy will be impacted by this amendment.

The Plan currently divides the land in the Restructure Overlay in Cressy into four tenements as noted in Figure 1.

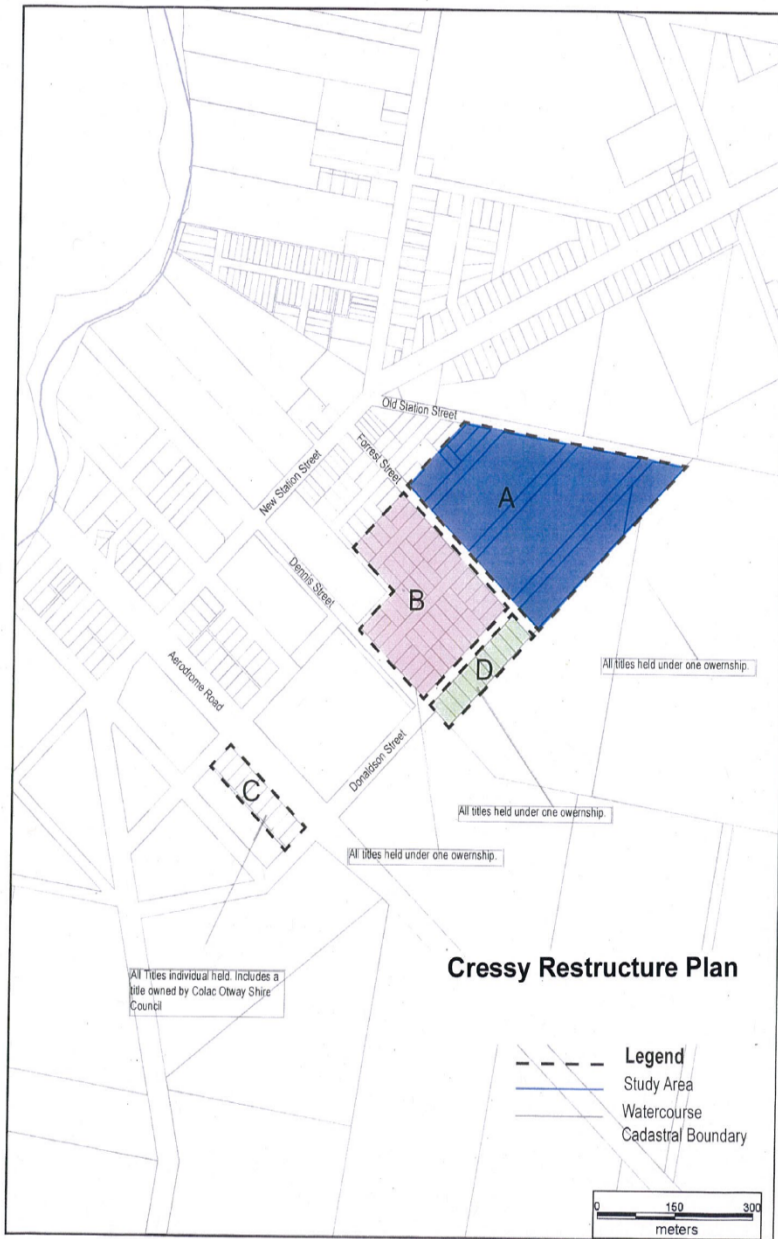


Figure 1: Existing Cressy Restructure Plan

It states that the following requirements apply to new dwellings:

- No more than one dwelling (including any existing dwellings) must be established on each of the tenements of land held in common ownership at the time of preparation of the plan as shown on the Restructure Plan.
- If a planning permit is granted for a dwelling, a condition must be included on the permit that all land within the tenement be consolidated to form a single allotment.

- An application for a permit for a dwelling must demonstrate that the requirements of the Farming Zone, applicable overlays, and relevant local and State planning policies are satisfied.

It is noted that the road network in the Restructure Overlay is a combination of unused sections of road and private land that was set aside to facilitate the subdivision of the land but never handed over to Council.

Since its inception in 2012, it has been brought to Council’s attention that Tenement B was under the ownership of two separate landholders and that one of the landholders already has an established dwelling on land to the north of Northcote Street, fronting Forrest Street. Therefore, under the current provisions of the planning scheme, the above requirements relating to any future dwelling cannot be met and there is no longer any incentive for the landholder of the 40 lots south of Northcote Street to consolidate lots.

Council officers have been in discussions with the landholder of the 40 lots south of Northcote Street to find a potential solution. The landholder proposes to consolidate 40 lots and unused sections of road into 2 lots generally in accordance with areas C & F in Figure 2 below. This will also isolate the landholder with the existing dwelling as a new Tenement B as shown in Figure 2 below.

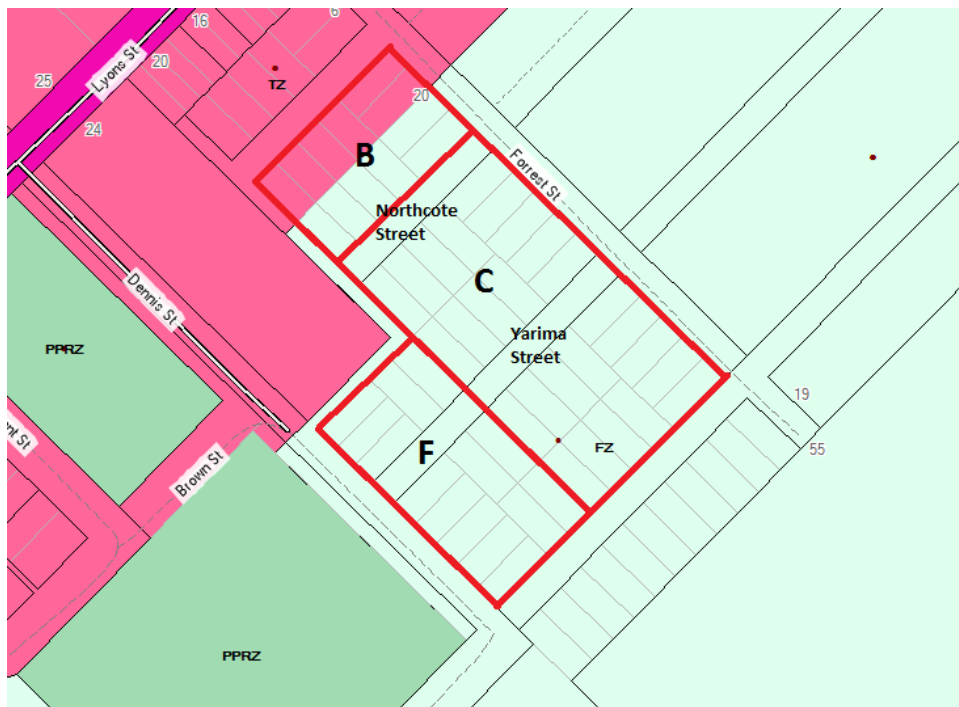


Figure 2: Proposed amendment to Tenement B

In addition, Council has recently approved a consolidation and re-subdivision of land on the north eastern side of Forrest Street. This effectively creates 1 large Farming Zone lot and 1 small Farming Zone lot in Tenement A. It makes little planning sense to keep the recently small Farming Zone subdivided lot with Tenement A as the Restructure Overlay provides a significant disincentive for any prospective purchaser. It is therefore proposed to remove the area highlighted in blue from Tenement A (see Figure 3 on next page).

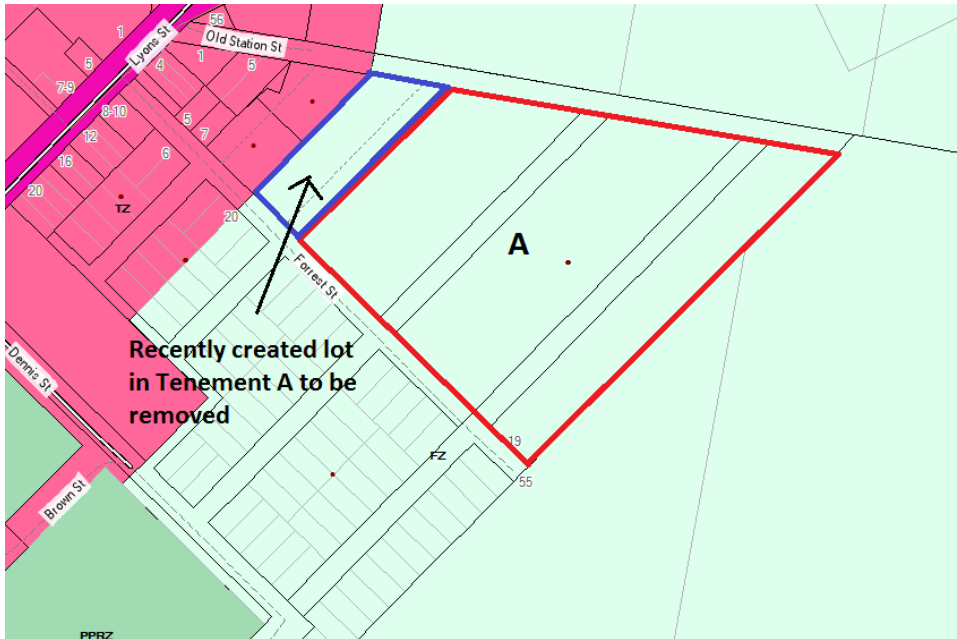


Figure 3: Proposed amendment to Tenement A

These amendments are broadly consistent with Council’s objectives of consolidating small lot land titles as proposed by the Restructure Overlay and represent practical solutions given the changing circumstance that affect part of the overlay.

Therefore, the Cressy Restructure Plan of the *Colac Otway Shire – Restructure Plans for Old and Inappropriate Subdivisions in Colac Otway Shire December 2012* will be revised as follows (see Attachment 1):

- Tenement A will remain as per the existing plan. There are no dwellings within this Tenement and there remains the opportunity to construct a dwelling subject to the consolidation of the existing lots.
- It is proposed to adjust Tenement B by further dividing it into three new Tenements. The north-western part of Tenement B will still be titled Tenement B but will be reduced to the 6 existing lots to the north-west of Northcote Street (an unmade Council road). This Tenement already contains a dwelling at 20 Forrest Street, and therefore no further dwellings would be supported within this Tenement.
- A new Tenement C will be located to the south-east of proposed Tenement B, running between Northcote Street and Yarima Street. This Tenement currently contains 26 lots and an unmade Council road reserve (part of Dudley Street). There are no dwellings currently in proposed Tenement C.
- A new Tenement F is proposed to be located to the south-west of proposed Tenement C. It contains 14 lots. There are no dwellings currently in proposed Tenement F.
- The 11 lots of Tenement D remain in single ownership. Tenement D has constrained access, with only the most southerly lot onto Dennis Street having access given the roadway fronting the site (proposed Yarima street) is owned by the owner of Tenement A. No change is recommended to Tenement D. The landowner can apply to construct and use a dwelling subject to a planning permit process and the consolidation of lots.
- Existing Tenement C is located on Aerodrome Road and contains 10 vacant allotments, with various owners. No change is proposed for Tenement C except renaming it to Tenement E.

Council officers have discussed the proposed amendment to Tenement B with officers at the Department of Environment, Land, Water and Planning (DELWP). The officers at DELWP have offered no in principle objection to the planning scheme amendment from proceeding.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The local landowners and other interested parties will be consulted as part of the usual planning scheme amendment process. Some of the more directly affected landowners have been consulted prior to the drafting of this report.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

There are no adverse environmental, social, cultural or economic considerations associated with this amendment. Any future planning permit application will be considered against the relevant provisions of the Colac Otway Planning Scheme and other relevant legislation.

LEGAL & RISK

There are no adverse legal or risk implications associated with this amendment

FINANCIAL & BUDGETARY

Any amendment fees will be payable from the Strategic Planning Department budget. This is considered to be a reasonable approach given that the anomaly was not detected when the original Restructure Plan was prepared, and the proposed amendment will provide an incentive for the landholder to consolidate lots, that does not exist under the current arrangement of Tenements.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

The Amendment will be exhibited in accordance with the requirements of the *Planning and Environment Act 1987*.

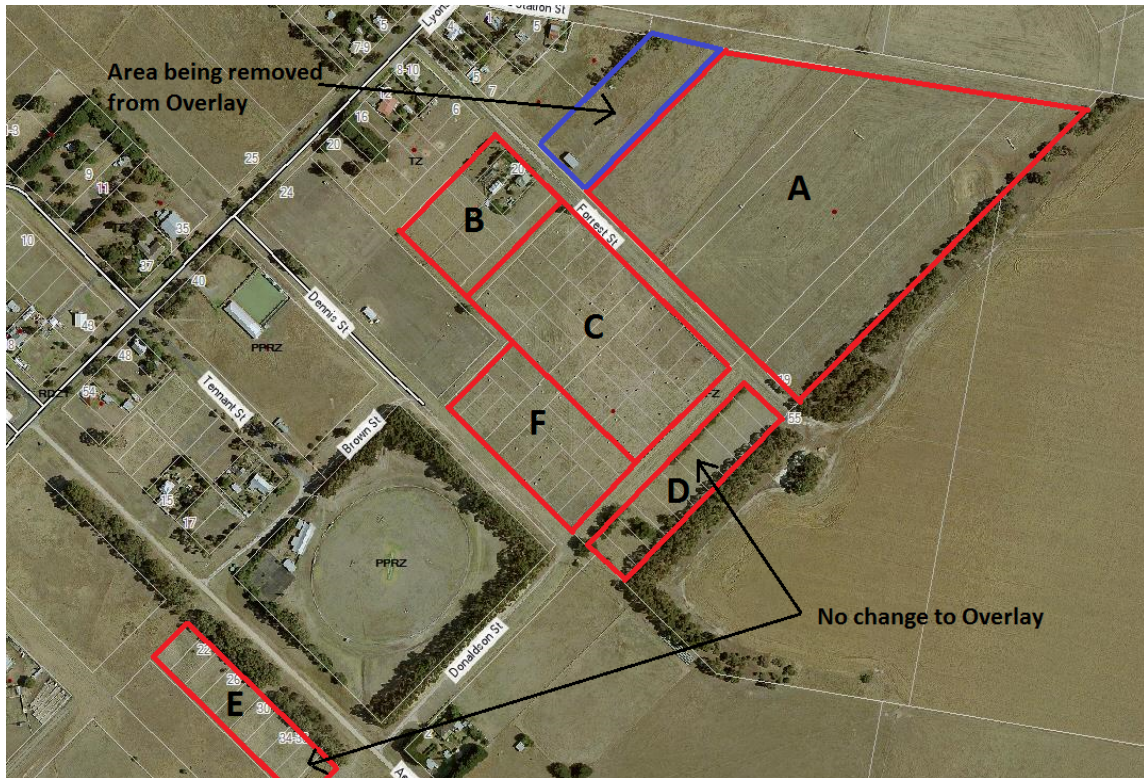
TIMELINE

The planning scheme amendment process will occur in the first and second quarters of 2020.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Proposed Amendments to Cressy Restructure Plan



Note: Current Tenement C is renamed Tenement E

Item: 10.4

Quarterly Performance Report - July to September 2019

OFFICER	Melanie Duve
GENERAL MANAGER	Peter Brown
DIVISION	Executive
ATTACHMENTS	1. Revised Final Sept Quarter Performance Report 2019-2020 v 3 [10.4.1 - 77 pages]
PURPOSE	To provide Council with the Quarterly Performance Report, July to September 2019.

1. EXECUTIVE SUMMARY

This report provides information to Council and the community on the progress of Council Plan actions, Planning activities, Capital Works and Major Projects and the status of Council's finances for the first quarter of the financial year, July – September 2019.

2. RECOMMENDATION

That Council notes the Quarterly Performance Report 2019/20 for the period of 1 July to 30 September 2019.

3. KEY INFORMATION

The Quarterly Performance Report 2019/20 provides Council with a progress report as at 30 September and is structured in several sections as follows:

- Introduction, Council's strategic direction, Council Plan 2017-2021 themes, source and application of Council funds
- Chief Executive Report - highlights and challenges for the quarter
- Overview for the quarter by each Division: Corporate Services, Infrastructure and Leisure Services and Development and Community Services

- Planning Performance Report
- Capital Works Performance Report
- Major Projects Performance Report
- Council Plan Performance Report
- Quarterly Budget Report for 3 Months Ended 30 September 2019

After completing the first quarter of the 2019/20 financial year the financial performance of Council remains consistent with the adopted budget. As discussed in the attached Quarterly Performance Report there are some variances to budget expected, but overall these will not materially alter Council's overall financial position.

The Executive Team have reviewed the results to 30 September and after taking the 2018/19 actual results into consideration (including carry forwards), provide the following summary in relation to the 2019/20 forecast results.

Compared to the adopted budget:

- Operating surplus is forecast to decrease by \$1,049k to \$305k.
- Capital works program is forecast to increase by \$5.2m to \$18.2m.
- Closing cash balance is forecast to increase by \$4m to \$13.4m.
- Reserve balance is forecast to decrease by \$640k to \$12.1m.

Further details of these results are contained within the attached report. The current forecast assumes that all major projects and capital works are completed on 30 June 2020 and that 50% of the 2020/21 Federal Assistance Grants are received in advance again.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Comprehensive community consultation and engagement was undertaken during the development of the Council Plan 2017-2021 and the 2019-2020 Budget.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
3. Organisational development and legislative compliance.
4. Provide value for money services for our community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable

LEGAL & RISK

Section 138 of the *Local Government Act 1989* requires financial reporting to be provided to Council on a quarterly basis.

FINANCIAL & BUDGETARY

Financial and budgetary considerations are address in the body of the report.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Not applicable

TIMELINE

Not applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

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



QUARTERLY PERFORMANCE REPORT 2019-2020

FIRST QUARTER: 1 JULY – 30 SEPTEMBER 2019



Contents

Introduction	3
Council Plan Strategic Themes	4
Chief Executive Report	5
Understanding the Quarterly Performance Report	6
Council Plan 2017-2021 Progress Against Actions	
Chief Executive Office	7
Corporate Services	10
Development and Community Services	12
Infrastructure and Leisure Services	18
Planning and Building Performance Report	26
Capital Works and Major Projects	30
Finance Performance Report	
Executive Summary	35
Income Statement	44
Balance Sheet	45
Statement of Cash Flow	46
Service Area Report	47
Capital Expenditure Report	52
Major Projects Report	62



Introduction

How to read this report

This Council Plan Quarterly Performance Report assesses our progress against the *Council Plan 2017-2021*. The activities and initiatives in the Council Plan are Council's strategies for achieving our community outcomes (Themes) and goals as we work toward our strategic vision.

Measuring Our Progress

The *Council Plan 2017-2021* comprises four key areas of focus: Our Prosperity, Our Place, Our Community and Our Leadership & Management. Each area of focus has desired goals, actions and measures that guide what we want to achieve for Colac Otway Shire, all of which require assessment and reporting of progress.

Strategic Vision

'Towards a prosperous future'

The Councillors of Colac Otway Shire commit to plan for growth in business and employment for our towns and settlements; the delivery of high quality services that meet community needs and demonstrate value for money; and to be leaders and work together as a team with the community and the organisation to achieve our goals for the Shire.

Council Direction set in the Council Plan 2017-2021

The Council Plan is Council's overarching strategic document responding to the issues faced by our community. It sets out our goals, key actions and performance measures for the next four years.

The key issues faced by our community have informed the choice of major projects/activities that Council has identified as its highest priority. Council has committed to complete these projects over the life of this plan, supporting the achievement of our stated goals. The Council Plan does not contain the detail of day-to-day operational activities, short term projects or recurrent work programs.

Community Engagement in the Development of the Council Plan

Our Council Plan was directly informed by a significant community engagement program, which sought input from the community about their aspirations for the Shire. This was the most comprehensive consultation program ever conducted in Colac Otway Shire and received a very positive response.

Consultation included letters to more than 900 community groups, businesses and progress associations, an online and paper-based survey, feedback from Community Conversation sessions held around the Shire and pop-up listening posts that were held in Colac and Apollo Bay. These sessions were well attended and we received invaluable feedback on the draft Council Plan and various other matters of interest to the community.

During the development of the new Council Plan, social and cultural implications were carefully considered along with attention to the funding available to carry out the many projects contained in the plan. The Council Plan was adopted on 28 June 2017.



Council Plan Strategic Themes

The Council Plan 2017-2021 includes strategic themes (long term community outcomes), goals and actions for achieving these for the four-year period. The Council Plan also contains strategic indicators for monitoring achievement of the strategic objectives and a strategic resource plan. The following are the four outcomes detailed in the Council Plan.

Our Prosperity

Colac Otway Shire has a diverse economy, much of it built on the natural environmental values of the area. The area has enjoyed successful dairy and food processing industries for many decades; supports the timber industry; has a growing tourism industry built on both a striking coastline and the forests of the Otway's; small, specialist food producers, many forming the Colac Otway food trail; plus, a host of local retail businesses, arts and crafts enterprises; and health and education services. The Shire has two larger towns of Colac and Apollo Bay, and a number of smaller towns. Each of these has unique attractions and supports local cultures and communities. The Shire is strategically placed halfway between Geelong and Warrnambool which provides opportunities for economic development and a growing population supported by access to work.

Our Places

Infrastructure assets such as roads, drainage and footpaths are important because they help deliver services to the community. Roads and footpaths provide the ability for people to access work, education and recreation. Drainage provides protection to properties and allows for safe transport. It is important for us to manage assets in a rational way so that we can ensure they are sustainable over the long term so that those services are provided to future generations.

Our Community

Colac Otway Shire sustains a mixed population of tourists, businesses, farmers, retirees and families, some of whom settled in the Shire recently and some who can trace their families' history back to the original settlers. We also have a small population of aboriginal people. The land of the Shire sustains different ways of living, from affordable housing options in the towns, to spectacular properties with views of the forest and the sea. Potential for population growth in the Shire will increase due to highway improvements and proximity to the larger centres of Geelong and Warrnambool. The Shire enjoys good services and infrastructure, supporting families to connect and live well at all life stages. While the Shire is well resourced compared with many other semi-rural shires, with the potential of continued growth there needs to be good planning to have the right infrastructure and services in place.

Our Leadership & Management

There are many demands on the resources of Colac Otway Shire. The major source of income, ratepayer funds, has been constrained through the introduction of rate capping by the State government and an increasing challenge for the community to continue to afford rate increases. The environment of the shire is attractive and well-recognised. Its' diversity also results in involvement by many authorities and stakeholders, creating the need for partnerships and clarity about the role of the shire. Recently experienced incidents such as bushfire and floods impact on the community and draw a significant amount of organisational resources, both in emergency response but also in longer term planning and support to the community. It is expected that such events will be more common as climate change accelerates.

Chief Executive Report



The first quarter of the 2019/20 financial year provided Council with resolutions to two significant legal proceedings for Colac Otway Shire including the long-standing Bluewater redevelopment dispute.

Colac Otway Shire Council was found not guilty in a

WorkSafe case relating to the death of employee, the late Owen James which had been difficult for the family and friends of Mr James and Council staff and management.

Council continued its advocacy work, meeting with State Deputy Secretary Lee Miezis and DELWP Colleen White at Apollo Bay, Kennett River and Forrest to discuss City Deal projects including the Apollo Bay Harbour Precinct Redevelopment and Kennett River infrastructure needs.

The visit to Colac Otway Shire also provided an opportunity for Council to update the State Government representatives on the progress of Wildlife Wonders and the Forrest Mountain Bike Trail project to expand and upgrade the major recreational tourism attraction.

Council also met with State Opposition Michael O'Brien and Federal Shadow Minister for Infrastructure, Transport and Regional Development Catherine King and Member for Polwarth Richard Riordan, while also providing an update on Council's work to secure an appropriate location for a mobile phone tower at Birregurra to Member for Corangamite Libby Coker.

While the regional campaign to bring fast rail to Geelong will benefit travellers between Colac and Melbourne, Council also continues to advocate for more services between Colac and Geelong, the track duplication between Geelong and Waurn Ponds, and Velocity trains on the Warrnambool line.

Councillors and staff joined Colac's NAIDOC Week event and has started work on its Reconciliation Action Plan as Colac Otway works with Traditional Owners on a range of projects across the shire. Council management is also continuing to build relationships with community groups, businesses and industry, visiting Colac Neighbourhood House, Colac Youth Health Hub, Colac Community Hub Inc, Turning Point campus, and hosting a building and planning workshop with local property stakeholders.

A meeting with the Colac Area Health Board and CEO Fiona Brew provided an opportunity to discuss joint job training and staff development, and important issues in our community including family violence, mental health and Aboriginal health.

Work is continuing on the Great Ocean Road Authority, with Colac Otway advocating for the establishment of the authority office in Apollo Bay, while Colac Otway's focus on the coast during the first quarter included an open house in Apollo Bay as part of the Community Infrastructure Plan community consultation process.

Colac Otway Performing Arts and Cultural Centre hosted another successful CrossXpollination fibre and textiles exhibition, attracting fantastic community feedback, and our arts community has quickly settled into its new Colac base, The Makers' Space.

Western Victoria MP Gayle Tierney joined Council to officially open the Wydinia Kindergarten playspace, which was made possible thanks to a \$160,504 grant through the Inclusive Kindergartens Facilities Program.

Council continued to work through the significant challenges associated with the Winifred Nance Kindergarten redevelopment including a range of structural issues, and errors made in the tender process.

Council undertook an internal review and reassessed the scope of the project, with a focus on completing the redevelopment to address all concerns, and is providing regular updates to families ahead of the projected 2020 Term 1 completion.

In other challenges, Colac Otway was among just a few Council's with SKM recycling contracts to find alternative recycling services and avoid sending any recyclable material to landfill.

Colac Otway has been able to continue sending kerbside recycling collections to Visy since the SKM closure through its waste contractor Wheelie Waste, with Council extending the temporary agreement to October 2020 to ensure recycling continues.






Peter Brown
Chief Executive



Understanding the Quarterly Performance Report

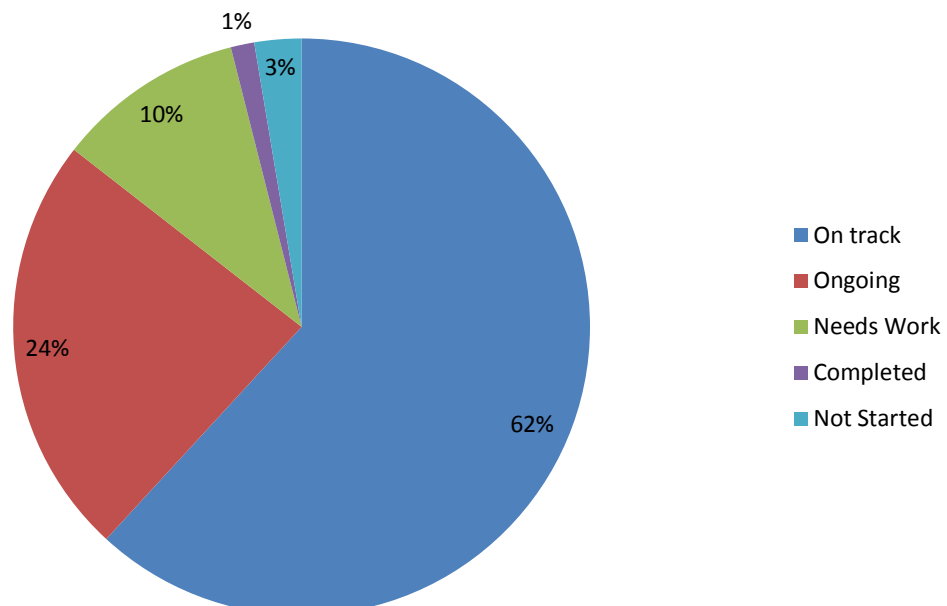
The Quarterly Performance Report provides council and the community with information on the progress of Council Plan actions, Planning and Building activities, Capital Works and Major Projects and the status of Council's finances.

The following icons are used to quickly identify the **status** of an Action which relates to the current financial year.

 ON TRACK	Work has commenced and on track
	Action has been completed
 MONITOR	Action is Ongoing, will be monitored for the duration of the Council Plan
 NEEDS WORK	Project has commenced, action is on hold
 No TARGET	Work has not commenced

The following pie chart shows 62% of actions are on track as of the first quarter of 2019/20. There are 18 actions (24%) that are ongoing for the four years of the Council Plan 2017-2021. Of the 76 Council Plan actions, 10% are currently off track with details provided in the commentary.

Progress Status








The following pages provide information about the status of each Council Plan Action, % **Complete** is the progress made against the action for the current financial year, whilst comments have been included against each action to provide greater clarity.








Chief Executive Office

Chief Executive Governance & Communications

Action	% Complete	Status
4.5.1.1 Review the Community Engagement Policy to guide council decision making		 No TARGET
Officers have been awaiting changes to the Local Government Act before reviewing the Community Engagement Policy. As the new Act has not been forthcoming and the likelihood of a new Act before the end of 2019 diminishes weekly, the review will commence in the near future, looking to anticipated legislative changes as per the exhibited Local Government Bill 2018.		
Action	% Complete	Status
4.4.1.1 Implement a program of ongoing service reviews to ensure our services are efficient and effective and are valued by the community	25.00	 ON TRACK
Council has adopted a program of detailed service reviews for the next three years. The program will be reviewed on an annual basis and will be implemented subject to budget being available.		
Action	% Complete	Status
2.1.1.2 Conduct an ongoing program of service reviews to guide planning for infrastructure	25.00	 ON TRACK
Council has adopted a program of detailed service reviews for the next three years. The program will be reviewed on an annual basis and will be implemented subject to budget being available. A full review of Infrastructure and Leisure Services has been substantially completed and will be reported to Council. Council is also undertaking detailed planning in relation to asset management and is expected that asset management plans and a long term financial plan will be adopted in 2020.		
Action	% Complete	Status
1.4.1.1 Advocate for the establishment of a Great Ocean Road Authority	100.00	
The establishment of a Victorian Great Ocean Road Authority has been adopted as policy by Victorian State Government. Council has begun advocating that the Authority be located in Apollo Bay as it is centrally located to the area of the proposed Authority.		
Action	% Complete	Status
2.1.1.3 Council to work with key stakeholders such as the Otway Coast Committee, the Apollo Bay Chamber of Commerce and Council with the aim of aligning strategic planning and advocacy efforts for Apollo Bay	Ongoing	 MONITOR
Council will continue to work with key stakeholders for the duration of the Council Plan. The Mayor and Chief Executive meet monthly with the Chamber of Commerce and Otway Coast Committee (OCC) to ensure open dialogue. Key collaborations in 2019/20 include support for Apollo Bay Boat Harbour renewal and development, response to coastal erosion and preparation for development of Community Infrastructure Plans.		




Chief Executive Office

Action	% Complete	Status
4.1.1.1 Identify new income opportunities	Ongoing	 MONITOR
<p>Council will continue to identify new income opportunities for the duration of the Council Plan. Council has been successful in receiving substantial grant funds towards improvements at Memorial Square, Central Reserve and the Western Reserve in Colac. Council has also been successful for funding of \$19 million to undertake the City Deal Program, fund Harbour improvements at Apollo Bay, a walking/cycling trail between Wild Dog Creek and Skenes Creek, and toilet and parking improvements at Kennett River.</p>		
Action	% Complete	Status
2.1.1.1 Develop and maintain constructive partnerships to access appropriate levels of funding, coordination, infrastructure and services.	Ongoing	 MONITOR
<p>Council will continue to maintain constructive relationships for the duration of the Council Plan. Strong relationships established with G21, Regional Development Victoria, VicRoads, Barwon Water, Southern Rural Water, Great Ocean Road Regional Tourism (GORRT), Great Ocean Road Taskforce, Parks Victoria, State and Federal Government Members of Parliament.</p>		
Action	% Complete	Status
1.1.1.1 Strengthen partnerships with employers in the Shire.	Ongoing	 MONITOR
<p>CE has continued to meet with significant businesses in the Shire. The Mayor and CE have held a series of meetings with real estate agents and others to discuss planning and building issues in 2019. Council meets monthly with action for Apollo Bay which comprises representatives of the Apollo Bay Chamber of Commerce the Skenes Creek community and the Otway Coast Committee.</p>		
Action	% Complete	Status
1.3.1.1 Develop and maintain regional partnerships and joint advocacy.	75.00	 ON TRACK
<p>Council will continue to maintain strong partnerships with key stakeholders for the duration of the Council Plan.</p> <p>Council is represented on the following organisations:</p> <ul style="list-style-type: none"> • G21 • Great Ocean Road Taskforce • Great Ocean Road Regional Tourism • Barwon Regional Partnership 		
Action	% Complete	Status
4.2.1.1 Ensure where ever possible decision are debated and made in open Council meetings.	Ongoing	 MONITOR
<p>During the monthly review by the Executive Management Team of upcoming council meeting reports, consideration is always given as to whether or not an item can be considered in open council.</p>		



Chief Executive Office

Action	% Complete	Status
4.2.1.1 Develop and implement a program of regular reporting on key activities to ensure they are focused on implementing priorities.	25.00	
<p>Review of reporting documents has continued to occur with the addition of a Monthly Key Indicators Report presented to the Executive Management Team to ensure any risks or trends are identified promptly and acted on appropriately.</p> <p>It was identified that the Quarterly Performance Report would be more accurate with less corrections required if reporting to Council was delayed by a further three weeks following the end of quarter. This allows Departments relying on external stakeholders for information the appropriate time to receive results, and sufficient time to reconcile the end of quarter financials.</p>		



Corporate Services


General Manager Corporate Services


People & Culture


Contracts & Procurement


Financial Services


Information Services


Action	% Complete	Status
4.3.1.2 Manage our risk exposure, including providing a safe working environment where "Work Health and Safety is everyone's business"	25.00	 ON TRACK
Priority one actions from the 2019 OHS Strategic Work Plan are on schedule. Second round of the OHS Internal Audits to begin following commencement of the new OHS and Risk Officer.		

Action	% Complete	Status
4.3.1.1 Support organisational development to ensure key organisational capability areas support the organisation to deliver on Council priorities.	25.00	 ON TRACK
The People and Culture Strategic Plan 2019-2021 year one actions are being implemented on a timely basis and progress of the strategic plan actions are being regularly reported to the Executive Management Team and staff.		

Action	% Complete	Status
1.3.1.1 Seek regional funds from State and Federal Governments.	Ongoing	 MONITOR
This is an ongoing task with every opportunity being assessed.		


Action	% Complete	Status
4.2.1.1 Maintain the 10 year long term financial plan (LTFP).	60.00	 ON TRACK
The LTFP project is well underway with a considerable amount of work being done on the service planning. A first draft LTFP is expected before the end of 2019.		


Action	% Complete	Status
4.4.1.1 Develop partnerships to procure services and materials on a regional basis.	40.00	 ON TRACK
A trades breakfast was undertaken in conjunction with the release of tenders that was attended by over fifty contractors. Two Occupational Health and Safety (OHS) sessions were conducted following the breakfast to assist contractors in responding to the OHS component of tenders. Another contractor breakfast is being scheduled for February 2020.		


Action	% Complete	Status
4.4.1.2 Enhance opportunities for increased local spending of Council expenditure.	10.00	 NEEDS WORK
A measure is under development that will help identify percentage of local spend by Council. Once this has been developed, procurement categories where there is a low level spend can be identified. This will help us identify areas where more local spending can be encouraged.		



Corporate Services

Action	% Complete	Status
4.4.1.1 Maintain low risk audit rating for financial sustainability.	Ongoing	
<p>The following five financial sustainability indicators will be rated low risk for the 2018/19 financial year. Net Result, Liquidity, Indebtness, Capital Replacement, Renewal Gap.</p> <p>The following two financial sustainability indicators will be rated moderate risk for the 2018/19 financial year. Adjusted Underlying Result and Internal Financing.</p> <p>The current Strategic Resource Plan indicates that Council's financial sustainability will be in decline over the four year period, with a continual reduction in cash reserves.</p>		

Action	% Complete	Status
4.1.1.1 Manage the short and long-term financial sustainability of the shire through prudent financial management.	Ongoing	
<p>Implementing 2019/20 adopted budget</p> <p>Developed Finance Business Partnering to support managers in delivering the adopted budget</p> <p>Developing a Budget Preparation and Management Policy to guide Council in meeting their sound financial management principles.</p> <p>Drafting a Statutory and Discretionary Reserves Policy for Council's consideration. This will assist in managing any future obligations and cash flow challenges.</p> <p>Work in continuing on the Long Term Financial Plan. It is hoped a draft will be presented to Council in the coming months.</p>		

Action	% Complete	Status
4.1.2.1 Organisational development and legislative compliance	25.00	
<p>WAN – review of options in progress Have prioritised competing projects. 50% complete</p> <p>SOE: Currently in end user acceptance phase (UAT). 90% complete. Aiming to roll out over coming 3 months.</p> <p>Authority Major upgrade complete. 100%</p> <p>Remote access software implementation complete. 100%</p> <p>Doc Assembler solution has successfully replaced Info Council. Users are very happy with its functionality. 100%</p> <p>Asset Management Software review has been transferred to the Infrastructure department for project management. – no longer in my scope of work.</p> <p>The new Intranet has been launched. It provides global access, and integration with our corporate document repository. 100% Complete</p> <p>The digital mail house solution has been launched with training provided. 100% complete</p> <p>The transfer of our archive records offsite has been postponed pending resourcing. Aiming for Jan 2020 project start. 15% complete</p>		



Development & Community Services


General Manager Development & Community Services


Planning, Building & Health Protection


Environment & Community Safety


Economic Development & Tourism


Community Services

Action	% Complete	Status
2.4.1.5 Implement emission reduction programs for Council operations.	25.00	
Work continues toward achieving the Carbon Neutral Target in 2020. Current emission reduction projects include upgrades of heating and cooling systems at Bluewater and COPACC and the installation of solar panels on the Colac Community Library and Learning Centre. Work is also underway to upgrade more of Council's street lights.		

Action	% Complete	Status
2.4.1.7 Implement Council's Climate Adaption Strategy.	25.00	
Council continues to undertake actions in accordance with Council's Climate Adaptation Plan. A recent achievement is the securing of funds from Department of Environment Water Land and Planning (DEWLP) to develop landslide risk mitigation plans for Grey River, Kennett River and Skenes Creek.		


Action	% Complete	Status
2.4.1.6 Enhance and protect biodiversity through weed control and revegetation.	25.00	
The 2019/20 Weed Control Program has been developed and quotes are currently being sought for contractors to do the work. In addition, expressions of interest have been sought for pest plant and animal control grants on private land. This is a new initiative that is enabled through a Federal Government Grant.		


Action	% Complete	Status
2.4.1.1 Ensure best practice guides planning and management of the natural environment and associated assets, and Council's response to climate change.	29.00	
Environmental advice continues to be provided on planning applications, strategic planning matters and on Council's Major projects to ensure best practice standards are being met.		


Action	% Complete	Status
2.3.1.1 Work with our community to protect amenity values in our places through strategic compliance action and animal management that is focused on ensuring education, safety and livability.	25.00	
The Domestic Animal Management Plan has been implemented effectively. All animals collected have been treated humanely and a high proportion have either been rehoused or returned to their owner. Compliance actions have been taken where necessary, but every effort has been made to educate members of the community before using compliance measures.		





Development & Community Services


Action	% Complete	Status
2.2.1.1 Ensure best practice guides planning and management of the natural environment and associated assets.	29.00	 ON TRACK
Environmental advice continues to be provided on planning applications, strategic planning matters and on Council's Major projects to ensure best practice standards are being met.		

Action	% Complete	Status
2.4.1.2 Advocate and drive discussion to minimise coastal erosion in partnership with other stakeholders, implement measures to assist climate adaptation and protection of the Great Ocean Road.	26.00	 ON TRACK
Council Officers continue to seek funding for the second stage of the Local Coastal Hazard Assessments, but at this stage funding has not been secured. However, Council Officers from across the organisation continue to work with DEWLP on sand re-nourishment in the Apollo Bay and Marengo region in an attempt to reduce the threat posed to the harbor and other Council infrastructure.		

Action	% Complete	Status
2.4.1.3 Improve the health and sustainability of the natural environment through structured planning with our partners.	30.00	 ON TRACK
Council Officers continue to work with various other government agencies and community groups to improve the environment. Recent examples include support of the Southern Otway Sustainability Group, working with DEWLP, Regional Roads Victoria and Landcare Groups on integrated weed control and the raising of community awareness in Wye River and Separation Creek.		


Action	% Complete	Status
2.4.1.4 Deliver localised planning to communities to reduce fire risk.	20.00	 NEEDS WORK
A range of community events are being planned in the lead up to the fire season in Apollo Bay, Wye River, Forrest, Beech Forest, Barwon Downs and Gellibrand.		


Action	% Complete	Status
2.6.1.1 Community based planning to build local understanding and preparedness for emergency events.	25.00	 ON TRACK
A range of community based planning events are being planned in the lead up to the fire season in Apollo Bay, Wye River, Forrest, Beech Forest, Barwon Downs and Gellibrand.		


Action	% Complete	Status
2.6.1.2 Education, joint planning and preparations undertaken to prepare for climate related threats and emergencies.	27.00	 ON TRACK
Various training has been undertaken for Council staff in relation to managing Emergency Relief Centres and providing leadership during emergency events. A large Emergency Relief Centre Exercise has also been organized with Corangamite and Surf Coast Shires to help staff put their training into practice.		





Development & Community Services


Action	% Complete	Status
3.4.1.1 Participate in the G21 Healthy Eating and Active Living regional priority project.	25.00	 ON TRACK
Continue to plan and implement initiatives. A 2019/20 workplan for Incidental Activity has been developed. The two keys objectives are to 'Build capacity of regional organisations for people over 55 to engage in incidental activity' and 'Increase awareness of the health of incidental activities for people over 55'.		

Action	% Complete	Status
3.2.1.1 Support community clubs, groups and associations to provide welcoming and inclusive environments for all members of our community within council facilities.	Ongoing	 MONITOR
Ongoing meetings with hall committees to discuss their roles and responsibilities for Committees of Management.		

Action	% Complete	Status
3.5.1.1 Increase advocacy in partnership with our community to enhance cultural awareness, inclusiveness, safety and health, community, family and education.	Ongoing	 MONITOR
Funding secured from the State Government to work collaboratively with Aboriginal community, State Government and within Council to increase attendance of Aboriginal families in Maternal and Child Health services.		


Action	% Complete	Status
3.1.1.1 Support community organisations through the community grants program.	25.00	 ON TRACK
Community Grants Program is now online and this year's applications have been assessed and grants approved.		


Action	% Complete	Status
3.2.1.1 Provide grant programs to involve local people in activities that facilitate their health, wellbeing and enjoyment.	25.00	 ON TRACK
Community Grants Program now fully online and this year's applications have been assessed and grants approved. There are many successful projects supporting inclusiveness and increasing health and wellbeing.		


Action	% Complete	Status
1.1.1.1 Implement a Colac Otway Economic Development Strategy.	25.00	 ON TRACK
Implementation is continuing through activities consistent with the Strategy's actions.		





Development & Community Services

Action	% Complete	Status
1.1.1.4 Identify and support employment in tourism.	25.00	 ON TRACK
This action is an ongoing. Currently working on two significant investments in the Shire as well as a number of smaller developments. In addition, work continues on the Tourism Workforce Planning project in partnership with Great Ocean Road Regional Tourism and other key stakeholders.		

Action	% Complete	Status
1.2.1.2 Facilitate the attraction of investment in the development of high standard accommodation in Colac and Apollo Bay, complemented by high yielding nature based experiences.	25.00	 ON TRACK
Council has prepared an Accommodation Demand Study, Accommodation Site Identification and Investment Prospectus for Colac. Continue to work with potential investors for accommodation in both Colac and Apollo Bay.		


Action	% Complete	Status
1.2.1.3 Encourage and support existing owners of accommodation to upgrade, refurbish and develop new infrastructure to meet visitor demand.	10.00	 NEEDS WORK
Ongoing activity across the Shire with accommodation owners.		


Action	% Complete	Status
1.1.1.3 Attract investment to implement key master plans that will drive economic growth such as the Lake Colac Foreshore Master Plan.	25.00	 ON TRACK
Grant funding of \$100,000 (matched by Colac Otway Shire) has been received to undertake detailed design work on the Forrest Mountain Bike Trails. Once the design work is completed Council will be in a position to seek funding for the implementation of the updated and new designs for the trail network. Advocacy for external funding for the implementation has commenced.		


Action	% Complete	Status
1.3.1.1 Seek to influence education providers to match local job opportunities with available skills training.	25.00	 ON TRACK
Ongoing discussions have been held with a number of providers. South West TAFE has recorded significant growth in registered students and training uptake.		





Development & Community Services

Action	% Complete	Status
1.2.1.1 Review the Shire Events Strategy and partner with event organisers to assist them preserve the amenity of residents while running successful events.	Ongoing	 MONITOR
Events Strategy has been reviewed and Council is working closely with event organisers to ensure local events are well organised and has little impact on local amenity.		

Action	% Complete	Status
1.3.1.2 Support programs to reduce youth unemployment and promote employment for disadvantaged groups in partnership with employers, G21 and the GROW initiative.	Ongoing	 MONITOR
Significant work undertaken in conjunction with GROW in the development of a Colac Workforce Development Network. The Network has identified five key actions which will investigate employment opportunities for several cohorts including youth, mothers wishing to return to work, underemployed people, aged and disadvantaged. The Network is established and supported by all the four large employers in Colac. Online Business to Business Platform 'Localised' is also expanding with the addition of a 'Jobs Hub' function which will allow potential employers to log in all of the available jobs they have and what skill sets they are looking for in a candidate.		


Action	% Complete	Status
1.1.1.2 Identify and improve tourism assets across the Shire.	Ongoing	 MONITOR
Ongoing activity across the Shire. Significant funding secured through the City Deal to implement key tourism infrastructure developments along the Great Ocean Road.		


Action	% Complete	Status
1.2.1.4 Review the Great Ocean Road Closure Policy.	25.00	 ON TRACK
This activity is being led by Regional Roads Victoria (RRV) and has been stalled for some time now. It is expected that RRV will commence community consultation on the revised policy in December 2019.		


Action	% Complete	Status
1.2.1.5 Identify and promote Tourism pathways between attractions across the whole shire.		 No TARGET
Not commenced.		



Development & Community Services


Action	% Complete	Status
1.1.1.3 Remove unnecessary planning triggers to streamline planning processes.	25.00	 ON TRACK
<p>Council adopted its four Yearly Planning Scheme Review in March 2018. Consultant Glossop has drafted proposed changes to Council's Planning Scheme which give effect to this Review, and to streamline planning provisions where possible.</p> <p>The process of exhibiting an amendment has been delayed due to State Government reforms implemented in August 2018, which require a translation of the current Municipal Strategic Statement in the Planning Scheme into the new State Planning Policy Framework (PPF) before Council can exhibit changes to its policy framework and change overlay provisions.</p> <p>The translation has taken longer than expected, but is likely to occur early in 2020, followed by exhibition of a Council Amendment mid-year. Officers will continue to refine the proposed local overlay changes whilst the State Government led translation occurs.</p> <p>Officers have initiated amendments to the Planning Scheme that remove a series of anomalies to controls on specific properties and remove the redundant Environmental Significance Overlay from waterways in urban parts of Colac and the Warrion Groundwater Area – these will be completed early in 2020.</p> <p>Work is occurring within three precincts of the Heritage overlay in Colac to remove unnecessary permit triggers in the Overlay, which will be presented to Council to support a planning scheme amendment.</p> <p>Work has also commenced to review the mapping of the Erosion Management Overlay (landslide risk) to rationalise its coverage, however this has been delayed by a State Government review of the overlay control.</p>		


Action	% Complete	Status
1.2.1.1 Explore options to facilitate new tourism accommodation	10.00	 NEEDS WORK
<p>A future budget allocation is required to engage consultants to investigate appropriate means by which tourism development can be encouraged in appropriate locations in the Shire. Planning and Economic Development officers have worked collaboratively to proactively seek investment in tourist accommodation in Colac.</p>		


Action	% Complete	Status
2.3.1.1 Develop and implement a prioritised program to review and implement master plans, community infrastructure plans and structure plans for small towns across the shire.	25.00	 ON TRACK
<p>A Community Infrastructure Plan is being developed for Apollo Bay, Skenes Creek and Marengo that will identify future social, community and physical infrastructure needs. The Colac 2050 Growth Plan is complete, and Development Plans are being facilitated for residential growth areas in Colac West and Elliminyt (including the development of shared infrastructure plans), and industrial land at Forest Street, Colac. Future budget allocations will be required to review the structure plans for Birregurra and Forrest.</p>		



Development & Community Services


Action	% Complete	Status
2.2.1.1 Update the Planning Scheme to reflect changing community needs and priorities.	25.00	 ON TRACK
<p>Council adopted its four Yearly Planning Scheme Review in March 2018. Consultant Glossop has drafted proposed changes to Council's Planning Scheme which give effect to this Review. The process of exhibiting an amendment has been delayed due to State Government reforms implemented in August 2018 which will require a translation of the current Municipal Strategic Statement in the Planning Scheme into the new State Planning Policy Framework (PPF) before Council can exhibit changes to its policy framework. The translation is expected to be finalised early in 2020, followed by exhibition of a Council amendment.</p> <p>The Colac 2050 Growth Plan was finalised and implemented via Amendment C97 which was adopted by Council in August 2019, and is with the Minister for approval. When approved, this amendment will facilitate planning for expansion of residential zoned land to accommodate growth of Colac.</p>		


Action	% Complete	Status
1.1.1.1 Provide direction on how growth across the shire should proceed and ensure adequate land is provided for industrial and residential use.	25.00	 ON TRACK
<p>The Colac 2050 Growth Plan was completed and adopted by Council in August 2019, along with an amendment to the Planning Scheme (C97) that directs where and how growth across Colac should occur in the future. Officers are currently finalising technical work which will enable the production of a draft Development Plan for the Colac West residential growth area, and are liaising with land owners west of Wyuna Estate at Elliminyt concerning a Development Plan at that location. Officers are also commencing the Development of a Plan to guide industrial development in Forrest Street, Colac utilising a grant from the Victorian Planning Authority (VPA). In addition, a Community Infrastructure Plan is being developed at Apollo Bay to guide the provision of new infrastructure in Apollo Bay, Marengo and Skenes Creek, as well as development at the Apollo Bay Harbour.</p>		

Action	% Complete	Status
1.1.1.2 Conduct a review of the housing stock in Colac and establish a Residential Housing Strategy to ensure current and future stock is suitable to attract new residents.	25.00	 ON TRACK
<p>The adopted Colac 2050 Growth Plan includes a basic analysis of housing needs in Colac. This informed the development of the Plan, however a more comprehensive Housing Needs Assessment is required to be completed that includes consideration of affordable housing needs, an aging population, etc. This project requires dedicated Council funding, and will be considered in the 2020/21 budget process. It is proposed this will occur as part of a wider Settlement Strategy for the Shire that includes Apollo Bay with consideration to an ageing population and providing housing for workers within the seasonal tourism sector.</p>		



Development & Community Services

Action	% Complete	Status
1.1.1.4 Prepare an Infrastructure Master Plan for Apollo Bay and Coastal Townships, covering categories including roads, car parking, bus parking, footpaths and storm water drainage.	25.00	
<p>Consultants were engaged in March 2019 to produce a Community Infrastructure Plan for Apollo Bay, Skenes Creek and Marengo that will include a Foreshore Plan for the Otway Coast Committee and Development Plan for the Apollo Bay Harbour. The consultant has undertaken initial community consultation and produced an Issues and Options Paper for further community engagement in November. A draft report is due by early 2020. This work builds on the Coastal Traffic and Parking Strategy undertaken in 2018/19 which establishes strategies in the coastal townships for management of parking, buses and other infrastructure such as toilets associated with tourism pressures.</p>		


Action	% Complete	Status
1.2.1.2 Review Planning controls for the coastal hinterland and support establishment of tourist accommodation.	25.00	
<p>A future budget allocation is required to review the planning provisions that apply to land along the coast and in the coastal hinterland, with the intention of encouraging tourism in appropriate locations. The State Government is preparing a Strategic Framework Plan for the Great Ocean Road hinterland which will influence this work.</p>		





Infrastructure & Leisure Services


General Manager Infrastructure & Leisure Services Service & Operations Assets & Project Delivery


Arts & Leisure Services


Action	% Complete	Status
2.1.1.1 Develop and implement a Property Strategy.	25.00	 ON TRACK
Revaluating the outcomes for the item based on service reviews and reallocation of responsible service planners.		


Action	% Complete	Status
2.3.1.2 Incorporate treatments into infrastructure standards that enhance community perceptions of safety.	25.00	 ON TRACK
Successful in gaining external funding for street lighting along the newly constructed Queens St shared path.		

Action	% Complete	Status
2.3.1.1 Enhance the attractiveness of towns in the shire for both residents and tourists/visitors.	25.00	 ON TRACK
Continued upgrade to roundabouts through Colac, negotiation for improved plantings to Colac's eastern entrance through the Princes Highway duplication project.		

Action	% Complete	Status
2.5.1.1 Develop a system of capital allocations based on Asset Management Plans.	25.00	 ON TRACK
Develop designs for all 2019/20 renewal projects.		


Action	% Complete	Status
2.5.1.2 Develop a project management framework, covering proposals, planning and delivery.	25.00	 ON TRACK
Successful rollout of CAMMS Project which is being ingrained into the project delivery team. Next steps to train all staff involved in projects across the organisation.		


Action	% Complete	Status
2.5.1.3 Develop a capital works reporting framework.	Ongoing	 MONITOR
Completed. Monthly capital works report is functioning.		


Action	% Complete	Status
2.5.1.4 Deliver the annual capital works program.	65.00	 ON TRACK
As at 30 September 2019 the 2019/20 Capital Works program is 24% complete. This is ahead of the planned YTD forecast.		





Infrastructure & Leisure Services

Action	% Complete	Status
3.4.1.1 Consider health of the community when formulating policy for Council's Property Strategy.	20.00	 NEEDS WORK
Revaluating the outcomes for the item based on service reviews and reallocation of responsible service planners.		

Action	% Complete	Status
3.2.1.1 Supports community activities through information dissemination and planning information.	Ongoing	 MONITOR
Soldier settlement meetings, advice and recommendations to interested community members. Provided links and information regarding grant opportunities to recreation database and other groups such as Colac Makers, Colac Golf Club, Bowling Club and Baseball Club. Responded to community enquiries regarding opportunities for public art installation, walk to school, cultural heritage commemoration, plaques and memorials.		


Action	% Complete	Status
3.6.1.1 Update social infrastructure planning on a continuing basis to guide asset planning.	7.00	 NEEDS WORK
Preliminary scoping of a Public Halls Strategy has commenced.		


Action	% Complete	Status
3.3.1.2 Support for community groups.	Ongoing	 MONITOR
Recreation and Open Space support the Old Beechy Rail Trail Committee (OBRT) meetings monthly as Executive Officer. Worked with consultant to undertake risk assessments of private land along the trail and develop recommendations for insurance cover to be incorporated in License agreements. Letters of support provided to Colac Makers, Colac Cricket Club, Colac Braves Baseball Club and Central Bowling Club. Application submitted for safety improvements along Colac Station section of OBRT. Attendance at Central Reserve Advisory committee meeting. Wrote to the Minister for Sport advocating for the continuation of the Country Football Netball Program and increased funding amount available to complete projects.		


Action	% Complete	Status
3.3.1.1 Provide opportunities for lifelong learning and community connections through library programs.	8.00	 NEEDS WORK
Library Service Review commenced. Draft report and service standards due December. Public consultation in February - March 2020 with final recommendation to Council May 2020. Regular attendance at Corangamite Regional Library Centre Board Meetings and investigation into extended hours at the Apollo Bay Library over Christmas period.		



Infrastructure & Leisure Services

Action	% Complete	Status
3.4.1.1 Deliver programs through the Bluewater Centre that promote physical activity in the shire.	25.00	
<p>Bluewater Leisure Centre promotes physical activity through multiple programs and services that are offered at the centre. Currently the facility is serving 2,483 members, the highest number of members the centre has recorded.</p> <p>The centre delivers regular classes to its members and non-members including:</p> <ul style="list-style-type: none"> - 19 group fitness classes - 12 active aging programs - 19 aquatic group fitness classes - over 40 virtual group fitness classes <p>Bluewater has recorded over 12,000 visitations each month this financial year to these classes, which is a 74% increase from the same period last year.</p> <p>Further to the regular class timetables, this quarter Bluewater trialed a pre & post-natal Pilates program specifically targeting Mother's to be or new Mum's to keep them engaged in exercise and social connection. This 8-week program was run during childcare hours to support new mothers and the Pilates session was fully booked with a waiting list with mother's attending that have never accessed the Bluewater facility before.</p> <p>Bluewater have also recently reintroduced a Boot Camp program to provide participants with a supported and motivating environment to achieve their fitness goals. The upcoming program beginning October 28 will be offering night sessions on top of the traditional morning sessions to provide more opportunities for our community to participate in the program. This change to the program has been made following feedback from participants and patrons that have missed out on Boot Camp as previously only morning sessions were offered.</p> <p>Following a review of the staff structure, Bluewater is in the process of appointing a new Programs Coordinator role at the centre. This role will enable Bluewater to focus on diversifying the programs and events the centre offers in order to attract more people to the centre to promote physical health and social connection.</p>		


Action	% Complete	Status
2.3.1.1 Advocate for improvements to public open space where the State Government is the land owner/manager.	25.00	
<p>A list of priority projects has been prepared identifying reserves and open space infrastructure improvements that Council will advocate for, where State Government is the land owner/ manager.</p>		


Action	% Complete	Status
2.3.1.2 Continue to support the Apollo Bay community's advocacy for the development of a public indoor heated swimming pool in Apollo Bay.	25.00	
<p>Funding Agreement negotiated with the Department of Education and Apollo Bay P-12 School Council.</p> <p>Agreement to be presented to Council in October for endorsement. Pool enclosure estimated to be completed in February 2020.</p>		




Infrastructure & Leisure Services

Action	% Complete	Status
3.4.1.2 Build capacity of local sports groups in promoting healthy eating and physical activity.	Ongoing	 MONITOR
<p>Council endorsement of the G21 and Cricket Victoria Regional Cricket Strategy. Met with FFV (Federation Football Victoria - Soccer) and Colac Otway Rovers to discuss opportunities for increasing participation, resulting in a Term 4 project. G21 AFL Barwon Regional Strategy adopted - implementing actions identified in the strategy. Current projects include: Western Reserve oval redevelopment and lighting upgrade and Central Reserve lighting upgrade and netball court redevelopment. G21 Region Football (Soccer) Strategy adopted. Supporting local club to identify a permanent home in Colac. Advocacy for the Former School Site is ongoing</p>		



Action	% Complete	Status
2.3.1.3 Support enjoyment of outdoor experiences through the provision of a network of quality open spaces, including paths and trails.	25.00	 ON TRACK
<p>Funding has been secured for a range of projects that will be implemented over the next year, including Memorial Square play space, public toilets, velodrome resurfacing at Elliminyt Recreation Reserve, oval and lighting improvements at Western Reserve, Central Reserve Netball Court and lighting upgrade. An application for funding has been submitted, to continue with the implementation of the Memorial Square Masterplan. Advocacy projects have been identified for further implementation of the Lake Colac Foreshore Masterplan. The Cororooke Open Space Masterplan update has been finalised so that advocacy efforts can continue. Forrest Common Masterplan is being finalised for presentation and adoption by Council in December 2019.</p>		

Action	% Complete	Status
3.4.1.3 Encourage more people to participate and be inclusive of others.	Ongoing	 MONITOR
<p>Cinema Lease finalised in August 2019. Worked with the Mens Shed and local businesses to prepare timber Christmas trees to be painted by nine local schools. Worked with Colac Makers to develop artwork for Christmas banners. Colac Imperials Football Netball Club continues to work with Leisure Networks in implementing the "Change Our Game" gender equity program. Letter of support provided to Leisure Networks to continue this program.</p>		

Action	% Complete	Status
2.1.1.1 Evaluate the feasibility of a regional wet waste facility to manage waste from road and drainage maintenance.		 NEEDS WORK
Further investigations are required		



Infrastructure & Leisure Services

Action	% Complete	Status
2.4.1.1 Enhance the level of resource recycling and reuse across the shire.	25.00	
A detailed schedule is in place for all townships, botanical gardens, open spaces and sports reserves.		
Action	% Complete	Status
2.3.1.1 Maintain parks and gardens, sports reserves and streetscapes.	25.00	
All reusable materials are recovered and used appropriately across the shire. This includes road side material, piping, signage, concrete and recovered asphalt.		



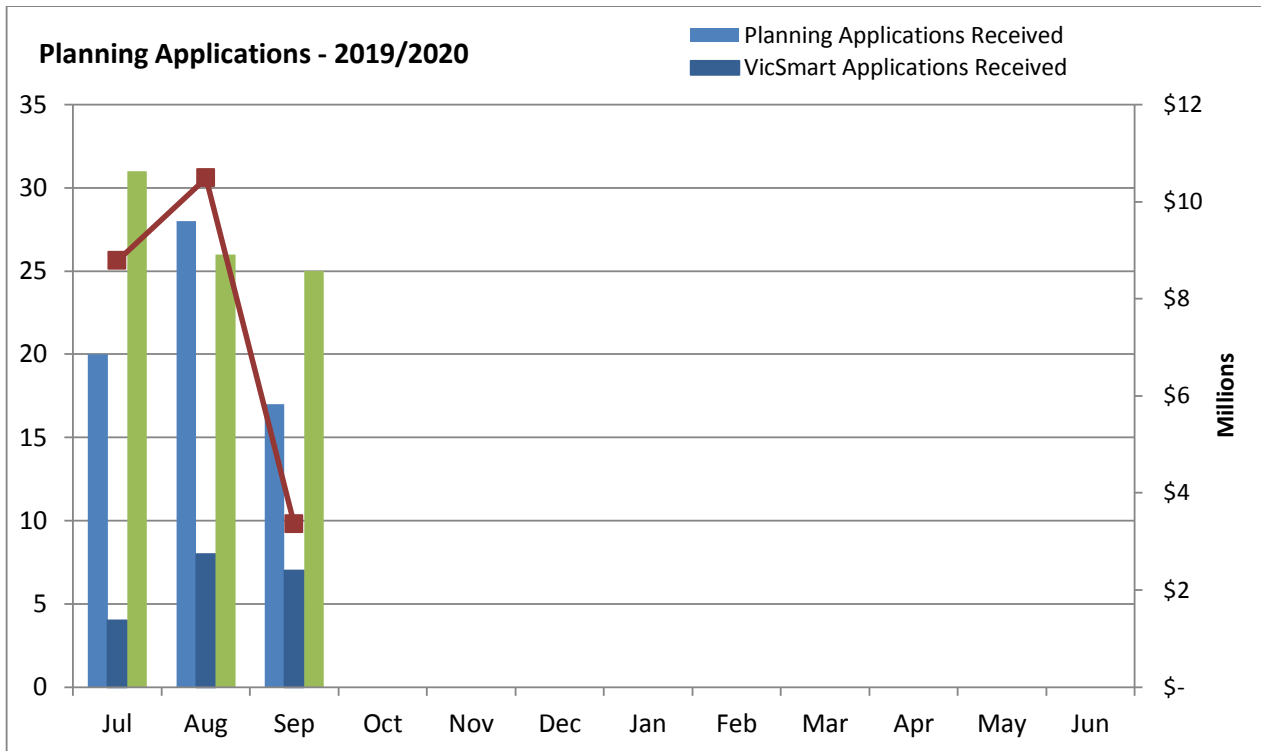


PLANNING & BUILDING REPORT

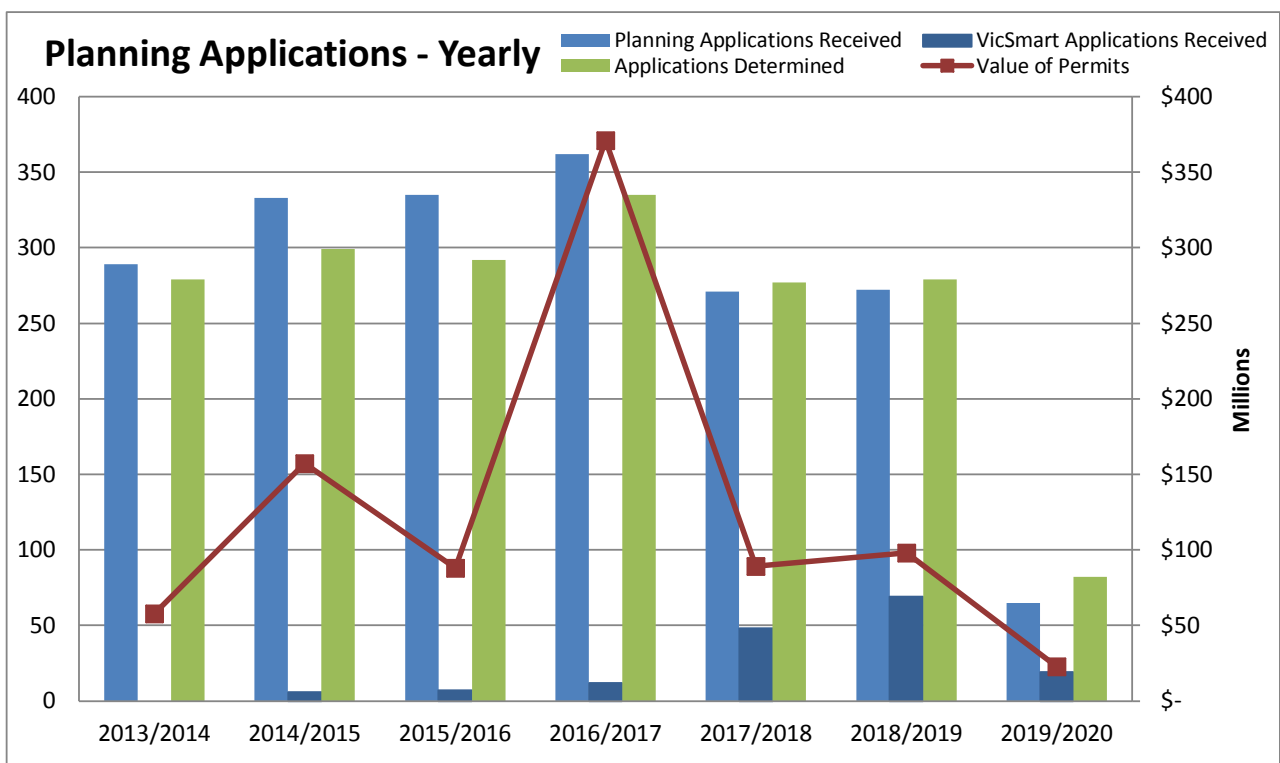


Planning & Building Performance Report

The bar graph below represents the numbers of planning permit applications lodged with Council (all applications –blue; VicSmart applications – dark blue), and the number of decisions issued (green) by month. The economic value of lodged planning permit applications is shown in red.

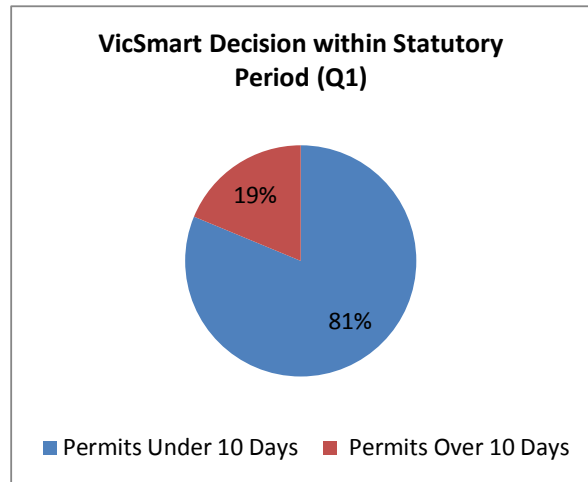
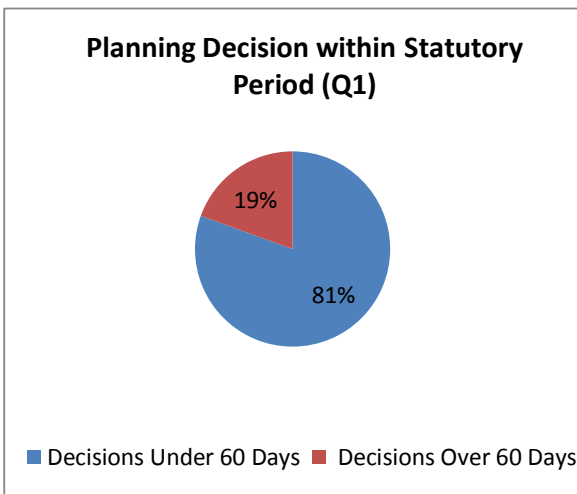


The graph below shows the same information, comparing the number of received planning permit applications and planning decisions issued across different financial years, as well as value of permits. This indicates a reasonably consistent upward trend in building activity year on year.

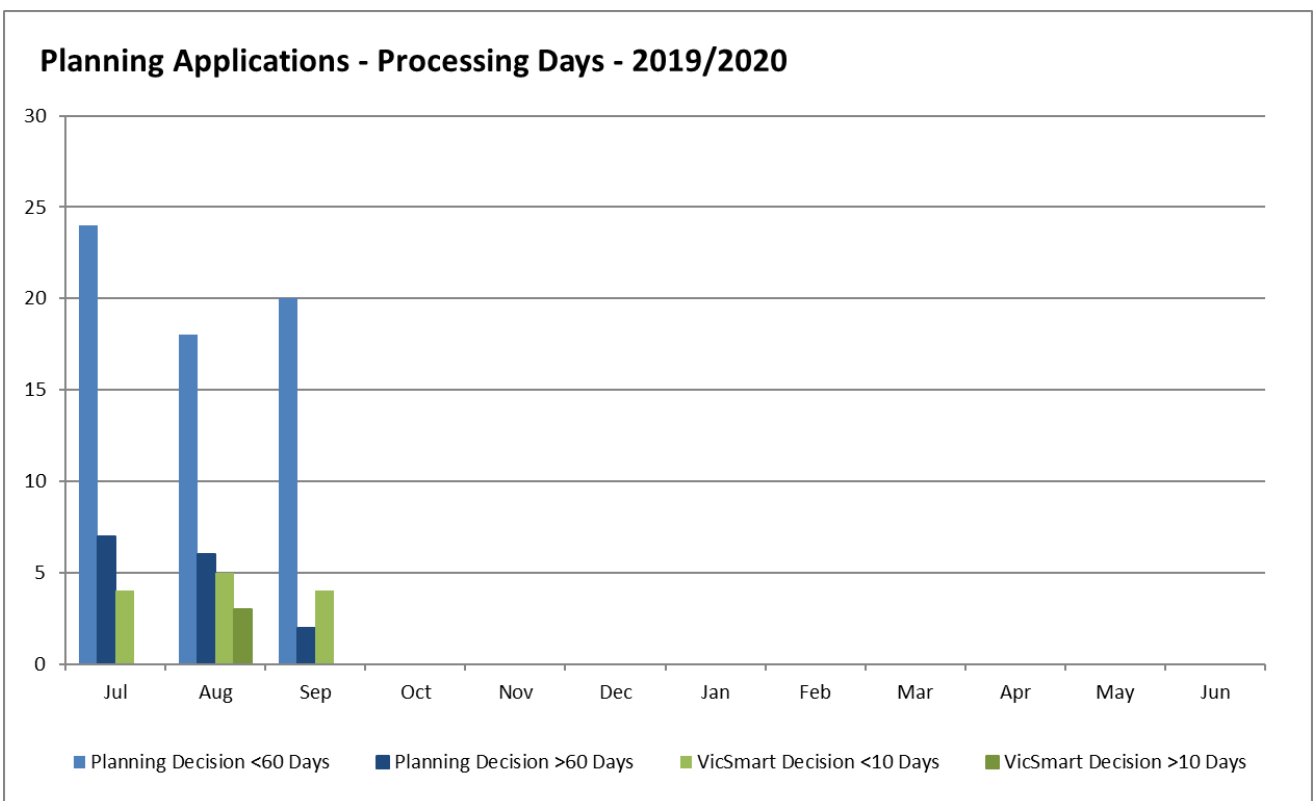


Planning & Building Performance Report

The following graphs show the average days taken to determine planning permit applications in the reported quarter, with decisions issued in the statutory timeframe in blue and decisions issued outside the statutory timeframe in red.

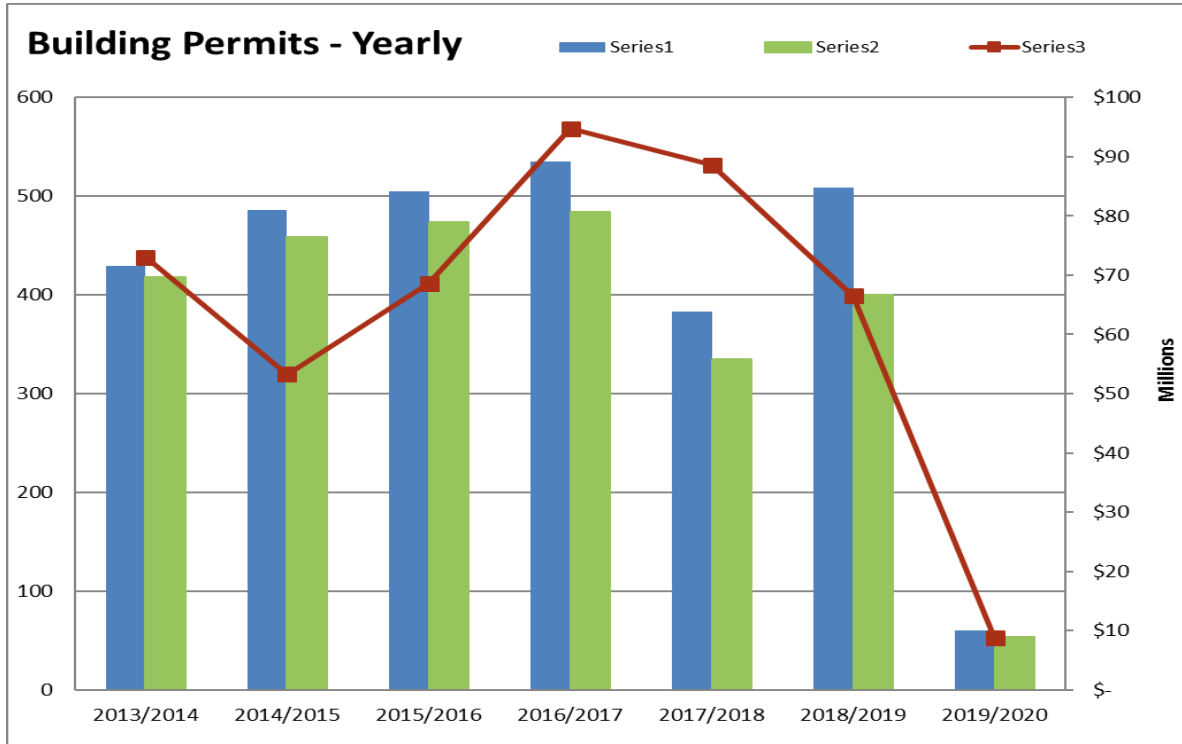


The following graph indicates the average days taken to determine planning permit applications in 2019/20, by month:

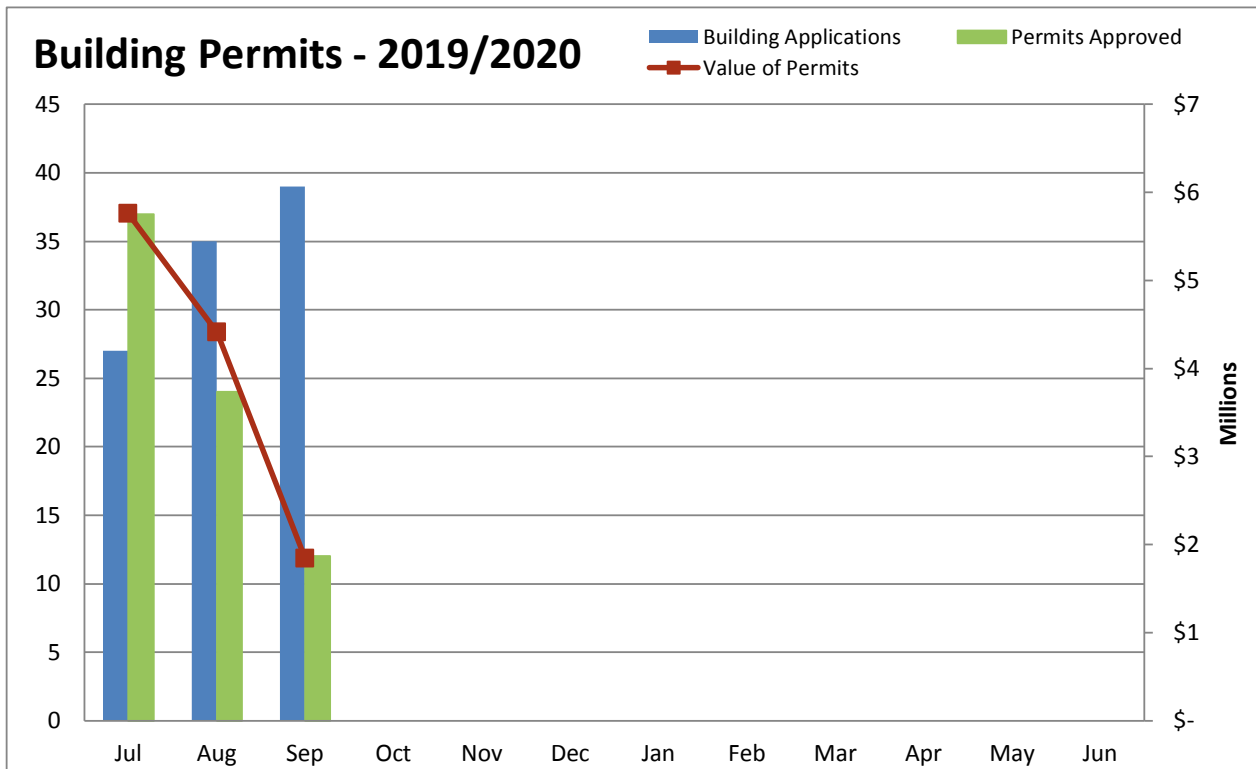


Planning & Building Performance Report

The following graph shows the number of building permit applications (blue) and permits issued (green) by year, as well as the economic value of applications received (red line). Note this includes all permits issued by private building surveyors as well as Council.



The following graph shows the number of building permit applications received (blue) and permits issued (green) by month, as well as the economic value of applications received (red line).



Planning & Building Performance Report

PLANNING PERMITS OF INTEREST

In terms of commercial developments, a planning permit was issued for the use and development of the land at 365 Princes Highway, Colac West for motorbike sales and servicing. The proposal includes the construction of a 453.6m² shed and car parking area. A carpet retail business previously operated from the site; the applicant has advised that the building in which the carpet business was located is to be used in connection with the dwelling on the land.

Four permits were issued during this time period for warehouses and industrial buildings in Hugh Murray Drive, Colac.

The use of a former dwelling at 10 Miller Street, Colac as a medical centre was allowed during this quarter, with a reduction in parking of 2 spaces also permitted. This site is adjacent to the Corangamite Clinic, with other medical centres and a dental clinic also in the vicinity. The building will be used as a pathology collection service in association with Corangamite Clinic.

In coastal areas, a replacement bridge was permitted on the Great Ocean Road at Wye River. Temporary architecturally designed bench seats associated with the Great Ocean Road centenary celebrations were allowed in Kennett River, Apollo Bay and Wye River. Five group accommodation units were allowed at 86 Manna Gum Drive.

Events on private land were allowed in Beech Forest (part of the Winter Wild festival) and Cressy (the airfield centenary celebration). Whilst the application at Cressy was only received around 4 weeks before the event was scheduled to take place, officers managed to expedite the application and issue a decision in time for the event.

Five permits were issued for dwellings in the bushfire affected areas of Wye River and Separation Creek during the last quarter. Outside the bushfire area, a further 20 permits were issued for dwellings.

Most other applications during this period were for the subdivision of land (mainly two lot subdivisions), buildings and works associated with existing dwellings, vegetation removal, agricultural buildings and signage. Of note is a permit issued for the installation of a marble panel commemorating 80 soldiers and nurses, who enlisted in World War 1 and had a connection to Colac, whose names were missing from the memorial in Memorial Square.

Work also continued during this period on the revised Development Plan for 6230 and 6280 Great Ocean Road, Apollo Bay (DPO5), which should be formally submitted shortly. When received, the Development Plan will be put on informal public exhibition. The Statutory Planning Unit has also been liaising with the proponents for Wildlife Wonders over the past few months, with a secondary consent application about to be submitted for a smaller interim visitor building on the land. In addition, the Statutory Planning Unit has been liaising with the landowner of the proposed quarry at 320 Mooleric Road, Ombersley, who has taken over the planning permit after MCG Group went into liquidation. The landowner is keen to implement the permit.

The appeal lodged with VCAT against Council's failure to make a decision on a proposed 8 lot subdivision at 3036 Colac Forrest Road, Forrest was withdrawn during the last quarter. Another appeal against Council's failure to make a decision on two dwellings at 21 Riverside Drive, Wye River was also withdrawn at the beginning of October, with the applicant advising of the intention to reduce the proposal to one dwelling, as recommended throughout by Council officers.

An appeal was lodged against Council's failure to issue a decision on an application for a major promotion sign at 19 Gallop Street in Colac. Reasons the application would have been refused had the appeal not been lodged were subsequently provided to VCAT and the applicant. This appeal will be heard in January 2020.





CAPITAL WORKS & MAJOR PROJECTS PERFORMANCE REPORT



**COLAC OTWAY SHIRE COUNCIL
CAPITAL WORKS PERFORMANCE REPORT
For 3 Months Ending 30 September 2019**

1. Summary

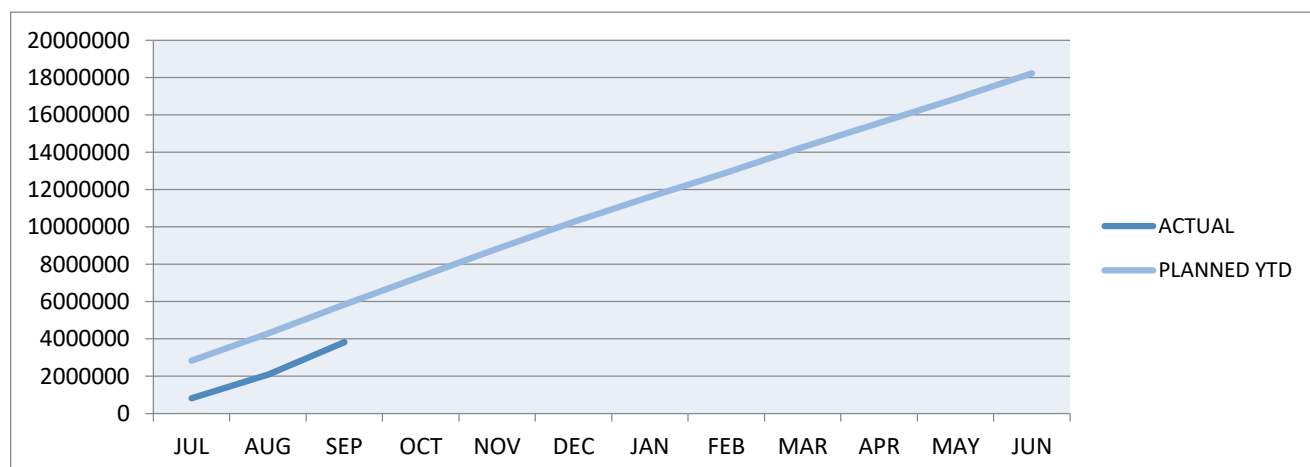
The Capital Projects Year-to-date (YTD) expenditure to 30 September 2019 of \$3.82m is 65% of the \$5.8m forecasted YTD spend, and 21% of the annual forecasted spend.

2. Planned Expenditure Forecast

Current Major Projects Program Percentage Summary as at 30 September 2019

	Year to Date		Annual
	Actual	Forecast	Forecast
	\$	\$	\$
Capital Project Expenditure - YTD	3,823,322	5,848,446	18,230,946
Planned vs Actual		65%	21%

Expenditure - Forecast vs Actual



COLAC OTWAY SHIRE COUNCIL
CAPITAL WORKS PERFORMANCE REPORT
For 3 Months Ending 30 September 2019

3. Programme Summary

	YTD Actual	Annual Budget	Annual Forecast	YTD/ Forecast	Commentary
	\$	\$	\$	%	
Active Reserves Programme	39,379	795,250	811,432	5%	A large portion of this relates to the western reserve oval reconstruction. Works have commenced, late March is the anticipated completion date.
Bridges Programme	415,316	715,000	965,000	43%	The remainder of the unspent budget will go towards 3 bridge replacements this year - Forest St, Upper Gellibrand and Jacksons Track.
Building Programme	147,593	876,000	1,248,471	12%	The building programme has been established, works are ongoing and on track.
Footpath Programme	44,112	383,280	383,280	12%	The footpath replacement programme is in the 2nd of a 3-year contract. Works have been gradual since July 1.
Furniture Programme	56,301	0	70,242	80%	This relates to the 2 way radio system that service and operations are in control of.
ICT Hardware Programme	6,759	140,000	313,389	2%	
ICT Software Programme	57,303	0	188,280	30%	
Kerb and Channel Programme	0	75,000	75,000	0%	The kerb and channel replacement programme is in the 2nd of a 3-year contract. Works have been gradual since July 1.
Land	807	0	0	100%	
Light Fleet Programme	78,959	630,000	703,653	11%	
Major Plant Programme	921,783	1,540,000	2,830,712	33%	
Open Space Assets	0	50,000	50,000	0%	Works have been undertaken on the Cressy Playground, the rest of the programme still to be decided.
Open Space Furniture Programme	1,052	0	0	100%	
Open Space Programme	56,455	850,000	850,000	7%	This relates to the Central Reserve Lighting and Netball Court resurfacing. Tenders to be evaluated in October and will be presented at the November Council meeting.
Playground Programme	88,010	600,000	720,245	12%	This expenditure relates to the Memorial Square Playground. Currently undertaking work relating to the detailed design of the playspace.
Reseal Programme	1,084	1,212,298	1,212,298	0%	3-year contract awarded ay September Ordinary Council Meeting. Works will commence in early December.
Resheet Programme	685,205	1,400,000	1,400,000	49%	Controlled by service and operations - tracking well.
Road and Street Furniture Programme	130,644	490,000	494,000	26%	Several projects completed and more underway - bollarding, street signs, line marking, tactiles. This also includes the Apollo Bay and Kennett River toilet blocks, which will potentially be installed by Christmas.
Road Improvement Programme	19,760	100,000	100,000	20%	This relates to design work for future projects. Projects have been identified for design and are currently underway.
Road Reconstruction Programme	71,131	2,542,298	2,998,115	2%	Service and operations have commenced their portion of works, with Binns Road out to tender for contractors to complete. Cracksealing programme is in progress and stabilisation will commence in November.
Road Side Drainage Programme	46,601	0	0	100%	This is utilising budget from the Stormwater programme.
Road Slip Programme	90,146	361,800	361,800	25%	Works well underway on this programme.
Road Stabilisation Programme	5,563	0	0	100%	This is utilising budget from the road reconstruction programme.
Stormwater Programme	859,360	300,000	2,455,029	35%	This includes work for bushfire recovery and capital works combined. The capital works programme (\$300k) is nearing completion (\$214k spent).
Total	3,823,322	13,060,926	18,230,946	21%	

**COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS PERFORMANCE REPORT
For 3 Months Ending 30 September 2019**

1. Summary

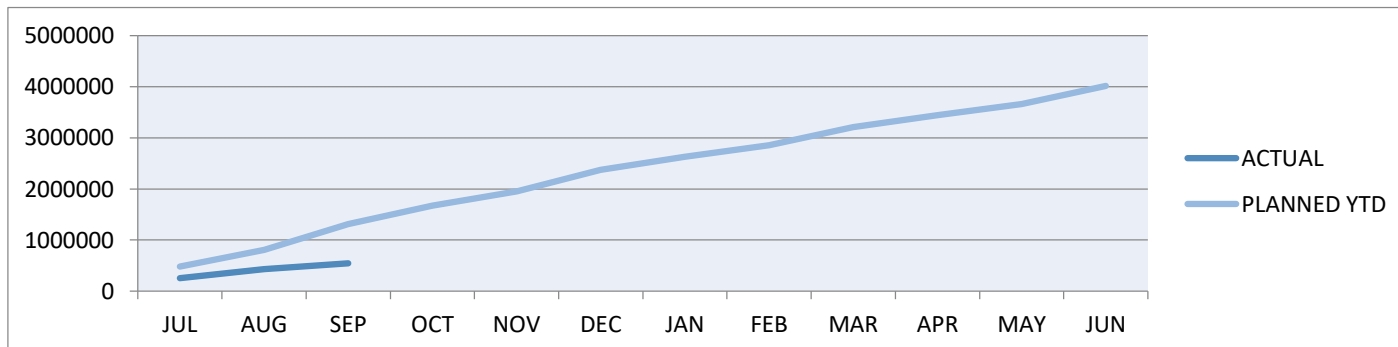
The Major Projects Year-to-date (YTD) expenditure to 30 September 2019 of \$545k is 42% of the \$1.3m forecasted YTD spend, and 14% of the annual forecasted spend.

2. Planned Expenditure Forecast

Current Major Projects Program Percentage Summary as at 30 September 2019

	Year to Date		Annual
	Actual	Forecast	Forecast
	\$	\$	\$
Major Project Expenditure - YTD	544,808	1,296,485	4,015,534
Planned vs Actual		42%	14%

Expenditure - Forecast vs Actual



COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS PERFORMANCE REPORT
For 3 Months Ending 30 September 2019

3. Major Projects of interest

Major Project	YTD Actuals	Annual Forecast	Commentary
	\$	\$	
Apollo Bay Harbour Precinct Development Plan Total	37,118	402,508	The Business Case is currently being completed and the investment logic mapping exercise is to be completed in October. Technical assessments for the harbour, and further required assessments, are currently being completed. This project is likely to be 80% spent by 30 June 2020.
Communities Combating Pests & Weeds Impacts During Drought 2019-2020	0	200,000	This project is on track. An Expression Of Interest process is complete, with grants now being processed. All funds are expected to be expended in this financial year.
Colac Civic Precinct Plan	4,240	197,010	Working with other agencies, including Victrack, Colac Area Health, Dept of Transport and DELWP, to develop a scope for the Civic Precinct health and railway area of Colac. In the December quarter quotes will be sought from suitable consultants for a needs assessment on future precinct infrastructure needs. The work will be completed in April, and the development of the master plan will begin prior to 30 June. It is expected that approximately 50% of the forecast will be spent by 30 June 2020.
Apollo Bay Community Infrastructure Plan	10,720	183,538	This project will be fully spent. Issues and opportunities consultation is being completed in November. The draft plan is expected by January.
Community Grants Programme Category 1	123,748	172,876	Majority of the grant funding has already been provided. This will be expended by the end of the year.
SV LGES Program – Energy Audits Implementation	0	160,663	This project is on track. Works have commenced on upgrading HVAC, with all funds to be spent in this financial year.
Community Events & Support Programme Category 2	42,757	101,500	This will be expended by the end of the year. The expenditure is incurred inconsistently across the entire year.
Small Town Priorities	0	100,000	Work towards this has already been completed. Potential projects have been identified and are currently being reviewed. Likely to be fully expended by 30 June 2020.
Lighting Project	0	100,000	This project is on track. Arrangements are currently being finalised to get all the lights upgraded within the next 3 months.
Economic Development - Forrest Mountain Bike Trail Implementation	23,000	99,696	The first section of the bike trail has almost been completed. This should be expended by the end of the year.
GIS software restructure	0	75,000	This project is unlikely to be required due to a Brimbank GIS collaborative MoU. This will be confirmed in the December 2019 quarter.
Revised Erosion Management Overlay Mapping	0	77,580	The tender process has been on hold due to a State government overlay review. The tender process will begin shortly, with 50% of the project expected to be completed by 30 June 2020.
COPACC Full House Audience Development Project	1,633	40,000	To be fully spent by the end of December 2019.



FINANCIAL PERFORMANCE REPORT



Quarterly Budget Report for 3 Months Ending 30 September 2019

Executive Summary

After completing the first quarter of the 2019/20 financial year the financial performance of Council remains consistent with the adopted budget. As discussed below there are some variances to budget expected, but overall these will not materially alter Council's overall financial position.

The Executive Team have reviewed the results to 30 September and after taking the 2018/19 actual results into consideration (including carry forwards), provide the following summary in relation to the 2019/20 forecast results.

Compared to the adopted budget:

- Operating surplus is forecast to decrease by \$1,049k to \$305k.
- Capital works program is forecast to increase by \$5.2m to \$18.2m.
- Closing cash balance is forecast to increase by \$4m to \$13.4m.
- Reserve balance is forecast to decrease by \$640k to \$12.1m.

Further detail of these results are contained within the body of this report. The current forecast assumes that all major projects and capital works are completed on 30 June 2020 and that 50% of the 2020/21 Federal Assistance Grants are received in advance again.

OPERATING RESULT

The operating result to 30 September 2019 is a surplus of \$23m, compared to a year to date budgeted surplus of \$22.8m. The large result at this time of year is primarily due to the recognition of revenue relating to general rates, municipal charge and waste management charges in August.

The forecast result for the 2019/20 year has decreased by \$1,049k to \$305k. The following table provides a summary of the annual forecast.

	\$'000
2019/20 Adopted Budget Surplus/(Deficit)	1,354
Operating Carry Overs from 2018/19	(254)
Port of Apollo Bay Carry Overs from 2018/19	(2,104)
Major Projects Carry Overs from 2018/19	(1,954)
Outstanding Grants relating to above 2018/19 projects	868
Colac CBD project funding – Grant not claimed in 18/19	975
Supplementary Rates revenue – this includes new holiday rentals	120
Materials and Services – Issue identified late in the 19/20 budget process	411
Legal Costs – Expenditure relating to WorkSafe and BWFC cases less than budget	77
Internal Audit and Independent Audit Committee Members – Missed in budget	(75)
Roads to Recovery funding – Increased funding	210

Emergency Management grant funds – Grants for Apr-June 2019 Exp	553
BWFC restructure - redundancies	(64)
Building Fees – Includes Administrative Fee currently set to zero	(23)
Staff satisfaction survey – Not budgeted for	(11)
Public Health - Site inspections contractor due to injured staff member	(20)
Long Term Work Place injuries – Net deficit between salaries and reimbursement	(79)
Additional Resources to improve Statutory Planning service	(57)
Correction to final statements*	391
Other (<\$10k)	(14)
2019/20 Annual Forecast Surplus/(Deficit)	305

*The adopted budget was established assuming this income was included. A system issue resulted in a number of items totalling \$391k being excluded from the final published documents.

There still remains a number of uncertainties surrounding Council expenditure in 2019/20 so it is recommended that identified favourable variances are not allocated to additional projects until a greater level of certainty has been established. Some of these uncertainties include:

- The proposed 2020 AFL Match.
- Due diligence regarding former Colac High School site.
- Required expenditure for Winifred Nance.
- 2-way radio contract.

As will be discussed later in this report Council's cash balance forecast for 30 June 2020 remains marginal when compared to the level of reserves.

Rates and Charges

Rates and Charges are forecast to exceed budget by \$120k, primarily due to some larger than expected supplementary valuations and the fact that Council officers have commenced the process of identifying Holiday Rental properties that were being rated as residential. To date there have been 170 properties identified and notified of a change to their rating classification. This has increased the number of Holiday Rental properties to 615.

The forecast conservatively assumes a further 170 properties will be identified, based on indicative unvalidated data it could be as much as double this.

Grants

Grants are progressing ahead of budget primarily due to timing and two large unbudgeted grants, being \$975k relating to the completed Colac CBD development from prior years and \$553k received relating to reimbursement of expenditure relating to flood disaster funding.

\$353k of new grant revenue has been included in the forecast in relation to the following unbudgeted, fully funded, projects. Corresponding expenditure has been included in Material and Services (No net impact):

- Roadside Weeds and Pests - \$43k
- Birregurra Stormwater Drainage Strategy - \$50k
- Walk to School Project - \$15k
- Colac Civic Precinct Plan - \$80k
- Aboriginal Engagement - Healthy Babies Stronger Families - \$105k
- Apollo Bay Community Infrastructure Plan - \$60k

Contributions – Monetary

The forecast has been adjusted to include an additional \$240k of revenue relating to:

- Irrewarra Recreation Reserve upgrade - \$90k
- Colac Civic Precinct - \$90k (\$10k from VicRail and \$80k from Colac Area Health)
- Apollo Bay Community Infrastructure Plan \$60k – Otway Coast Committee

Other Income

The forecast for other income includes an additional reimbursement of \$76k from Worksafe. This partially offsets the additional employee costs relating to employees with long-term work place injuries.

Employee Costs

Following a detailed review of 2018/19 employee costs and the year to date results it was identified that there are a number of items that were not appropriately considered in our annual budgeting process.

These relate to:

- allowing more funding for long term workplace injuries as this is currently an issue at COS;
- monitor capital labour costs that may be expensed due to not meeting capital thresholds. This will have no impact on Council's cash position, but will increase the employee costs reported in the income statement.
- Movement in employee leave provisions.

These considerations will be included in future budget processes and monitored throughout the year.

Employee costs for 2019/20 have been forecast to increase by a total of \$327k due to the following:

- \$155k due to salary being paid to employees on long term injuries. Council is forecasting to receive \$76k in reimbursement from its insurer.
- \$111k due to the restructure of Bluewater Fitness Centre. This is partly offset by \$47k in additional revenue for 2019/20.
- \$57k due to a decision to increase resources in the Statutory Planning area to improve the level of service to the community.

In order to achieve the 2019/20 forecast employee cost expenditure of \$20m, the Executive must be able to recognise the \$450k reduction Council set when adopting the original budget. To date a total of \$331k has been identified. The following is a summary of how this has been achieved.

	FTE	\$'000
Corporate Services and Governance administration support reduced	0.50	40
Health and Wellbeing Administrator	0.50	31
Environmental Project Officer/Coordinator restructure	0.40	28
GIS Coordinator	1.00	88
Customer Assist role not replaced - Apollo Bay	0.19	13
Finance Projects Officer	0.20	21
Roles recruited with Trainee or reduced band	n/a	58
Delayed recruitment without backfill	0.40	52
Annual savings identified to 30 September	3.19	331

Material and Services

Materials and Services at 30 September 2019 were \$5.3m, which represented 29% of the original budget (\$18.4m) and 23% of the forecast (\$22.7m). The forecast has been adjusted to include carry forwards and the expenditure relating to new funded projects.

The following tables provide further detail, per service area, on the level of legal expenses and 'employee type' consultants and contractors included in the Material and Services category.

There was \$165k expended on legal fees for the quarter ending 30 September 2019. The majority of this was expended on the Work Safe critical incident (\$43k), Bluewater mediation (\$76k) and Statutory Planning advice (\$8k).

It must be noted that the final legal costs for the Work Safe critical incident and Bluewater mediation are forecast to be \$153k and \$110k respectively. These compares favourably to budget as each of these matters were budgeted to cost \$170k.

Legals by Department	Total
Capital Works	5,901
Arts and Leisure	6,025
Assets and Project Delivery	77,395
Corporate Services Management	3,991
Environment and Community Safety	3,233
Governance	3,759
People, Performance and Culture	45,349
Planning, Building and Health	16,332
Services and Operations	2,883
Grand Total	164,867

As a comparison total Legal costs incurred in 2018/19 were \$539k.

There has been \$298k expended on employment agent contractors as at 30 September 2019.

By Department Labour Hire	Total
⊕ Arts and Leisure	\$ 436
⊕ Assets and Project Delivery	\$ 154,176
⊕ Corporate Services Management	\$ 14,664
⊕ Economic Development	\$ 10,019
⊕ Financial Services	\$ 20,837
⊕ Planning, Building and Health	\$ 583
⊕ Port Administration	\$ 944
⊕ Services and Operations	\$ 96,653
Grand Total	\$ 298,311

In addition to the \$298k of consultants/contractors currently classified as Material and Services, there has been \$107k classified in the Capital Works program for project management.

As a comparison there was \$1.62m expended on employment agent contractors in 2018/19 and \$605k classified in the Capital Works program for project management.

CAPITAL WORKS

As per the attached report \$3.8m of the capital works program has been delivered to 30 September 2019. This represents 29% of the original budget (\$13.1m) and 21% of the annual forecast (\$18.2m).

Per the table below the \$5.1m increase in the current capital works forecast reflects the projects carried over from 2018/19 and a minor reduction in the ICT Strategic Plan costs.

	\$'000
2019/20 Capital Works Budget	(13,061)
Capital Projects Carry Overs from 2018/19	(3,085)
Bushfire Recovery - Wye River and Separation Creek Township - Reticulated Stormwater Drainage– Pits & Pipes (funded by reserves)	(2,155)
ICT Strategic Plan	70
2019/20 Capital Works Forecast	(18,231)

BALANCE SHEET AND CASH FLOW

Cash Balance

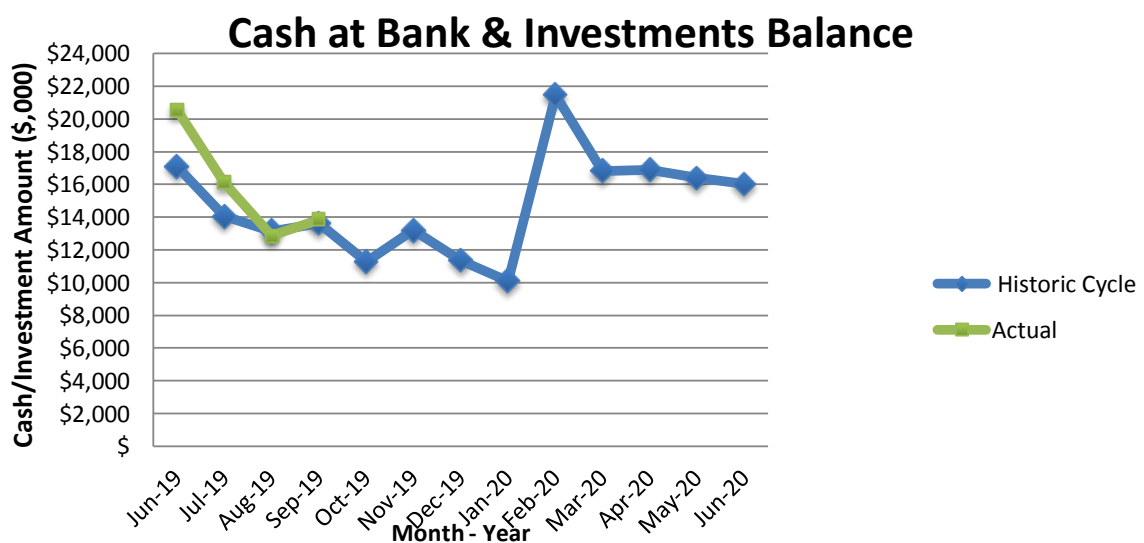
The graph below shows projections of how Council's cash balance was expected to perform to 30 September 2019. The graph portrays:

- Historical Cycle – which is an estimation of what the cash balance is expected to be at the end of each month based upon historical averages. The historical cycle will reflect recent years which include one off major projects.
- The Actual – this is the actual balance at the end of each month of the year up to and including September 2019.

It can be seen that Council's cash balance is within expectations and every opportunity is taken to invest surplus cash to maximise investment returns in accordance to Council's Investment Policy.

The investment income received to 30 September was \$60k, which is above the YTD budget of \$50k. It must be noted that this income has been derived predominantly from investments entered into prior to recent rate cuts. Since this budget was constructed, the cash rate has decreased from 1.50% to 1.00% (as at 30 September 2019).

As at 30 September 2019, Term Deposits were earning an average of 1.42%. This is 0.42% above the cash rate, which exceeds the performance benchmark of the Reserve Bank Cash rate plus 0.35%. Our investments were well within the diversification limits set-out in the investment policy.



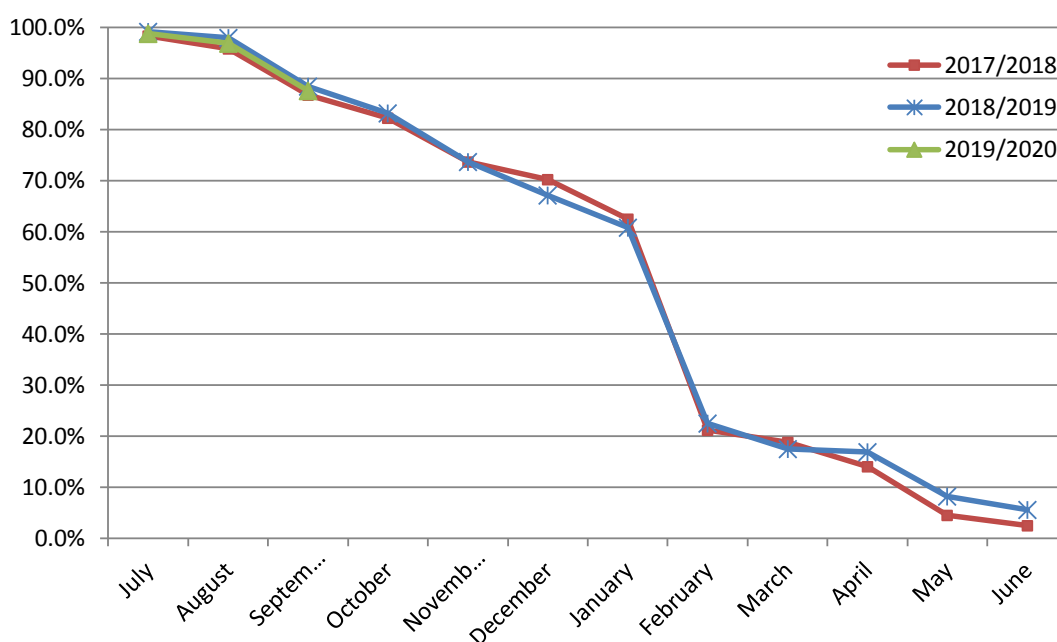
Rate Debtors

As at 30 September 2019, \$31.3 million was raised in rates and charges including batches of supplementary valuations generated by changes to council's property base. At 30 September 2019 13% of the rates raised have been collected compared to the same period of the 2018/19 financial year of 12%.

The due date for ratepayers opting to pay in full is 15 February 2020. The due dates for ratepayers opting to pay via instalments are 30 September 2019, 2 December 2019, 28 February 2020 and 31 May 2020. Any ratepayer who has not opted for instalment payments is required to make the full payment before 15 February 2020.

The following graph shows that current collection trends are closely following the 2017/18 and 2018/19 collection trends:

% of Rates Outstanding



Borrowings Analysis

The following is the current schedule of Debt held by Council at 30 September 2019:

Loan Description	Current Year Loan Liability	Non-Current Loan Liability	Meeting Schedule
9203 - Loan 7 - Roads, car parking etc (\$1.65m)	\$116,083	\$0	Y
9206 - Loan 10 - AB tfr statn, libra (\$2m)(NAB)	\$208,852	\$0	Y
9207 - Loan 11 - Lakeside, AB tfr s(\$1.1m)(NAB)	\$106,246	\$151,455	Y
9208 - Loan 12 - Saleyards roof (\$1.178m)(CBA)	\$59,957	\$752,580	Y
9209 - Loan 13 - Street light PV panels (\$416k)	\$42,070	\$120,349	Y
9210 - Loan 14 - Bluewater redevelop(\$1m)(Bond)	\$1,000,000	\$0	Y
TOTAL	\$1,533,208	\$1,024,383	

As at 30 September 2019 principal repayments of \$164k have been made in 2019/20. The \$1m bond is scheduled to be repaid in full on 4 November 2019.

Based on Current Levels of Borrowings the following reflects our current performance against key ratios:

Measure	Calculation	Explanation	30-Jun-19	30-Sep-19	Current Risk Rating
Indebtedness (%)	Non-current liabilities / own-sourced revenue	Comparison of non-current liabilities (mainly comprising borrowings) to own-sourced revenue. The higher the percentage, the less the entity is able to cover non-current liabilities from the revenues the entity generates itself. Own-sourced revenue is used, rather than total revenue, because it does not include grants or contributions.	24%	28%	Low
Borrowings % of rate Revenue (%)	Interest bearing loans and borrowings/rate revenue	Measurement of the proportion of borrowings against rate revenue raised. The higher the % the higher the proportion of available annual rate revenue is being used to back borrowings.	9%	8%	Low

Other Reserves

As indicated earlier in the report Council's cash balance at 30 June 2020 is forecast to be \$1.4m in excess of the forecast reserves balance, which is a positive result given there was a deficit balance at 30 June 19.

At 30 June 2019 'Other Reserves' totalled \$22.6m and the closing cash balance totalled \$20.5m, creating a \$2.1m deficit. This deficit ultimately occurred due to Council's working capital reducing by \$4.1m in 2018/19. Since 30 June 2017, Council's working capital has reduced by a total of \$7m from \$19.4m to \$12.4m.

There are many factors that have contributed to this reduction in working capital. As at 30 June 2019 the three major contributing factors related to:

1. \$975k grant that had not been received as at 30 June 2019, despite the project being completed in prior financial years. This related to the Colac CBD development.
2. \$553k of disaster recovery (flood) expenditure incurred in April, May and June 2019 that had not been reimbursed as at 30 June 2019.
3. The 2018/19 budget was not prepared correctly, which effectively resulted in Council investing more funds into its Capital Works program than it otherwise would have. This contributed to Council's internal financing ratio dropping from 110% to only 88%.

The 2019/20 forecast is indicating that this measure (Cash v Reserves) will be returned to a positive result of \$1.4m, by virtue of the following movements.

	\$'000
Cash v Reserve Surplus/(Deficit) 2018/19	(2,152)
Increase/(Decrease) in Cash per adopted budget	(2,859)
(Increase)/Decrease in Reserves per adopted budget	1,456
Increase/(Decrease) in Operating per forecast (exclude carry forwards)	2,395
(Increase)/Decrease in Reserves per forecast – Bushfire	2,000
(Increase)/Decrease in Reserves per forecast – Contingent Liability	500
(Increase)/Decrease in Capital Works per forecast	22
Cash v Reserve Surplus/(Deficit) 2019/20	1,362

It must be noted that the Balance Sheet is also forecasting a 'Trade and Other Payables' balance of \$4.1m at 30 June 2020. Hence, the current measure of cash v reserves is heavily dependent on the timing of receivables and payables.

Council's working capital balance at 30 June 2020 is forecast to be \$5.7m or 151%. However, it must be remembered that it is assumed all major projects and capital works are completed this financial year.

Local Authorities Superannuation Fund - Defined Benefits

Council has a potential financial exposure to the Local Authorities Superannuation Fund - Defined Benefits Plan. Under the Australian Prudential Regulation Standards (SPS160) defined benefits funds must meet strict funding requirements. This funding requirement is measured by the Vested Benefits Index (VBI), which shows as a percentage the ratio of investments held by the fund compared to the estimated benefits payable by the fund at the same time. The latest available Vested Benefits Index for the Vision Super Defined Benefits fund is listed in the table below:

Date	Vested Benefits Index
September 2016	103.7%
December 2016	105.4%
March 2017	106.6%
June 2017	103.1%
June 2018	106.0%
September 2018	106.9%
December 2018	101.9%
March 2019	105.4%
June 2019	107.1%

If the VBI falls below the nominated amount in any quarter then the Australian Prudential Regulation Authority may require that the fund make a funding call on its members. Any funding call made must return the fund to a VBI position of over the nominated figure within 3 years.

As at 30 June 2019, the actual VBI for the sub-plan was 107.1%, which presents an increase compared to that of 30 June 2018. The VBI is primarily impacted by:

- The level of investment returns which impacts the asset pool supporting the defined benefit liabilities of the sub-plan; and
- The level of active member salary increases advised to Vision Super and pension increases in line with CPI, which impacts the defined benefit liabilities of the sub-plan.

At the time of writing this report there was no information available regarding the VBI as at 30 September 2019.

Colac Otway Shire Council
Comprehensive Income Statement
For 3 Months Ending 30 September 2019

	YTD		Annual		YTD %	
	Actual \$'000	Budget \$'000	Budget \$'000	Forecast \$'000	Budget %	Forecast %
Income						
Rates and charges	31,256	30,908	31,165	31,285	100%	100%
Statutory fees and fines	162	185	816	812	20%	20%
User fees	1,318	1,289	5,268	5,293	25%	25%
Grants - operating	2,582	1,673	10,022	10,773	26%	24%
Grants - capital	1,150	835	3,340	5,803	34%	20%
Contributions - monetary	7	33	132	372	5%	2%
Contributions - non monetary	-	-	-	-	0%	0%
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	-	37	147	147	0%	0%
Share of net profits (or loss) of associates and joint ventures	-	9	35	35	0%	0%
Other income	321	88	416	508	77%	63%
Total income	36,795	35,057	51,341	55,027	72%	67%
Expenses						
Employee costs	5,193	4,774	19,656	19,983	26%	26%
Materials and services	5,292	4,743	18,431	22,746	29%	23%
Depreciation and amortisation	2,878	2,650	10,600	10,600	27%	27%
Bad and doubtful debts	0	1	2	2	15%	15%
Borrowing costs	13	28	112	112	12%	12%
Other expenses	417	306	1,186	1,279	35%	33%
Total expenses	13,794	12,500	49,987	54,722	28%	25%
Surplus/(deficit) for the year	23,001	22,557	1,354	305		
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation increment/(decrement)	-	-	-	-		
Share of other comprehensive income of associates and joint ventures	-	-	-	-		
Total comprehensive result	23,001	22,557	1,354	305		

Colac Otway Shire Council
Balance Sheet
As at 30 September 2019

	YTD	Annual Budget	Annual Forecast
	\$'000	\$'000	\$'000
Assets			
Current assets			
Cash and cash equivalents	13,841	9,358	13,447
Trade and other receivables	32,779	3,336	2,983
Inventories	151	201	181
Other assets	175	228	430
Total current assets	46,946	13,123	17,042
Non-current assets			
Intangible assets	-	-	-
Property, infrastructure, plant and equipment	317,856	295,741	324,243
Investments in associates, joint arrangements and subsidiaries	390	390	435
Total non-current assets	318,247	296,131	324,678
Total assets	365,193	309,254	341,720
Liabilities			
Current liabilities			
Trade and other payables	4,853	2,455	4,110
Trust funds and deposits	496	512	846
Interest-bearing liabilities	1,533	286	286
Provisions	5,540	4,870	6,100
Total current liabilities	12,421	8,124	11,343
Non-current liabilities			
Interest-bearing liabilities	1,024	738	738
Provisions	7,967	8,130	8,555
Total non-current liabilities	8,991	8,868	9,293
Total liabilities	21,413	16,992	20,636
Net assets	343,780	292,261	321,084
Equity			
Accumulated Surplus	145,136	124,443	132,982
Reserves	198,644	167,819	188,102
Total Equity	343,780	292,261	321,084

Colac Otway Shire Council
Statement of Cash Flows
For 3 Months Ending 30 September 2019

	YTD	Annual		YTD %	
	Actual	Budget	Forecast	Budget	Forecast
	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) \$'000	Inflows/ (Outflows) %	Inflows/ (Outflows) %
Cash flows from operating activities					
Rates and charges	1,910	31,253	31,604	6%	6%
Statutory fees and fines	162	816	812	20%	20%
User fees	1,318	5,268	5,293	25%	25%
Grants - operating	2,710	10,269	10,773	26%	25%
Grants - capital	1,150	3,587	5,803	32%	20%
Contributions - monetary	7	132	372	5%	2%
Trust funds and deposits taken/(paid)	(306)	44	44	(694%)	(694%)
Other receipts	321	416	498	77%	64%
Employee costs	(5,193)	(18,508)	(18,838)	28%	28%
Materials and services	(4,341)	(18,223)	(22,564)	24%	19%
Other payments	(417)	(1,186)	(1,279)	35%	33%
Net cash provided by/(used in) operating activities	(2,681)	13,868	12,517	(19%)	(21%)
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(4,315)	(15,409)	(18,276)	28%	24%
Proceeds from sale of property, infrastructure, plant and equipment	490	490	490	100%	100%
Net cash provided by/(used in) investing activities	(3,825)	(14,919)	(17,786)	26%	22%
Cash flows from financing activities					
Finance costs	(13)	(112)	(112)	12%	12%
Repayment of borrowings	(164)	(1,697)	(1,697)	10%	10%
Net cash provided by/(used in) financing activities	(177)	(1,809)	(1,809)	10%	10%
Net increase (decrease) in cash and cash equivalents	(6,683)	(2,859)	(7,078)		
Cash and cash equivalents at the beginning of the period	20,524	12,217	20,524		
Cash and cash equivalents at the end of the period	13,841	9,358	13,447		

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 3 Months Ending 30 September 2019

The following analysis provides Council with detailed financial information for the Service Areas of Council.

Notes

1. Income is presented as a negative. Favourable variances will therefore be a negative.
2. The 'Actual' figure does not include commitments.
3. Inaccurate phasing results in unreliable YTD Current Budget figures.
4. These are net figures for each service area.

Dept	Unit	Service
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SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Chief Executive Office					
Chief Executive					
03000 - Chief Executive Office Operations (WO)	180,758	105,203	75,555	430,012	445,712
Chief Executive Total	180,758	105,203	75,555	430,012	445,712
Governance					
03010 - Communications Operations (WO)	81,383	63,559	17,824	259,916	373,856
03030 - Elected Members Support (WO)	79,781	82,346	(2,565)	338,740	338,740
03320 - Governance Management Operations (WO)	94,052	143,690	(49,638)	534,157	534,157
Governance Total	255,216	289,595	(34,379)	1,132,813	1,246,753
Chief Executive Office Total	435,974	394,798	41,176	1,562,825	1,692,465
Commentary:					
03000 - Chief Executive Office Operations (WO) Actual includes \$77k one-off Annual Expenditure (19/20 MAV, G21 Annual Contribution).					

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
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Dept	Unit	Service
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SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Corporate Services					
Assets, Borrowings, Overheads, Adjustments					
01130 - Grants Commission Funding (WO)	(803,515)	(850,000)	46,485	(6,880,283)	(6,880,283)
01511 - Capital Works Income (WO)	(1,407,788)	(2,036,997)	629,209	(3,426,000)	(5,144,096)
01545 - Light Fleet Revenue (WO)	(143,400)	(122,502)	(20,898)	(490,000)	(490,000)
03055 - On-Cost Recovery	345,553	0	345,553	0	0
03121 - Loan Repayments	13,322	27,963	(14,641)	111,853	111,853
03175 - VicRoads Operations (WO)	(852)	0	(852)	0	0
03260 - Corporate Overheads (WO)	17,167	31,251	(14,084)	110,000	110,000
19183 - Asset profit	0	85,752	(85,752)	343,000	343,000
19185 - Depreciation and revaluation	2,878,437	2,649,990	228,447	10,600,000	10,600,000
Assets, Borrowings, Overheads, Adjustments Total	898,925	(214,543)	1,113,468	368,570	(1,349,526)
Corporate Services Management					
03100 - Corporate Services Management (WO)	82,677	111,521	(28,844)	375,876	450,876
03170 - Customer Service Operations (WO)	102,601	113,899	(11,298)	477,952	477,952
03330 - Contracts and Procurement Operations (WO)	43,800	74,583	(30,783)	306,985	306,485
Corporate Services Management Total	229,077	300,003	(70,926)	1,160,813	1,235,313
Financial Services					
03110 - Property & Rates Operations (WO)	75,635	127,791	(52,156)	286,460	286,460
03111 - Rates Revenue	(28,067,512)	(27,817,703)	(249,809)	(27,984,866)	(28,104,866)
03115 - Financial Services Management (WO)	52,455	59,880	(7,425)	371,256	245,006
03118 - Payroll Services (WO)	41,659	43,078	(1,419)	177,075	177,075
03120 - Financial Control Operations (WO)	64,708	103,278	(38,570)	429,519	429,519
Financial Services Total	(27,833,055)	(27,483,676)	(349,379)	(26,720,556)	(26,966,806)
Information Services					
03140 - IT Services Operations (WO)	446,622	674,204	(227,582)	2,381,108	2,541,131
03142 - Information Management Services (WO)	40,368	31,126	9,242	13,500	124,500
03145 - GIS Operations (WO)	52	33,144	(33,092)	95,204	105,204
03150 - Records Management Operations (WO)	66,776	167,720	(100,944)	563,337	601,607
Information Services Total	553,818	906,194	(352,376)	3,053,149	3,372,442
People, Performance and Culture					
03160 - Human Resources Operations (WO)	75,028	120,091	(45,063)	458,388	456,888
03162 - Organisational Development Operations (WO)	65,491	100,402	(34,911)	410,610	322,670
03164 - PPC Management (WO)	1,543	6,273	(4,730)	16,000	5,600
03165 - Risk Management Operations (WO)	493,197	109,905	383,292	693,431	685,265
People, Performance and Culture Total	635,259	336,671	298,588	1,578,429	1,470,423
Corporate Services Total	(25,515,975)	(26,155,351)	639,376	(20,559,595)	(22,238,154)
Commentary:					
03140 - IT Services Operations (WO) variance is largely due to timing differences relating to Major Project delivery & software license renewal.					
03145 - GIS Operations (WO) - Timing of expenditure will differ from budget due to the implementation of a new shared-service arrangement.					
03165 - Risk Management Operations (WO) - Annual insurance was not phased accurately.					

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 3 Months Ending 30 September 2019

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4. These are net figures for each service area.

Dept	Unit	Service
------	------	---------

SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Development and Community Services					
Community Services					
03750 - Family & Children's Services Operations (WO)	3,559	(41,465)	45,024	121,129	136,129
03770 - Maternal & Child Health Operations (WO)	27,018	22,214	4,804	62,057	88,867
03820 - Aged Care Management Administration (WO)	(213,375)	(265,226)	51,851	(237,509)	(233,509)
03871 - Regional Assessment Service Operations (WO)	17,704	(8,392)	26,096	(88,922)	(31,034)
04140 - Community Service Management Operations (WO)	(51,719)	(13,564)	(38,155)	252,514	327,514
Community Services Total	(216,812)	(306,433)	89,621	109,269	287,967
Development and Community Services Management					
04000 - Community & Development Services Management (WO)	74,583	46,878	27,705	192,565	192,565
Development and Community Services Management Total	74,583	46,878	27,705	192,565	192,565
Economic Development					
03350 - Colac Livestock Selling Centre Operations (WO)	(16,328)	(11,465)	(4,863)	(40,645)	(40,645)
03910 - Events Operations (WO)	24,105	37,789	(13,684)	113,673	123,673
03920 - Tourism Operations (WO)	117,197	52,125	65,072	211,049	211,049
04150 - Colac Visitor Information Centre Operations (WO)	38,416	28,031	10,385	115,281	115,281
04155 - Great Ocean Road VIC Operations (WO)	55,516	66,696	(11,180)	278,136	276,836
04170 - Economic Development Operations (WO)	371,187	308,278	62,909	939,549	1,110,071
Economic Development Total	590,092	481,454	108,638	1,617,043	1,796,265
Environment and Community Safety					
03415 - Landfill Management (WO)	50,123	44,499	5,624	183,042	183,042
04037 - School Crossing Supervision Operations (WO)	(21,897)	16,625	(38,522)	69,885	69,885
04040 - Local Laws Operations (WO)	106,665	86,154	20,511	363,762	363,762
04060 - Environmental and Community Safety Operations (WO)	164,338	300,607	(136,269)	606,297	1,098,663
04065 - Environment & Community Safety Management (WO)	(28)	3,252	(3,280)	13,000	13,000
04085 - Emergency Management Operations (WO)	74,375	68,132	6,243	198,112	277,395
Environment and Community Safety Total	373,575	519,269	(145,694)	1,434,098	2,005,747
Planning, Building and Health					
04005 - Strategic Planning Operations (WO)	149,850	280,374	(130,524)	281,106	943,756
04007 - Planning Building & Health Management (WO)	110,312	124,014	(13,702)	536,199	620,789
04010 - Statutory Planning Operations (WO)	93,990	87,046	6,944	304,827	361,827
04020 - Building Services Operations (WO)	53,258	43,752	9,506	152,475	175,025
04100 - Public Health Operations (WO)	132,049	114,215	17,834	364,345	384,345
Planning, Building and Health Total	539,460	649,401	(109,941)	1,638,952	2,485,742
Development and Community Services Total	1,360,899	1,390,569	(29,670)	4,991,927	6,768,286
Commentary:					
04140 - Community Service Management Operations (WO) - Grant funding has been received, which was not budgeted.					
03920 - Tourism Operations (WO) - The budgeted phasing of annual subscriptions and memberships was not accurate.					
04005 - Strategic Planning Operations (WO) - The phasing of Major Projects predicted a larger spend in the September quarter.					
04007 - Planning Building & Health Management (WO) - The phasing of Major Projects predicted a larger spend in the September quarter.					

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 3 Months Ending 30 September 2019

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Dept	Unit	Service
------	------	---------

SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Disaster Recovery					
Flood					
06090 - Disaster Recovery Events (Flood) (WO)	(553,970)	(553,000)	(970)	0	(553,000)
Flood Total	(553,970)	(553,000)	(970)	0	(553,000)
Disaster Recovery Total	(553,970)	(553,000)	(970)	0	(553,000)
Commentary:					
06090 - Disaster Recovery Events (Flood) (WO) - Funding received for Disaster Recovery works completed in 2018-19.					

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SERVICE AREA REPORT
For 3 Months Ending 30 September 2019

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Dept	Unit	Service
------	------	---------

SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Infrastructure and Leisure Services					
Arts and Leisure					
03710 - Libraries (WO)	13,116	179,052	(165,936)	716,210	716,210
03735 - Bluewater Fitness Centre Operations (WO)	115,420	184,233	(68,813)	817,722	881,708
03740 - Recreation Operations (WO)	79,196	57,215	21,981	233,827	283,827
03745 - Arts & Leisure Management (WO)	34,386	48,366	(13,980)	231,542	231,542
03880 - COPACC Management Operations (WO)	53,864	115,092	(61,228)	405,819	445,819
Arts and Leisure Total	295,981	583,958	(287,977)	2,405,120	2,559,106
Assets and Project Delivery					
03310 - Capital Works Management (WO)	137,464	110,629	26,835	953,910	595,191
03340 - Strategic Asset & Property Services Operations (WO)	311,607	340,855	(29,248)	1,193,511	1,274,100
03490 - Buildings Maintenance & Operations (WO)	208,631	213,713	(5,082)	879,100	949,100
04038 - Standpipe Management Operations (WO)	1,142	1,945	(804)	8,000	8,000
Assets and Project Delivery Total	658,843	667,142	(8,299)	3,034,521	2,826,391
Infrastructure and Leisure Services Management					
03200 - Infrastructure & Leisure Services Management (WO)	114,439	49,043	65,396	193,390	193,390
03205 - Infrastructure Customer Services (WO)	87,268	100,542	(13,274)	414,980	414,980
Infrastructure and Leisure Services Management Total	201,707	149,585	52,122	608,370	608,370
Services and Operations					
03240 - Parks, Gardens and Open Space Maintenance (WO)	382,453	532,794	(150,341)	2,187,535	2,187,535
03274 - Transport Infrastructure Maintenance (WO)	1,525,940	781,439	744,501	3,168,891	3,168,891
03410 - Waste Management Administration (WO)	103,648	161,660	(58,012)	538,217	608,459
03411 - Waste Services (Garbage Charge Income)	(3,188,986)	(3,175,685)	(13,301)	(3,185,436)	(3,185,436)
03420 - Domestic Refuse Collection (WO)	218,878	385,515	(166,637)	1,542,053	1,542,053
03431 - Transfer Station Operations (WO)	277,616	456,546	(178,930)	1,826,185	1,826,185
03550 - Plant Operations (WO)	(709,443)	(12,633)	(696,810)	(50,100)	(50,100)
03551 - Plant Operations (GL Only)	487,072	(201,492)	688,564	(395,150)	(806,150)
03570 - Services & Operations Depot (WO)	322,536	238,494	84,042	971,108	971,108
Services and Operations Total	(580,284)	(833,362)	253,078	6,603,303	6,262,545
Infrastructure and Leisure Services Total	576,247	567,323	8,924	12,651,314	12,256,412

Commentary:

03710 - Libraries (WO) - Change in the billing cycle moving forward so will be on track by the end of year.

03240 - Parks, Gardens and Open Space Maintenance (WO) - Timing of works as this is phased as an equal 12 split. Expected to be on track by the end of year.

03274 - Transport Infrastructure Maintenance (WO) - Overspent currently due to the phasing of the programme. This is expected to reduce once the capital component of the works is being completed.

03420 - Domestic Refuse Collection (WO) - This is a timing issue, as there is a pending invoice expected to be received by Council.

03550 - Plant Operations (WO) & 03551 - Plant Operations (GL Only) should be reviewed as a collective. There has been larger internal usage recovery than originally budgeted.

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 3 Months Ending 30 September 2019

The following analysis provides Council with detailed financial information for the Service Areas of Council.

Notes

1. Income is presented as a negative. Favourable variances will therefore be a negative.
2. The 'Actual' figure does not include commitments.
3. Inaccurate phasing results in unreliable YTD Current Budget figures.
4. These are net figures for each service area.

Dept	Unit	Service
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SERVICE	Year to Date			Annual	
	Actual	Forecast	Variance	Budget	Forecast
	\$	\$	\$	\$	\$
Port of Apollo Bay					
Capital Works					
37510 - Apollo Bay Harbour Capital Works (WO)	100,837	101,530	(693)	0	312,899
Capital Works Total	100,837	101,530	(693)	0	312,899
Port Administration					
33550 - Apollo Bay Harbour Major Plant Operation Cost	7,002	0	7,002	0	0
35510 - Apollo Bay Harbour Admin (WO)	587,632	598,413	(10,781)	0	1,455,809
Port Administration Total	594,635	598,413	(3,778)	0	1,455,809
Port of Apollo Bay Total	695,472	699,943	(4,471)	0	1,768,708
Total	(23,001,354)	(23,655,718)	654,364	(1,353,529)	(305,283)

Commentary:

POAB is fully-funded.

POAB Major Projects carried forward from 2018-19 are yet to be reflected in the Current Budgeted figures.

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 3 Months Ending 30 September 2019

2019-20 Capital Expenditure Program Summary

	YTD Actual	Annual Budget	Annual Forecast	YTD/ Forecast
	\$	\$	\$	%
Active Reserves Programme	39,379	795,250	811,432	5%
Bridges Programme	415,316	715,000	965,000	43%
Building Programme	147,593	876,000	1,248,471	12%
Footpath Programme	44,112	383,280	383,280	12%
Furniture Programme	56,301	0	70,242	80%
ICT Hardware Programme	6,759	140,000	313,389	2%
ICT Software Programme	57,303	0	188,280	30%
Kerb and Channel Programme	0	75,000	75,000	0%
Land	807	0	0	100%
Light Fleet Programme	78,959	630,000	703,653	11%
Major Plant Programme	921,783	1,540,000	2,830,712	33%
Open Space Assets	0	50,000	50,000	0%
Open Space Furniture Programme	1,052	0	0	100%
Open Space Programme	56,455	850,000	850,000	7%
Playground Programme	88,010	600,000	720,245	12%
Reseal Programme	1,084	1,212,298	1,212,298	0%
Resheet Programme	685,205	1,400,000	1,400,000	49%
Road and Street Furniture Programme	130,644	490,000	494,000	26%
Road Improvement Programme	19,760	100,000	100,000	20%
Road Reconstruction Programme	71,131	2,542,298	2,998,115	2%
Road Side Drainage Programme	46,601	0	0	100%
Road Slip Programme	90,146	361,800	361,800	25%
Road Stabilisation Programme	5,563	0	0	100%
Stormwater Programme	859,360	300,000	2,455,029	35%
Total	3,823,322	13,060,926	18,230,946	21%

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 3 Months Ending 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actual	Annual Budget	Annual Forecast
	\$	\$	\$
Active Reserves Programme			
00035287 - 2018-19 Capital Works - Active Reserve Programme - Cororooke Toilets	484	0	0
00035814 - 2018-19 - Capital Works - Western Reserve Oval Reconstruction and Lighting	38,895	795,250	811,432
Active Reserves Programme Total	39,379	795,250	811,432
Bridges Programme			
00031853 - Budget Work Order - Bridge Rehabilitation Programme	66,710	715,000	965,000
00035566 - 2018-19 Capital Works - Bridge Renewal Programme - Jackson Track, Upper Gellibrand and Forest Street Bridge Design	9,823	0	0
00035578 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Chapel Street over Barongarook Creek	80,542	0	0
00035581 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Roadknight Creek Road	46,838	0	0
00035584 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Wonga Road over Loves Creek	52,513	0	0
00035589 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Wilson Street over Barongarook Creek	47,888	0	0
00035590 - 2018-2019 - Capital Works - Bridge Rehabilitation Programme - Kawarren Rec Reserve over Loves Creek	36,417	0	0
00035604 - 2018-19 - Capital Works - Bridge Programme - Consultancy Fees	4,522	0	0
00036009 - 2018-19 Capital Works - Bridge Programme - Veseys Bridge Replacement	21,999	0	0
00036158 - 2019-20 Capital Works - Bridge Programme - Forest St Bridge Widening	16,030	0	0
00036159 - 2019-20 Capital Works - Bridge Programme - Jacksons Track Bridge Replacement	12,652	0	0
00036160 - 2019-20 Capital Works - Bridge Programme - Upper Gellibrand Road Bridge Replacement	13,140	0	0
00036282 - 2019-20 Capital Works - Bridge Programme - Rock Beaching Warrowie Road	6,242	0	0
Bridges Programme Total	415,316	715,000	965,000
Building Programme			
00031855 - Budget Work Order - Building Renewal Programme	0	726,000	726,000
00034624 - 2017-18 Capital Works - Solar Power Generation - Colac Library Solar PV System (50kW)	6,700	0	68,693
00034648 - 2017-18 Capital Works - Building Programme - Irrewarra Netball Facilities Upgrade	150	0	0
00034796 - 2017-18 Capital Works - Building Renewal Programme - Library Annexure	6,335	0	0
00034929 - 2017-18 Capital Works - Building Renewal Programme - Birregurra Hall Kitchen Upgrade	4,236	0	0
00035072 - 2018-19 - Capital Works - Forrest Caravan Park Waste Water Upgrade	3,099	150,000	269,954
00035116 - 2017-18 Capital Works - Building Renewal Programme - Winifred Nance Kindergarten	29,331	0	136,324
00035543 - 2018-19 Capital Works - Building Renewal Programme - Gellibrand Neighbourhood House	0	0	47,500
00035541 - 2018-19 Capital Works - Building Renewal Programme - Planning, Permits etc 19/20	2,832	0	0
00035548 - 2018-19 Capital Works - Building Renewal Programme - Apollo Bay Senior Citizens Centre	13,551	0	0
00035556 - 2018-19 Capital Works - Building Renewal Programme - Yacht Club	12,636	0	0
00035816 - 2018-19 Capital Works - COPACC Cinema 2 Air Conditioner Replacement	40,620	0	0
00035881 - 2018-19 Capital Works - Building Renewal Programme - Rossmoyne Road Pound Dog Run	5,267	0	0
00035916 - 18-19 Mid Year - Capital Works - S&O Mechanical Workshop Upgrades	-301	0	0
00035972 - 2018-19 Capital Works - Building Renewal Programme - Pound Road Training Room	8,963	0	0
00035999 - 2018-19 Capital Works - Building Renewal Programme - Kennett River Toilets	811	0	0
00036202 - 2019-20 Capital Works - Building Renewal Programme - Maternal & Child Health Centre - Air Con Upgrade	1,918	0	0
00036203 - 2019-20 Capital Works - Building Renewal Programme - Red Rock - Rail and Steps Replacement	11,444	0	0
Building Programme Total	147,593	876,000	1,248,471

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 3 Months Ending 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actual	Annual Budget	Annual Forecast
	\$	\$	\$
Footpath Programme			
00031845 - Budget Work Order - Footpath Renewal Programme	0	383,280	383,280
00035377 - 2018-19 - Footpath Renewal Programme - Airdrie Street, Coalc	4,971	0	0
00035568 - 2018-19 - Footpath Renewal Programme - Hart Street, Elliminyt - Irrewillipe Road to Ballagh	18,909	0	0
00036052 - 2019-20 Capital Works - Footpath Renewal Programme - Grant Street South	1,500	0	0
00036053 - 2019-20 Capital Works - Footpath Renewal Programme - Grant Street North	1,400	0	0
00036124 - 2019-20 Capital Works - Footpath Renewal Programme - Balnagowan Avenue	654	0	0
00036145 - 2019-20 Capital Works - Footpath Renewal Programme - McDonald Street	654	0	0
00036156 - 2019-20 Capital Works - Footpath Renewal Programme - Wynne Street	654	0	0
00036263 - 2019-20 Capital Works - Footpath Renewal Programme - Dunoon Street Footpath Works	4,440	0	0
00036265 - 2019-20 Capital Works - Footpath Renewal Programme - Apollo Bay Remove and Replace Concrete	8,909	0	0
00036294 - 2019-20 Capital Works - Footpath Renewal Programme - Armstrong Street	96	0	0
00036295 - 2019-20 Capital Works - Footpath Renewal Programme - Calvert Street	96	0	0
00036296 - 2019-20 Capital Works - Footpath Renewal Programme - Cants Street	96	0	0
00036297 - 2019-20 Capital Works - Footpath Renewal Programme - Fyans Street	96	0	0
00036301 - 2019-20 Capital Works - Footpath Renewal Programme - Beech Footpath	1,639	0	0
Footpath Programme Total	44,112	383,280	383,280
Furniture Programme			
00032708 - Capital Works 2015-16 - Furniture and Equipment Replacement Programme - Upgrade of 2-way Radio System	56,301	0	70,242
Furniture Programme Total	56,301	0	70,242
ICT Hardware Programme			
ICT Strategic Plan: Digital Enablement of a Mobile Workforce	0	70,000	0
00035067 - 2018-19 - Capital Works - Wide Area Network (WAN) Upgrade and Expansion	13,959	70,000	254,985
00035068 - 2018-19 - Capital Works - ICT Disaster Recovery capability improvements	-7,200	0	58,404
ICT Hardware Programme Total	6,759	140,000	313,389
ICT Software Programme			
00034626 - 2017-18 Capital Works - Software Update to support Statutory Planning Services	3,175	0	0
00035065 - 2018-19 - Capital Works - Civica Suite - Major Upgrade + functionality expansion	1,790	0	171,942
00035077 - 2018-19 - Capital Works - GIS Aerial Imagery renewal + topological LIDAR	52,338	0	16,338
ICT Software Programme Total	57,303	0	188,280
Kerb and Channel Programme			
00031854 - Budget Work Order - Kerb and Channel Replacement Programme	0	75,000	75,000
Kerb and Channel Programme Total	0	75,000	75,000
Land			
00035924 - 18-19 Mid Year - Capital Works - Colac Aerodrome - Land Purchase	807	0	0
Land Total	807	0	0
Light Fleet Programme			
00031824 - Budget Work Order - Light Fleet Acquisitions and Sales	0	630,000	630,000
00036016 - 2018-19 - Capital Works - Holden Trailblazer 4x4 LT	0	0	33,653
00036044 - 2018-19 Capital Works - Fleet Acquisition - Holden Colorado Space Cab LS 4X4	35,668	0	40,000
00036240 - 2019-20 Capital Works - Fleet Acquisition - Nissan Pathfinder ST-L	43,291	0	0
Light Fleet Programme Total	78,959	630,000	703,653

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 3 Months Ending 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actual	Annual Budget	Annual Forecast
	\$	\$	\$
Major Plant Programme			
00031825 - Budget Work Order - Major Plant Acquisitions and Sales	0	1,540,000	1,540,000
00035914 - 18-19 Mid Year - Capital Works - Replacement of Emulsion Tank Pound Rd Depot	0	0	50,000
00035928 - 2018-19 Capital Works - Major Plant Programme - Hino 13,000L Water Tank	204,563	0	203,863
00035929 - 2018-19 Capital Works - Major Plant Programme - CAT CW12 Pneumatic Roller	143,394	0	138,000
00035930 - 2018-19 Capital Works - Major Plant Programme - CAT CW12 Pneumatic Roller	143,327	0	138,000
00036041 - 2018-19 Capital Works - Major Plant Programme - Toro Z Master 7000	0	0	25,000
00036042 - 2018-19 Capital Works - Major Plant Programme - Caterpillar 12M Grader	277,500	0	382,500
00036043 - 2018-19 Capital Works - Major Plant Programme - Hino 7000 series tipper	0	0	200,349
00036157 - 2019-20 Capital Works - Major Plant Programme - Kobelco Excavator SK75SR	153,000	0	153,000
Major Plant Programme Total	921,783	1,540,000	2,830,712
Open Space Assets			
00031849 - Budget Work Order - Open Space Renewal Programme	0	50,000	50,000
Open Space Assets Total	0	50,000	50,000
Open Space Furniture Programme			
00031922 - Colac CBD and Entrances Project Works	1,052	0	0
Open Space Furniture Programme Total	1,052	0	0
Open Space Programme			
00034607 - 2017-18 Capital Works - Colac Lake Foreshore Masterplan Implementation	14,335	0	0
00035945 - 2019-20 - Capital Works - Open Space - Central Reserve Lighting and Netball Court Redevelopment	33,109	850,000	850,000
00036011 - 2019-20 - Capital Works - Open Space - Elliminyt Recreation Reserve Velodrome Resurfacing	7,410	0	0
00036028 - 2018-19 Capital Works - Open Space - Concrete Path Richmond Street Park	1,600	0	0
Open Space Programme Total	56,455	850,000	850,000
Playground Programme			
00035101 - 2018-19 Capital Works - Memorial Square Masterplan Implementation	0	0	120,245
00035610 - 2018-19 Capital Works - Playground Programme - Wydinia Kindergarten - Playground and Landscaping	88,010	0	0
00035946 - 2019-20 Capital Works - Playground Programme - Memorial Square Playspace	0	600,000	600,000
Playground Programme Total	88,010	600,000	720,245
Reseal Programme			
00031880 - Budget Work Order - Local Roads Reseal Programme	0	1,212,298	1,212,298
00036060 - 2019-20 Capital Works - Reseal Programme - Bourkes Road	108	0	0
00036063 - 2019-20 Capital Works - Reseal Programme - Corangamite Lake Road	108	0	0
00036066 - 2019-20 Capital Works - Reseal Programme - Cressy Shelford Road	108	0	0
00036070 - 2019-20 Capital Works - Reseal Programme - Drapers Road	217	0	0
00036082 - 2019-20 Capital Works - Reseal Programme - Langs James Road	108	0	0
00036083 - 2019-20 Capital Works - Reseal Programme - Larpent (North) Road	108	0	0
00036089 - 2019-20 Capital Works - Reseal Programme - Nalangil Road	108	0	0
00036092 - 2019-20 Capital Works - Reseal Programme - Old Yeo Road	108	0	0
00036097 - 2019-20 Capital Works - Reseal Programme - Settlement Road	108	0	0
Reseal Programme Total	1,084	1,212,298	1,212,298

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 3 Months Ending 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actual	Annual Budget	Annual Forecast
	\$	\$	\$
Resheet Programme			
00031851 - Budget Work Order - Unsealed Road Resheet Programme	0	1,400,000	1,400,000
00034771 - Capital Works 2017-18 - Resheet Programme - Ramsay Road, Irrewarra	127	0	0
00035190 - 2018-2019 Capital Works - Resheet Programme - Delaneys Road, Balintore	30,183	0	0
00035194 - 2018-2019 Capital Works - Resheet Programme - Settlement Road, Swan Marsh	22,199	0	0
00035198 - 2018-2019 Capital Works - Resheet Programme - Irrewillipe Pirron Yaloak Road, Irrewillipe	437	0	0
00035200 - 2018-2019 Capital Works - Resheet Programme - Dorans Road, Coragulac	3,732	0	0
00035204 - 2018-2019 Capital Works - Resheet Programme - McMasters Road, Eurack	1,314	0	0
00035208 - 2018-2019 Capital Works - Resheet Programme - Rankins Road, Irrewillipe	28	0	0
00035218 - 2018-2019 Capital Works - Resheet Programme - Aire Settlement Road, Johanna	55,376	0	0
00035222 - 2018-2019 Capital Works - Resheet Programme - Killala Road, Apollo Bay	8,198	0	0
00035227 - 2018-2019 Capital Works - Resheet Programme - Barham River Road, Apollo Bay	9,216	0	0
00035228 - 2018-2019 Capital Works - Resheet Programme - Old Ocean Road, Glenaire	96	0	0
00035239 - 2018-2019 Capital Works - Resheet Programme - Gibson Avenue, Kennett River	1,308	0	0
00035240 - 2018-2019 Capital Works - Resheet Programme - Cassidy Drive, Kennett River	2,030	0	0
00035241 - 2018-2019 Capital Works - Resheet Programme - Hawdon Avenue, Kennett River	4,650	0	0
00035242 - 2018-2019 Capital Works - Resheet Programme - Ridge Drive, Kennett River	706	0	0
00035243 - 2018-2019 Capital Works - Resheet Programme - Ridge Drive, Kennett River	1,828	0	0
00035249 - 2018-2019 Capital Works - Resheet Programme - Point Avenue, Skenes Creek	2,707	0	0
00035251 - 2018-2019 Capital Works - Resheet Programme - Tomahawk Creek Road, Irrewillipe	1,006	0	0
00035252 - 2018-2019 Capital Works - Resheet Programme - Moomowroong Road, Lavers Hill	15,864	0	0
00035253 - 2018-2019 Capital Works - Resheet Programme - Carlisle Gellibrand Road, Carlisle River	148,576	0	0
00035255 - 2018-2019 Capital Works - Resheet Programme - Gellibrand East Road, Gellibrand	22,981	0	0
00035256 - 2018-2019 Capital Works - Resheet Programme - Gellibrand East Road, Gellibrand	10,360	0	0
00035257 - 2018-2019 Capital Works - Resheet Programme - Lardners Track, Gellibrand	75,417	0	0
00035258 - 2018-2019 Capital Works - Resheet Programme - Wonga Road, Kawarren	19	0	0
00035261 - 2018-2019 Capital Works - Resheet Programme - Ridge Road, Gellibrand	4,219	0	0
00035263 - 2018-2019 Capital Works - Resheet Programme - MacDonalds Road, Kawarren	19	0	0
00035264 - 2018-2019 Capital Works - Resheet Programme - Kawarren East Road, Kawarren	19	0	0
00035268 - 2018-2019 Capital Works - Resheet Programme - Burrupa Road, Chapple Vale	14,259	0	0
00035595 - 2018-2019 Capital Works - Unsealed Road Pavement - Project Management	2,325	0	0
00036201 - 2019-20 Capital Works - Delaneys Road, Balintore	3,369	0	0
00036272 - 2019-20 Capital Works - Resheet Programme - O'Shea's Road, Alvie	54,885	0	0
00036273 - 2019-20 Capital Works - Resheet Programme - Kervins Road, Pirron Yallock	7,222	0	0
00036274 - 2019-20 Capital Works - Resheet Programme - Illets Road, Dreeite	34,433	0	0
00036275 - 2019-20 Capital Works - Resheet Programme - Stones Road, Larpent	14,356	0	0
00036276 - 2019-20 Capital Works - Resheet Programme - Tomahawk Creek Irrewillipe	19,919	0	0
00036277 - 2019-20 Capital Works - Resheet Programme - Sextons Road, Swan Marsh	21,111	0	0
00036278 - 2019-20 Capital Works - Resheet Programme - Boundary Hill Road, Yeodene	33,315	0	0
00036279 - 2019-20 Capital Works - Resheet Programme - Williss Road, Nalingal	35,874	0	0
00036280 - 2019-20 Capital Works - Resheet Programme - Normans Road, Beeac	14,276	0	0
00036292 - 2019-20 Capital Works - Resheet Programme - Old Coach Road, Skenes Creek	7,246	0	0
Resheet Programme Total	685,205	1,400,000	1,400,000

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 3 Months Ending 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actual	Annual Budget	Annual Forecast
	\$	\$	\$
Road and Street Furniture Programme			
00031867 - Budget Work Order - Street Furniture Renewal Programme	0	240,000	240,000
00035071 - 2018-19 - Capital Works - Township Christmas Decorations - Colac & Apollo Bay light pole upgrade	4,000	0	4,000
00035137 - 2017-18 Capital Works - Welcolme to Colac Sign	145	0	0
00035826 - 2018-19 Capital Works - Strategic Road Improvement - Barongarook Road speed limit review	10,274	0	0
00035836 - 2018-19 Capital Works - Street Furniture Programme - Connor Street Carparking	35,083	0	0
00035922 - Capital Works 2017-18 - Street Furniture Programme - Queens Ave Bollard Installation & Linemarking	50,300	0	0
00035947 - 2019-20 Capital Works - Street Furniture Programme - Coastal Tourism Parking, Traffic & Interim Toilet	2,933	250,000	250,000
00036049 - 2018-19 Capital Works - Street Furniture Programme - Queens Ave Road Linemarking	5,690	0	0
00036205 - 2019-20 Capital Works - Street Furniture Programme - Barwon Downs Park - Bollarding	10,310	0	0
00036259 - 2019-20 Capital Works - Street Furniture Programme - Farrington Street Speed Hump Replacement	5,000	0	0
00036266 - 2019-20 Capital Works - Street Furniture Programme - Apollo Bay Tactile Installation	6,909	0	0
Road and Street Furniture Programme Total	130,644	490,000	494,000
Road Improvement Programme			
00033517 - Budget Work Order - Strategic Road Improvements	0	100,000	100,000
00035076 - 2018-19 - Capital Works - Tourism Traffic and Parking Strategy Implementation	16,201	0	0
00035886 - 2018-19 Capital Works - Strategic Road Improvement - Muller Road Skenes Creek Drainage	2,642	0	0
00035894 - 2018-19 Capital Works - Strategic Road Improvement - Installation of signs and lone painting Ryans, McKays and Warrowie Road Intersections	917	0	0
Road Improvement Programme Total	19,760	100,000	100,000

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 3 Months Ending 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actual	Annual Budget	Annual Forecast
	\$	\$	\$
Road Reconstruction Programme			
00031850 - Budget Work Order - Sealed Road Reconstruction Renewal Programme	0	2,017,298	2,017,298
00031882 - Budget Work Order - Sealed Roads Major Patch Programme	0	400,000	400,000
00035310 - 2018-19 Capital Works - Road Reconstruction Programme - Queen Street	540	0	0
00035575 - 2018-19 Capital Works - Road Reconstruction Programme - Road Design	813	0	0
00035601 - 2018-19 Capital Works - Sealed Road Pavement Programme - Binns Road Design & Construction	26,298	0	455,817
00035986 - 2019-20 Capital Works - Road Reconstruction Programme - Forest Street	2,776	0	0
00035991 - 2019-20 Capital Works - Road Reconstruction Programme - Weering School Road	5,743	0	0
00035993 - 2019-20 Capital Works - Road Reconstruction Programme - Collins Road	5,871	0	0
00035994 - 2019-20 Capital Works - Road Reconstruction Programme - Drapers Road	750	0	0
00035995 - 2019-20 Capital Works - Road Reconstruction Programme - Conns Lane	8,415	0	0
00036239 - 2019-20 Capital Works - Road Reconstruction Programme - Forest Street Road and Bridge Construction	370	0	0
00036261 - 2019-20 Capital Works - Sealed Road Pavement Programme - Rossmoyne Road Pavement Widening	3,839	0	0
00036262 - 2019-20 Capital Works - Sealed Road Pavement Programme - Boylans Lane Realignment	2,950	0	0
00036264 - 2019-20 Capital Works - Sealed Road Pavement Programme - Sheehans Road Widening	6,850	0	0
00036281 - 2019-20 Capital Works - Sealed Road Pavement Programme - Repair Section of Pengilley Avenue	5,534	0	0
00036303 - 2019-20 Capital Works - Sealed Road Pavement Programme - Gellibrand Street Carpark	383	0	0
00036325 - Budget Work Order - Crack Sealing Programme	0	125,000	125,000
Road Reconstruction Programme Total	71,131	2,542,298	2,998,115
Road Side Drainage Programme			
00036018 - 2018-19 Capital Works - Drainage Programme - Hart Street Drainage Stage 1	46,601	0	0
Road Side Drainage Programme Total	46,601	0	0
Road Slip Programme			
00031864 - Budget Work Order - Road Slip Rehabilitation Programme	0	361,800	361,800
00034915 - 2017-2018 - Capital Works - Rehabilitation Programme - Costins Access Landslip Investigation	376	0	0
00035159 - 2017-2018 - Capital Works - Road Slip Rehabilitation Programme - Road Slip 13 Wild Dog Road	1,327	0	0
00035808 - 2018-2019 - Capital Works - Road Slip Rehabilitation Programme - Site 6 Binns Road	2,895	0	0
00035809 - 2018-2019 - Capital Works - Road Slip Rehabilitation Programme - Site 8 Binns Road	5,223	0	0
00035810 - 2018-2019 - Capital Works - Road Slip Rehabilitation Programme - Site 10 Killala Road	20,535	0	0
00035811 - 2018-2019 - Capital Works - Road Slip Rehabilitation Programme - Site 12 Wild Dog Road	22,905	0	0
00036161 - 2019-20 - Capital Works - Road Slip Rehabilitation Programme - Binns Road	34,905	0	0
00036244 - 2019-20 Capital Works - Road Slip Rehabilitation Programme - Costins Access Cultural Heritage	1,980	0	0
Road Slip Programme Total	90,146	361,800	361,800

COLAC OTWAY SHIRE COUNCIL
CAPITAL EXPENDITURE REPORT
For 3 Months Ending 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

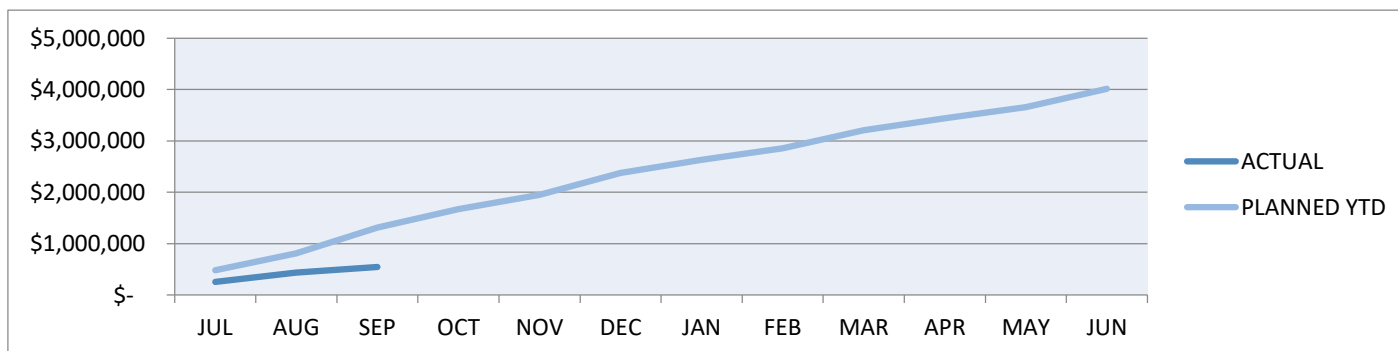
Work Order	YTD Actual	Annual Budget	Annual Forecast
	\$	\$	\$
Road Stabilisation Programme			
00036206 - 2019-20 Capital Works - Road Stabilisation Program - Alvie Transfer Station	323	0	0
00036207 - 2019-20 Capital Works - Road Stabilisation Program - Corangamite Lake Road	94	0	0
00036208 - 2019-20 Capital Works - Road Stabilisation Program - Cressy Road	94	0	0
00036209 - 2019-20 Capital Works - Road Stabilisation Program - Eurack Road	283	0	0
00036210 - 2019-20 Capital Works - Road Stabilisation Program - Poonneet Road	94	0	0
00036212 - 2019-20 Capital Works - Road Stabilisation Program - Old Yeo Road	94	0	0
00036213 - 2019-20 Capital Works - Road Stabilisation Program - Bushbys Road	189	0	0
00036214 - 2019-20 Capital Works - Road Stabilisation Program - Barongarook Road	94	0	0
00036217 - 2019-20 Capital Works - Road Stabilisation Program - Scenic Drive	283	0	0
00036218 - 2019-20 Capital Works - Road Stabilisation Program - Cape Otway Road	283	0	0
00036219 - 2019-20 Capital Works - Road Stabilisation Program - Seaview Drive	283	0	0
00036220 - 2019-20 Capital Works - Road Stabilisation Program - Gambier Street	378	0	0
00036221 - 2019-20 Capital Works - Road Stabilisation Program - Costin Street	378	0	0
00036222 - 2019-20 Capital Works - Road Stabilisation Program - Pengilley Avenue	472	0	0
00036223 - 2019-20 Capital Works - Road Stabilisation Program - Thomson Street	189	0	0
00036224 - 2019-20 Capital Works - Road Stabilisation Program - Swan Marsh Road	378	0	0
00036225 - 2019-20 Capital Works - Road Stabilisation Program - Queen Street	189	0	0
00036226 - 2019-20 Capital Works - Road Stabilisation Program - Garrett Street	283	0	0
00036227 - 2019-20 Capital Works - Road Stabilisation Program - Wilson Street	189	0	0
00036228 - 2019-20 Capital Works - Road Stabilisation Program - Hill Street	236	0	0
00036231 - 2019-20 Capital Works - Road Stabilisation Program - Queen Street	94	0	0
00036232 - 2019-20 Capital Works - Road Stabilisation Program - Elsinore Street	94	0	0
00036233 - 2019-20 Capital Works - Road Stabilisation Program - Parker Avenue	94	0	0
00036234 - 2019-20 Capital Works - Road Stabilisation Program - Wild Dog Road	94	0	0
00036235 - 2019-20 Capital Works - Road Stabilisation Program - Phillips Track	94	0	0
00036236 - 2019-20 Capital Works - Road Stabilisation Program - Talbot Street	94	0	0
00036237 - 2019-20 Capital Works - Road Stabilisation Program - Thomas Street	94	0	0
00036238 - 2019-20 Capital Works - Road Stabilisation Program - Morrison Street	94	0	0
Road Stabilisation Programme Total	5,563	0	0
Stormwater Programme			
00034298 - 2016-17 Capital Works - Stormwater Improvement Programme - Thompson Street Outfall	69,925	0	0
00034698 - 2016-17 Major Project - Bushfire Recovery - Wye River and Separation Creek Township - Constructon Retaining Walls	822	0	0
00035058 - 2016-17 Capital Works - Bushfire Recovery - Wye River and Separation Creek Township - Reticulated Stormwater Drainage- Table drains and driveway culve	102,667	0	0
00035059 - 2016-17 Capital Works - Bushfire Recovery - Wye River and Separation Creek Township - Reticulated Stormwater Drainage- Pits & Pipes	588,394	0	2,155,029
00035876 - 2018-19 Capital Works - Drainage Improvements Promgramme - Tulloh Street Drainage	71,655	0	0
00035969 - Budget - Stormwater Drainage Renewal Programme	0	300,000	300,000
00035979 - 2018-19 Capital Works - Drainage Improvement Programme - Wydinia Kinder Drainage	7,680	0	0
00035983 - 2018-19 Capital Works - Drainage Improvement Programme - Murray Street West Drainage	3,113	0	0
00036004 - 2018-19 Capital Works - Drainage Improvement Programme - Open Drainage Renewal Program - Airey's Street	8,490	0	0
00036051 - 2019-20 Capital Works - Drainage Improvement Programme - Hart Street Drainage - Airey St to Irrewillipe Road	4,516	0	0
00036260 - 2019-20 Capital Works - Drainge Improvement Programme - Cants Road Level Crossing Drainage Outfall	2,097	0	0
Stormwater Programme Total	859,360	300,000	2,455,029
Total	3,823,322	13,060,926	18,230,946

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Ending 30 September 2019

Current Major Projects Program Percentage Summary as at 30 September 2019

	2019-20 Actual	2019-20 Forecast		
Major Project Expenditure	544,808	4,015,534	14%	Expended
Major Project Income	(115,126)	(763,941)	15%	Received
Major Project Net	429,683	3,251,593		

Expenditure - Forecast vs Actual



Commentary

The forecast YTD expenditure as at 30th September was \$1.3m. The Actual YTD spend has been \$545k. This indicates that only 42% of expected Major Project spend has been achieved.

It is important to note that:

- The forecast YTD figure relies on accurate phasing.
- The 'Actual' figure does not include commitments.

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Endign 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actuals	Annual Budget	Annual Forecast
	\$	\$	\$
Arts and Leisure			
00034710 - Operating Project - Walk to School Project (RAC)			
Expenditure	1,924	0	15,000
Income	(15,000)	0	(15,000)
00034710 - Operating Project - Walk to School Project (RAC) Total	(13,076)	0	0
00035905 - 18-19 Mid Year - Opreating Projects - Former Colac High School Site Master Plan			
Expenditure	0	0	50,000
00035905 - 18-19 Mid Year - Opreating Projects - Former Colac High School Site Master Plan Total	0	0	50,000
00034903 - 2017-18 - Major Project - COPACC Full House Audience Development Project			
Expenditure	1,633	0	40,000
00034903 - 2017-18 - Major Project - COPACC Full House Audience Development Project Total	1,633	0	40,000
Arts and Leisure Total	(11,443)	0	90,000
Assets and Project Delivery			
00034118 - 2016-17 Major Project - Council Property Management Framework			
Expenditure	0	0	20,000
00034118 - 2016-17 Major Project - Council Property Management Framework Total	0	0	20,000
00035094 - 2018-19 Operating Project - Assessing Landslide Risk To Key Infrastructure and Assets in COS			
Expenditure	0	0	41,281
00035094 - 2018-19 Operating Project - Assessing Landslide Risk To Key Infrastructure and Assets in COS Total	0	0	41,281
00035095 - 2015-16 Major Project - Birregurra Stormwater Drainage Strategy			
Expenditure	12,133	0	50,400
Income	(50,400)	0	(50,400)
00035095 - 2015-16 Major Project - Birregurra Stormwater Drainage Strategy Total	(38,267)	0	0
00035102 - 2018-19 Operating Projects - Memorial Square Toilet Design (Masterplan Implementation)			
Expenditure	97	0	95,589
00035102 - 2018-19 Operating Projects - Memorial Square Toilet Design (Masterplan Implementation) Total	97	0	95,589
00035911 - 18-19 Mid Year - Opreating Projects - Development of Public Toilet Strategy			
Expenditure	0	0	25,000
00035911 - 18-19 Mid Year - Opreating Projects - Development of Public Toilet Strategy Total	0	0	25,000
00035953 - 2019-20 Operating Project - Infrastructure External Design			
Expenditure	11,627	0	100,000
00035953 - 2019-20 Operating Project - Infrastructure External Design Total	11,627	0	100,000
00035954 - 2019-20 Operating Project - City Deal Project			
Expenditure	0	500,000	500,000
Income	0	0	(500,000)
00035954 - 2019-20 Operating Project - City Deal Project Total	0	500,000	0
00035997 - 2018-19 Operating Project - Landslide Remediaton 39 Morley Ave, Wye River			
Expenditure	5,392	0	0
00035997 - 2018-19 Operating Project - Landslide Remediaton 39 Morley Ave, Wye River Total	5,392	0	0
Assets and Project Delivery Total	(21,152)	500,000	281,870

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Endign 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actuals	Annual Budget	Annual Forecast	
	\$	\$	\$	
Community Services				
00034109 - 2016-17 Major Project - Colac East Kindergarten Extension				
Expenditure	1,460	0	0	
00034109 - 2016-17 Major Project - Colac East Kindergarten Extension Total	1,460	0	0	
00035099 - 2018-19 Operating Projects - EziTracker: Managing Remote Workforces				
Expenditure	2,747	2,000	2,000	
00035099 - 2018-19 Operating Projects - EziTracker: Managing Remote Workforces Total	2,747	2,000	2,000	
00035839 - 2018-19 Operational Project - MCH - Hard to Staff Project				
Expenditure	0	0	26,810	
00035839 - 2018-19 Operational Project - MCH - Hard to Staff Project Total	0	0	26,810	
Community Services Total	4,207	2,000	28,810	

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Endign 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actuals	Annual Budget	Annual Forecast
	\$	\$	\$
Economic Development			
00034649 - 2017-18 Major Project - Economic Development - Forrest Mountain Bike Trail Implementation			
Expenditure	23,000	0	99,696
00034649 - 2017-18 Major Project - Economic Development - Forrest Mountain Bike Trail Implementation Total	23,000	0	99,696
00034867 - 2017-2018 - Small Town Improvement Programme (STIP) - Forrest Common Master Plan			
Expenditure	0	0	3,450
00034867 - 2017-2018 - Small Town Improvement Programme (STIP) - Forrest Common Master Plan Total	0	0	3,450
00034870 - 2017-2018 - Small Town Improvement Programme (STIP) - Apollo bay Memorial Options Plan			
Expenditure	0	0	7,000
00034870 - 2017-2018 - Small Town Improvement Programme (STIP) - Apollo bay Memorial Options Plan Total	0	0	7,000
00035105 - 2018-19 Operating Project - GROW Project			
Expenditure	0	0	26,250
00035105 - 2018-19 Operating Project - GROW Project Total	0	0	26,250
00035271 - 2019-20 Operating Project - Community Grants Programme Category 1			
Expenditure	123,748	160,000	172,876
00035271 - 2019-20 Operating Project - Community Grants Programme Category 1 Total	123,748	160,000	172,876
00035272 - 2019-20 Operating Project - Community Events & Support Programme Category 2			
Expenditure	42,757	101,500	101,500
00035272 - 2019-20 Operating Project - Community Events & Support Programme Category 2 Total	42,757	101,500	101,500
00035273 - 2019-20 Operating Project - Small Grants Programme Category 3			
Expenditure	26,765	30,000	30,000
00035273 - 2019-20 Operating Project - Small Grants Programme Category 3 Total	26,765	30,000	30,000
00035274 - 2019-20 Operating Project - Building Facade Improvement Programme Category 4			
Expenditure	4,000	20,000	20,000
00035274 - 2019-20 Operating Project - Building Facade Improvement Programme Category 4 Total	4,000	20,000	20,000
00035506 - Community Grants - student achievement awards			
Expenditure	0	1,000	1,000
00035506 - Community Grants - student achievement awards Total	0	1,000	1,000

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Endign 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actuals	Annual Budget	Annual Forecast
	\$	\$	\$
00035507 - Community Grants - Garden Awards			
Expenditure	0	5,000	5,000
00035507 - Community Grants - Garden Awards Total	0	5,000	5,000
00035508 - 2019-20 Operating Project - Community Grants Programme Smarty Grants			
Expenditure	11,364	12,500	12,500
00035508 - 2019-20 Operating Project - Community Grants Programme Smarty Grants Total	11,364	12,500	12,500
00035907 - 18-19 Mid Year - Opreating Projects - Book Easy Online Booking System			
Expenditure	0	0	10,000
00035907 - 18-19 Mid Year - Opreating Projects - Book Easy Online Booking System Total	0	0	10,000
00035961 - 2019-20 Opreating Projects - Small Town Priorities			
Expenditure	0	100,000	100,000
00035961 - 2019-20 Opreating Projects - Small Town Priorities Total	0	100,000	100,000
00035962 - 2019-20 Opreating Projects - Lighting Infrastructure for Event Promotion			
Expenditure	0	40,000	40,000
00035962 - 2019-20 Opreating Projects - Lighting Infrastructure for Event Promotion Total	0	40,000	40,000
Economic Development Total	231,633	470,000	629,272

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Endign 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actuals	Annual Budget	Annual Forecast
	\$	\$	\$
Environment and Community Safety			
00031708 - VASP G21 Phase Three Action Plan Implementation (CRC)			
Expenditure	0	0	9,178
00031708 - VASP G21 Phase Three Action Plan Implementation (CRC) Total	0	0	9,178
00031709 - VASP GSC Phase Three Action Plan Implementation (CRC)			
Expenditure	0	0	18,630
00031709 - VASP GSC Phase Three Action Plan Implementation (CRC) Total	0	0	18,630
00032042 - VASP Colac Otway - Embedding Climate Adaptation in Colac Otway Projects, Programmes and Processes			
Expenditure	0	0	7,895
00032042 - VASP Colac Otway - Embedding Climate Adaptation in Colac Otway Projects, Programmes and Processes Total	0	0	7,895
00035012 - Roadside Weeds & Pests Management Project			
Expense	0	0	43,041
Income	(43,041)	0	(43,041)
00035012 - Roadside Weeds & Pests Management Project Total	(43,041)	0	0
00035097 - 2018-19 Operating Project - Apollo Bay Township and Foreshore Masterplan			
Expenditure	86,294	0	0
00035097 - 2018-19 Operating Project - Apollo Bay Township and Foreshore Masterplan Total	86,294	0	0
00035885 - 2018-19 Operating Project - SV LGES Program – Energy Audits Implementation			
Expenditure	0	0	160,663
00035885 - 2018-19 Operating Project - SV LGES Program – Energy Audits Implementation Total	0	0	160,663
00035912 - 18-19 Mid Year - Opreating Projects - Lighting Project			
Expenditure	0	0	100,000
00035912 - 18-19 Mid Year - Opreating Projects - Lighting Project Total	0	0	100,000
00036014 - Operating Project - Communities Combating Pests & Weeds Impacts During Drought 2019-2020			
Expenditure	0	0	200,000
00036014 - Operating Project - Communities Combating Pests & Weeds Impacts During Drought 2019-2020 Total	0	0	200,000
Environment and Community Safety Total	43,253	0	496,366

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Endign 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actuals	Annual Budget	Annual Forecast
	\$	\$	\$
Information Services			
00035086 - 2018-19 Operating Projects - Pound Road records archive remediation and administration			
Expenditure	0	0	40,000
00035086 - 2018-19 Operating Projects - Pound Road records archive remediation and administration Total	0	0	40,000
00035087 - 2018-19 Operating Projects - Telecommunications Continuity (Mirgration Phone Systems)			
Expenditure	0	0	55,000
00035087 - 2018-19 Operating Projects - Telecommunications Continuity (Mirgration Phone Systems) Total	0	0	55,000
00035088 - 2018-19 Operating Projects - Trim Upgrade and Development			
Expenditure	0	0	38,023
00035088 - 2018-19 Operating Projects - Trim Upgrade and Development Total	0	0	38,023
00035093 - 2018-19 Operating Projects - CCTV Upgrades for Colac CBD			
Expenditure	0	0	27,000
00035093 - 2018-19 Operating Projects - CCTV Upgrades for Colac CBD Total	0	0	27,000
00035904 - 18-19 Mid Year - Opreating Projects - Docusign Implementation			
Expenditure	0	0	38,270
00035904 - 18-19 Mid Year - Opreating Projects - Docusign Implementation Total	0	0	38,270
00035948 - 2019-20 Operating Projects - ICT - Digital Enablement of a Mobile Workforce			
Expenditure	11,463	70,000	70,000
00035948 - 2019-20 Operating Projects - ICT - Digital Enablement of a Mobile Workforce Total	11,463	70,000	70,000
00035949 - 2019-20 Operating Projects - ICT - Works Management System			
Expenditure	0	30,000	30,000
00035949 - 2019-20 Operating Projects - ICT - Works Management System Total	0	30,000	30,000
00035950 - 2019-20 Operating Projects - ICT - ePlanning - Public Portal			
Expenditure	0	50,000	50,000
00035950 - 2019-20 Operating Projects - ICT - ePlanning - Public Portal Total	0	50,000	50,000
00035951 - 2019-20 Operating Projects - ICT - Resourcing Strategy			
Expenditure	32,500	130,000	130,000

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Endign 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actuals	Annual Budget	Annual Forecast
	\$	\$	\$
00035951 - 2019-20 Operating Projects - ICT - Resourcing Strategy Total	32,500	130,000	130,000
00035952 - 2019-20 Operating Projects - GIS software restructure			
Expenditure	0	75,000	75,000
00035952 - 2019-20 Operating Projects - GIS software restructure Total	0	75,000	75,000
00035960 - 2019-20 Operating Projects - Colac Otway Shire Website Upgrade			
Expenditure	1,069	30,000	30,000
00035960 - 2019-20 Operating Projects - Colac Otway Shire Website Upgrade Total	1,069	30,000	30,000
Information Services Total	45,032	385,000	583,293
People, Performance and Culture			
00035815 - Major Project - Organisational Developement - e-recruit project			
Expenditure	1,065	0	0
00035815 - Major Project - Organisational Developement - e-recruit project Total	1,065	0	0
00035875 - 18-19 Mid Year - Opreating Projects - MePACS - Mobile Duress Alarms			
Expenditure	3,120	0	0
00035875 - 18-19 Mid Year - Opreating Projects - MePACS - Mobile Duress Alarms Total	3,120	0	0
00035958 - 2019-20 Operating Projects - S&O Safety Audit Action Plan			
Expenditure	7,874	95,000	95,000
00035958 - 2019-20 Operating Projects - S&O Safety Audit Action Plan Total	7,874	95,000	95,000
00036315 - 2019-20 Operating Project - Gender Equity			
Expenditure	0	0	5,000
00036315 - 2019-20 Operating Project - Gender Equity Total	0	0	5,000
People, Performance and Culture Total	12,059	95,000	100,000

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Endign 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actuals	Annual Budget	Annual Forecast
	\$	\$	\$
Planning, Building and Health			
00031784 - Major Project - Colac Structure Plan Review (Colac 2050 Plan)			
Expenditure	29,883	40,000	40,000
00031784 - Major Project - Colac Structure Plan Review (Colac 2050 Plan)			
Total	29,883	40,000	40,000
00034111 - 2016-17 Major Project - Apollo Bay Harbour Expression of Interest			
Expenditure	685	0	0
00034111 - 2016-17 Major Project - Apollo Bay Harbour Expression of Interest			
Total	685	0	0
00034116 - 2016-17 Major Project - Bruce St Investigation			
Expenditure	9,347	0	21,713
00034116 - 2016-17 Major Project - Bruce St Investigation Total	9,347	0	21,713
00034639 - 2017-18 Major Project - Streamlining Planning Scheme - cutting red tape			
Expenditure	10,530	0	83,560
00034639 - 2017-18 Major Project - Streamlining Planning Scheme - cutting red tape Total	10,530	0	83,560
00035004 - 2017-18 Major Project - Amendment C90 - Flood Overlay Changes			
Expenditure	7,490	0	31,331
00035004 - 2017-18 Major Project - Amendment C90 - Flood Overlay Changes Total	7,490	0	31,331
00035103 - 2018-19 Operational Projects - Apollo Bay Harbour Precinct Development Plan			
Expenditure	37,118	0	402,508
00035103 - 2018-19 Operational Projects - Apollo Bay Harbour Precinct Development Plan Total	37,118	0	402,508
00035908 - 18-19 Mid Year - Opreating Projects - Colac Civic Precinct Plan			
Expenditure	4,240	100,000	197,010
Income	0	0	(90,000)
00035908 - 18-19 Mid Year - Opreating Projects - Colac Civic Precinct Plan			
Total	4,240	100,000	107,010
00035910 - 18-19 Mid Year - Opreating Projects - Revised Erosion Management Overlay Mapping			
Expenditure	0	0	77,580
00035910 - 18-19 Mid Year - Opreating Projects - Revised Erosion Management Overlay Mapping Total	0	0	77,580
00035968 - 2019-20 Opreating Projects - Domestic Wastewater Management Plan Review			
Expenditure	0	30,000	30,000
00035968 - 2019-20 Opreating Projects - Domestic Wastewater Management Plan Review Total	0	30,000	30,000
00035974 - 2018-19 Major Project - Colac West Developent Plan			
Expenditure	805	0	0
00035974 - 2018-19 Major Project - Colac West Developent Plan Total	805	0	0
00036241 - 2018-19 Operating Project - Apollo Bay Community Infrastructure Plan			
Expenditure	10,720	0	183,538
Income	0	0	(60,000)
00036241 - 2018-19 Operating Project - Apollo Bay Community Infrastructure Plan Total	10,720	0	123,538
Planning, Building and Health Total	110,818	170,000	917,240

COLAC OTWAY SHIRE COUNCIL
MAJOR PROJECTS REPORT
For 3 Months Endign 30 September 2019

Notes

1. The 'Actual' figure does not include commitments.

Work Order	YTD Actuals	Annual Budget	Annual Forecast
	\$	\$	\$
Services and Operations			
00032730 - Recycling Education - SKM Contract			
Income	(6,685)	(5,500)	(5,500)
00032730 - Recycling Education - SKM Contract Total	(6,685)	(5,500)	(5,500)
00035091 - 2018-19 Operating Project - Weigh Bridge Upgrade Software			
Expenditure	102	0	70,242
00035091 - 2018-19 Operating Project - Weigh Bridge Upgrade Software Total	102	0	70,242
00035909 - 18-19 Mid Year - Opreating Projects - Birregurra, Alvie & Apollo Bay Transfer Station Signage and Site Upgrade			
Expenditure	900	0	0
00035909 - 18-19 Mid Year - Opreating Projects - Birregurra, Alvie & Apollo Bay Transfer Station Signage and Site Upgrade Total	900	0	0
00035959 - 2019-20 Opreating Projects - Kerbside Collection & Transfer Station Operations Contract Preparation			
Expenditure	20,957	60,000	60,000
00035959 - 2019-20 Opreating Projects - Kerbside Collection & Transfer Station Operations Contract Preparation Total	20,957	60,000	60,000
Services and Operations Total	15,275	54,500	124,742
Total	429,683	1,676,500	3,251,593

Colac Otway Shire Council
2018/19 Carry Forwards - Detail

OPERATING

	Carry Forward Amount		Comment
	Income	Expense	
Operations			
Community Services Management			
00036015 - Operations - Aboriginal Engagement - Healthy Babies Stronger Families		75,000	Grant funding
Community Services Management Total	0	75,000	
Economic Development Management			
00036020 - Operations - Small Business Victoria Events Funding	0	11,250	State Grant for 19/20
Economic Development Management Total	0	11,250	
Emergency Services (incl. Natural Disasters)			
00035715 - Operations - Emergency Management General	0	85,283	State Government Grant administered by Surf Coast Shire. We have received the funds from Surf Coast for our 19-20 share of the grant and it needs to be rolled over into the 19-20 budget.
Emergency Services (incl. Natural Disasters) Total	0	85,283	
Events			
00035717 - Operations - Events	0	5,000	Unspent event funding
00035807 - Operations - Events - Australia Day	0	5,000	Budget does not show under 35807 for 18/19 so please take from WO35717.
Events Total	0	10,000	
Family & Children Services			
00035718 - Operations - Family & Children Services	0	15,000	Grant Funding
Family & Children Services Total	0	15,000	
Rural Access			
00035023 - Operations - Rural Access	0	57,888	Ongoing services provided
Rural Access Total	0	57,888	
Operations Total	0	254,421	

2018/19 Carry Forwards - Detail
Port of Apollo Bay

Please note: These projects have all been approved and are expected by DoT.

		Carry Forward Amount		Comment
		Income	Expense	
Major Projects				
Work Order				
35518	Barrum replacement project	0	14,399	This will be complete early in 2019/20
35515	In Harbour Dredging project	0	1,050,000	Funding was received in late June for 19/20 project
33593	Slipway Operations	0	30,000	Funding was received in late June for 19/20 project
36037	Lee Breakwater Repair	0	200,000	Funding was received in late June for 19/20 project
36037	Lee Breakwater Repair	0	73,500	Funding was received in late June for 19/20 project
35522	Port Boat Ramp Car Park Renewal Project	(335,226)	705,196	Funded project in progress
New	Ablutions replacement	0	25,000	Toilet building to be purchased/built
33951	Dredging Harbour Entrance	0	5,837	Project to be delivered
Total POAB		(335,226)	2,103,932	

Colac Otway Shire Council
2018/19 Carry Forwards - Detail

MAJOR PROJECTS

	Carry Forward Amount		Comment
	Income	Expense	
Major Projects			
Arts and Leisure			
00035905 - 18-19 Mid Year - Operating Projects - Former Colac High School Site Master Plan		50,000	
Arts and Leisure Total		50,000	
Assets			
00034118 - 2016-17 Major Project - Council Property Management Framework	0	20,000	Project underway. Strategically delayed to follow Building AMP
00035102 - 2018-19 Operating Projects - Memorial Square Toilet Design (Masterplan Implementation)	0	95,589	Procurement complete. About to commence
00035911 - 18-19 Mid Year - Operating Projects - Development of Public Toilet Strategy	0	25,000	This project is currently underway. It is already half-complete, with an invoice soon expected..
Assets Total	0	140,589	
COPACC			
00034903 - 2017-18 - Major Project - COPACC Full House Audience Development Project	0	40,000	Grant received in advance from Creative Vic - received in the COPACC management area.
COPACC Total	0	40,000	
Economic Development Management			
00034649 - 2017-18 Major Project - Economic Development - Forrest Mountain Bike Trail Implementation	0	99,696	Change / increase scope of original project. Jointing program stage 1 & 2 together. Project still on track to finish in October as originally planned
00034867 - 2017-2018 - Small Town Improvement Programme (STIP) - Forrest Common Master Plan	0	3,450	Program yet to be completed in 2019/20.
00034870 - 2017-2018 - Small Town Improvement Programme (STIP) - Apollo bay Memorial Options Plan	0	7,000	Council resolution to hold funds
00035271 - 2019-20 Operating Project - Community Grants Programme Category 1	0	12,876	Community groups haven't supplied final acquittal reports to receive the final grant allocation
00035907 - 18-19 Mid Year - Operating Projects - Book Easy Online Booking System	0	10,000	Project moved to 2019/20 financial year
Economic Development Management Total	0	133,022	
Environment			
00031708 - VASP G21 Phase Three Action Plan Implementation (CRC)	0	9,178	Grant funding to be carried over. It will be used to match State Government Grant (3CA Grants, DELWP) – application submitted, awaiting confirmation from DELWP due in late July 2019.
00031709 - VASP GSC Phase Three Action Plan Implementation (CRC)	0	18,630	Grant funding to be carried over. It will be used to match State Government Grant (3CA Grants, DELWP) – application submitted, awaiting confirmation from DELWP due in late July 2019.
00032042 - VASP Colac Otway - Embedding Climate Adaptation in Colac Otway Projects, Programmes and Processes	0	7,895	Grant funding to be carried over. It will be used to match State Government Grant (3CA Grants, DELWP) – application submitted, awaiting confirmation from DELWP due in late July 2019.
00035885 - 2018-19 Operating Project - SV LGES Program – Energy Audits Implementation	0	160,663	Allocated by Council to match SV LG Energy Saver Grant of \$100,000. SV component of matching 100K in funding to be received in July 2019 after funding agreement is finalised and signed by both parties.
00035912 - 18-19 Mid Year - Operating Projects - Lighting Project	0	100,000	Allocated by Council in the mid-year budget (2018-19) for Main Roads LED Streetlighting Upgrade Project to be delivered during 2019-2020 financial year.
00036014 - Communities Combating Pests & Weeds Impacts During Drought 2019-2020	0	200,000	Federal Grant agreement signed and we expect to receive the money before the end of the financial year, but no expenditure will happen so it will all need to be carried over.
Environment Total	0	496,366	

MAJOR PROJECTS

	Carry Forward Amount		Comment
	Income	Expense	
Information Services			
00035086 - 2018-19 Operating Projects - Pound Road records archive remediation and administration	0	40,000	Did not progress during 2018/19 due to resourcing concerns. Will commence 2019/20
00035087 - 2018-19 Operating Projects - Telecommunications Continuity (Migration Phone Systems)	0	55,000	Strategic delay - Will be ready to commence in 2019-20
00035088 - 2018-19 Operating Projects - Trim Upgrade and Development	0	38,023	Underway - Will be completed in 2019-20
00035093 - 2018-19 Operating Projects - CCTV Upgrades for Colac CBD	0	27,000	Will commence 2019-20. This was brought-forward as part of the mid-year review.
00035904 - 18-19 Mid Year - Operating Projects - Docusign Implementation	0	38,270	This was brought-forward as part of the mid-year review and has been started. This will be completed in 2019-20.
Information Services Total	0	198,293	
Maternal & Child Health Service			
00035839 - 2018-19 Operational Project - MCH - Hard to Staff Project	0	26,810	Grant funding
Maternal & Child Health Service Total	0	26,810	
Planning Building & Health Management			
00035908 - 18-19 Mid Year - Operating Projects - Colac Civic Precinct Plan	0	17,010	Project commenced with scoping exercise. Funds will be added to 2019/20 budget allocation to complete project.
00035910 - 18-19 Mid Year - Operating Projects - Revised Erosion Management Overlay Mapping	0	77,580	Initial work undertaken to prepare for Review but delayed due to State Govt Review of overlay
Planning Building & Health Management Total	0	94,590	
Project Delivery			
00035094 - 2018-19 Operating Project - Assessing Landslide Risk To Key Infrastructure and Assets in COS	0	41,281	Project underway. Remaining to be spent
Project Delivery Total	0	41,281	
Strategic planning			
00033449 - Major Projects 2014-15 - Bruce St Landfill Site Investigation		38,610	Budget was allocated to Landfill but should be Planning
00034116 - 2016-17 Major Project - Bruce St Investigation	0	(16,897)	Budget split, Landfill and Planning, all allocated to Planning now. Environmental audit to determine suitability of land for sale has taken longer than anticipated due to complexity of issues.
00034639 - 2017-18 Major Project - Streamlining Planning Scheme - cutting red tape	0	83,560	Project substantially delayed by State Govt PS changes.
00035004 - 2017-18 Major Project - Amendment C90 - Flood Overlay Changes	0	31,331	Delay completing amendment due to Council resolution re submissions. Majority of carry forward consists of DELWP/CCMA grant received early.
00035109 - Major Project 2017-18 - Economic Cost Benefit Analysis - Forrest Mountain Bike Trails Strategic Plan and Apollo Bay Harbour Precinct - MacroPlan	0	58,583	Budget for Harbour project was allocated to Economic Development but should be Planning - delay in expending funds for this element of the project
00035103 - 2018-19 Operational Projects - Apollo Bay Harbour Precinct Development Plan	0	343,925	Project has been delayed due to Council resolution to undertake Development Plan prior to EOI process for private investment, and delay in commencement of Apollo Bay Community Infrastructure Plan for procurement reasons. Carry forward reflects that no external grant of \$100K will be received to offset expenditure as previously budgeted.
00035097 - 2018-19 Operating Project - Apollo Bay Township and Foreshore Masterplan		123,538	Work order originally allocated to Environment but should be Planning
00036241 - 2018-19 Operating Project - Apollo Bay Community Infrastructure Plan	0	0	Early stages of project due to time taken in 2018 to negotiate inclusion in project of DELWP/OCC Foreshore Plan, and procurement process. Original budget was allocated to different department
Strategic planning Total	0	662,650	
Waste Management			
00035091 - 2018-19 Operating Project - Weigh Bridge Upgrade Software	0	70,242	Project has commenced. Waste reserve
Waste Management Total	0	70,242	
Major Projects Total	0	1,953,843	

Colac Otway Shire Council
2018/19 Carry Forwards - Detail

CAPITAL WORKS

	Carry Forward Amount		Comment
	Income	Expense	
Capital Works			
Active Reserves Programme			
00035814 - 2018-19 - Capital Works - Western Reserve Oval Reconstruction and Lighting	0	16,182	Remainder of grant funding from the 1st stage of the project.
Active Reserves Programme Total	0	16,182	
Bridges Programme			
00031853 - Budget Work Order - Bridge Rehabilitation Programme	(396,000)	250,000	State Grants to complete Forest St, Jacksons Trk and Upper Gellibrand Rd Bridges.
Bridges Programme Total	(396,000)	250,000	
Building Programme			
00034624 - 2017-18 Capital Works - Solar Power Generation - Colac Library Solar PV System (50kW)	0	68,693	Project underway.
00034648 - 2017-18 Capital Works - Building Programme - Irrewarra Netball Facilities Upgrade	(90,000)	0	State Grant of \$10k and \$80k from Irrewarra FNC
00035543 - 2018-19 Capital Works - Building Renewal Programme - Gellibrand Neighbourhood House	0	47,500	
00035072 - 2018-19 - Capital Works - Forrest Caravan Park Waste Water Upgrade	0	119,954	Multi-Year Project
00035116 - 2017-18 Capital Works - Building Renewal Programme - Winifred Nance Kindergarten	0	136,324	Project Underway
Building Programme Total	(90,000)	372,471	
Furniture Programme			
00032708 - Capital Works 2015-16 - Furniture and Equipment Replacement Programme - Upgrade of 2-way Radio System	0	70,242	The project is currently underway and is expected to require the entire allocated expenditure.
Furniture Programme Total	0	70,242	
ICT Hardware Programme			
00035067 - 2018-19 - Capital Works - Wide Area Network (WAN) Upgrade and Expansion	0	184,985	The project is currently underway and is expected to require the entire allocated expenditure.
00035068 - 2018-19 - Capital Works - ICT Disaster Recovery capability improvements	0	58,404	The project is currently underway and is expected to require the entire allocated expenditure.
ICT Hardware Programme Total	0	243,389	

CAPITAL WORKS

	Carry Forward Amount		Comment
	Income	Expense	
ICT Software Programme			
00035065 - 2018-19 - Capital Works - Civica Suite - Major Upgrade + functionality expansion	0	171,942	Partially allocated to WO 34627 in 18/19. Will utilise all of budget in 2019/20..
00035077 - 2018-19 - Capital Works - GIS Aerial Imagery renewal + topological LIDAR	0	16,338	Project completed early 2019-20.
ICT Software Programme Total	0	188,280	
Light Fleet Programme			
00036016 - 2018-19 - Capital Works - Holden Trailblazer 4x4 LT	0	33,653	Ordered in the 2018-19 Year.
00036044 - 2018-19 Capital Works - Fleet Acquisition - Holden Colorado Space Cab LS 4X4	0	40,000	Ordered as a part of the 2018-19 Programme
Light Fleet Programme Total	0	73,653	
Major Plant Programme			
00035914 - 18-19 Mid Year - Capital Works - Replacement of Emulsion Tank Pound Rd Depot	0	50,000	Funded from the 2018-19 Programme.
00035928 - 2018-19 Capital Works - Major Plant Programme - Hino 13,000L Water Tank	0	203,863	On Order from the 2018-19 Year.
00035929 - 2018-19 Capital Works - Major Plant Programme - CAT CW12 Pneumatic Roller	0	138,000	From the 2018-19 Programme.
00035930 - 2018-19 Capital Works - Major Plant Programme - CAT CW12 Pneumatic Roller	0	138,000	Ordered in the 2018-19 Year.
00036041 - 2018-19 Capital Works - Major Plant Programme - Toro Z Master 7000	0	25,000	Purchased as a part of the 2018-19 Programme.
00036042 - 2018-19 Capital Works - Major Plant Programme - Caterpillar 12M Grader	0	382,500	Ordered as a part of the 2018-19 programme.
00036043 - 2018-19 Capital Works - Major Plant Programme - Hino 7000 series tipper	0	200,349	Ordered as a part of the 2018-19 Programme.
00036157 - 2019-20 Capital Works - Major Plant Programme - Kobelco Excavator SK75SR	0	153,000	Ordered as a part of the 2018-19 programme.
Major Plant Programme Total	0	1,290,712	
Open Space Programme			
00034607 - 2017-18 Capital Works - Colac Lake Foreshore Masterplan Implementation	(50,000)	0	Finalisation of the project
Open Space Programme Total	(50,000)	0	
Playground Programme			
00035101 - 2018-19 Capital Works - Memorial Square Masterplan Implementation	(109,000)	120,245	Project Underway
00035946 - 2019-20 Capital Works - Playground Programme - Memorial Square Playspace	225,000	0	Grant Received in advance in 2018/19.
Playground Programme Total	116,000	120,245	

CAPITAL WORKS

	Carry Forward Amount		Comment
	Income	Expense	
Road and Street Furniture Programme			
00035071 - 2018-19 - Capital Works - Township Christmas Decorations - Colac & Apollo Bay light pole upgrade	0	4,000	As per Council Resolution
Road and Street Furniture Programme Total	0	4,000	
Road Reconstruction Programme			
00035601 - 2018-19 Capital Works - Sealed Road Pavement Programme - Binns Road Design & Construction	(113,096)	455,817	Income Received in advance for this project.
Road Reconstruction Programme Total	(113,096)	455,817	
Capital Works Total	(533,096)	3,084,991	

Item: 10.5

Compliance - Review Update of the Procurement Policy

OFFICER	Ben McLaughlin
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Updated Procurement Policy [10.5.1 - 13 pages] 2. Existing Procurement Policy 3.2 [10.5.2 - 15 pages]
PURPOSE	To present the updated Procurement Policy for Council's consideration and adoption.

1. EXECUTIVE SUMMARY

The purpose of the Procurement Policy (Policy) is to provide a framework to support the procurement of goods, services or works by Council to ensure that financial resources are used efficiently, and purchases are made in a transparent manner.

In accordance with Section 186 A (7) of the *Local Government Act 1989*, Council is required to review its Policy at least once in each financial year, and may, in accordance with section 7, amend the Policy.

The Procurement and Contracts team have undertaken a detailed review of the Procurement Policy to ensure it meets best practise while delivering best value for our community. In doing so, a number of resources were used in the creation of the new policy, this included the Municipal Association of Victoria (MAV) model procurement policy, Victorian Government Procurement Board (VGPB) guidelines, Victorian Local Government Best Practice Procurement Guidelines, existing internal policy documents and polices from other Victorian Councils.

The periodic review of the Policy ensures the document reflects any legislative or administrative procedure changes that have occurred during the year. It also allows an opportunity to assess the Policy against other insightful resources, such as those above.

Version 3.3 of the Policy is provided for Council's consideration at Attachment 10.17.1. The existing Policy (Version 3.2) is attached for reference at Attachment 10.17.2.

This year, a complete document review was undertaken on the Policy. This included most notably:

- removal of all non-procurement related sections;

- section 3.6 which demonstrates Council's commitment to comply with the *Competition and Consumer Act 2010*;
- section 3.12 which incorporates, in its tender process, an optional 5% weighting for sustainable procurements;
- section 3.16 which updates the minimum market engagement requirements for Council officers when procuring goods, services or works; and
- relocation of procedural information from the Policy into the newly created Procurement Procedure, which has been reviewed by the Executive Management Team and presented to the 6 November Council briefing.

2. RECOMMENDATION

That Council adopt the updated Procurement Policy (Version 3.3).

3. KEY INFORMATION

The Procurement and Contracts team have undertaken a detailed review of the Procurement Policy to ensure it meets best practise while delivering best value for our community. In doing so, a number of resources were used in the creation of the new policy, this included the Municipal Association of Victoria (MAV) model procurement policy, Victorian Government Procurement Board (VGPB) guidelines, Victorian Local Government Best Practice Procurement Guidelines, existing internal policy documents and polices from other Victorian Councils.

One aspect of the review resulted in the operating procedures that were included as part of the policy being separated out into an internal operating procedure for officers. These procedures direct how the policy is to be implemented and they will evolve over time as new operational tools emerge, new processes are designed, and the risks associated with an area changes in response to internal or external environmental changes.

This separation will allow Council officers to easily find and understand policy, then using the procedure, locate the specific steps they need to carry out the policy. This internal operating procedure was presented to Councillors at a briefing on 6 November 2019.

In addition to the separation of policy and procedure, all non-procurement related sections were removed from the Policy, this included most notably, section 4.2.3. contract management. The Procurement and Contracts team have developed a Contract Management Procedure to ensure a sound, consistent and effective approach to managing their diverse range of contracts. The sections removed from the Policy are now incorporated into a Contract Management procedural document.

The *Competition and Consumer Act 2010* (the Act) is a national law that governs how businesses, including Councils must deal with suppliers, competitors and customers. The Act is designed to promote competition and to ensure that all companies and other entities, including Council, compete freely and fairly. The Act has been incorporated into section 3.6 of the Policy to demonstrate Councils commitment to comply with the Act.

To acknowledge the suppliers whose activities contribute to the environmental wellbeing of the Shire, an optional weighting of five (5) percent will be applied to select tenders for sustainable procurement. Suppliers will need to detail its policies and procedures relating to environmental management and provide a percentage of sustainable content in its goods, services or works.

The minimum market engagement tables have been updated to redistribute more of Council's expenditure into a competitive quoting environment. Under the current Policy, values between \$2,000 and \$10,000 require one written quote to be obtained, in 2017/18 this equated to over \$6m in procurements through this market engagement method.

The suggested amendment would require Council officers to obtain two verbal quotes. Analysis of Council's 2017/18 financial data suggests this would shift an additional 1,191 procurements into a competitive environment. With the average quote variance¹ of 41% this would provide Council with significant potential savings.

In the latest report by the Independent Broad-based Anti-corruption Commission (IBAC) it noted that
Ongoing monitoring of expenditure is an internal control that can quickly identify potential issues.²

The risks of moving to two verbal quotes over one written quote have been considered and measures have been developed to monitor Council's procurement practices on a monthly basis. This includes market engagement compliance (obtaining the correct number of quotes), purchase order verse invoice date and frequency of purchases between Council Officers and suppliers.

¹Analysis of quotes undertaken by the Procurement and Contracts department for procurements over \$10,000.

²Special report on corruption risks associated with procurement in local government' 2019, IBAC, p. 35.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4 - Our Leadership & Management

3. Organisational development and legislative compliance.
4. Provide value for money services for our community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Council is committed to the effective procurement of goods, services and works through adopting best practice principles, policies and procedures. It is recognised this will also support the achievement of Council objectives regarding sustainable and socially responsible procurement, support of the local economy and obtaining value for money, which in turn, will lead to a better outcome for Council in the provision of services for the community.

LEGAL & RISK

In accordance with the *Local Government Act 1989*, Council must review its Procurement Policy at least once in each financial year. The last revision was adopted 26 September 2018.

FINANCIAL & BUDGETARY

Not applicable.

7. IMPLEMENTATION STRATEGY

Following the endorsement of the Procurement Policy by Council, education sessions will be provided to all Council officers who undertake procurements on Council's behalf to ensure effective application of the Policy and supporting internal procedures. In addition, the Policy will be made available to the public via Council's website and the availability and location of Procurement Procedure will be communicated with all Council officers.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



Council Policy

3.3 – PROCUREMENT POLICY

PURPOSE

Council is required under section 186 of the *Local Government Act 1989* to prepare, approve and comply with a Procurement Policy. In accordance with the Act, the Procurement Policy sets out the key principles and processes applied to the purchases of Goods, Services and Works by Council.

SCOPE

This policy applies to all procurement activities undertaken by Council and is binding upon Councillors, Council Officers, contractors and consultants while engaged by Council. This Procurement Policy does not cover contract management activities.

DEFINITIONS

In this Policy:

Act (the) means the *Local Government Act 1989* (as amended).

Conflict of Interest means where a Councillor or Council Officer has private interests that could influence, or be seen to influence, their decisions or actions in the performance of their public duties, defined under the Act as a direct or indirect interest.

Content Manager means Council's Electronic Document and Records Management System.

Council means Colac Otway Shire Council.

Councillor means a person who has been elected to the office of councillor of Council.

Council Officer means a current member of Council staff with the authority to engage in activities on behalf of Council.

Emergency means an emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the following:

- (a) an earthquake, flood, wind-storm or other natural event;
- (b) a fire;
- (c) an explosion;

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- (d) a road accident or any other accident;
- (e) a plague or an epidemic or contamination;
- (f) a warlike act or act of terrorism, whether directed at Victoria or a part of Victoria or at any other State or Territory of the Commonwealth;
- (g) a hi-jack, siege or riot; and
- (h) a disruption to an essential service.

Goods, Services or Works means the deliverable(s) the preferred Invitee will be required to provide to Council, once the conditions of contract have been agreed between the preferred Invitee and Council.

Invitee means a company, person or entity (including representatives) which submits a tender or quote; and includes, where the context permits, prospective Invitees and other recipients of the request for tender or request for quote.

Local Content means the labour, materials, plant and supervision that is sourced from within Colac Otway Shire.

Market Engagement Method means the market mechanism for the procurement of Goods, Services or Works.

Value for Money means the achievement of a desired procurement outcome at the best possible price, not necessarily the lowest price, based on a balanced judgement of financial and non-financial factors relevant to the procurement.

Variation means any change to the contract either agreed to by the superintendent and contractor or resulting from a direction to undertake Goods, Services or Works that differ from those in the contract.

REFERENCES

This policy should be read in conjunction with the following:

- (a) *Competition and Consumer Act 2010*;
- (b) *Freedom of Information Act 1982*;
- (c) *Local Government Act 1989*;
- (d) *Privacy Act 1988*;
- (e) *Public Records Act 1973*;
- (f) *Security of Payments Act 2002*;
- (g) Council's Procurement Procedure;
- (h) Council's Fraud Prevention Policy;
- (i) Council's Information Privacy Policy;

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- (j) Council's Gifts, Benefits and Hospitality Policy;
- (k) Council's Staff Code of Conduct Policy; and
- (l) Council's Councillor Code of Conduct Policy.

STATEMENT OF POLICY

1. Statement

Council is committed to the effective procurement of Goods, Services and Works through adopting best practice principles, policies and procedures. It is recognised this will also support the achievement of Council objectives regarding sustainable and socially responsible procurement, support of the local economy and obtaining Value for Money, which in turn, will lead to a better outcome for Council in the provision of services for the community.

Councillors, Council Officers, contractors and consultants while engaged by Council are required to comply with this Procurement Policy and Councils Procurement Procedure in all circumstances.

2. Treatment of GST

All monetary values stated in this policy include GST except where specifically stated otherwise.

3. Best Practice Principles and Framework

3.1 Value for Money

The principle of Value for Money underpins Council's procurement function. It is the achievement of a desired procurement outcome at the best possible price, not necessarily the lowest price, based on a set list of financial and non-financial criteria relevant to the procurement. It is a common, internationally recognised test for benchmarking expenditure to achieve policy objectives. Value for Money considers the total cost of procurement from planning to disposal and everything in between. This is commonly known as total cost of ownership. Achieving Value for Money will be facilitated by:

- (a) developing, implementing and managing a procurement framework that supports the co- ordination and streamlining of activities throughout the lifecycle;
- (b) development, implementation and management of the local procurement strategy;
- (c) effective use of competition;
- (d) using aggregated contracts where appropriate;
- (e) identifying and rectifying inefficiencies in procurement processes;

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CM reference		Date of adoption	
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- (f) developing cost efficient tender processes including appropriate use of e-solutions; and
- (g) working with suppliers to create relationships that are professional and productive.

3.2 Conduct of Councillors and Council Officers

Council Officers must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny. In accordance with section 95 of the Act, Council Officers have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest.

Councillors and Council Officers, must:

- (a) at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties;
- (b) not participate in any action or matter associated with the arrangement of a tender or contract where that person has a direct or indirect conflict as defined by the Act; and
- (c) when becoming aware of a conflict, promptly declare the direct or indirect Conflict of Interest to the Procurement and Contracts Department, or in the case of Councillors declaring a conflict to the Mayor or the Committee Chair, depending on whether the matter is to be considered by Council or an Assembly of Councillors, as well as the Chief Executive.

Councillors cannot participate in any aspect of the procurement process unless acting in the capacity of Council at a formally constituted Council meeting to consider the awarding of a contract.

3.3 Fair and Honest Dealing

Council is committed to providing equal opportunity for all businesses, irrespective of their size and location, to bid for work through open and transparent market processes. Impartiality is to be maintained throughout the procurement process so it can eliminate the prospect of any bias in decisions and withstand public scrutiny.

3.4 Accountability and Transparency

Accountability in procurement means being able to explain and provide evidence on the process followed to procure the goods, services or works. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

All procurement activities must be in accordance with the Act, this policy, Council's Procurement Procedure and related relevant Council policies and procedures.

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CM reference		Date of adoption	
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3.5 Fraud and Corruption Control

Council takes allegations of fraudulent activity and corrupt conduct seriously. Council is committed to preventing, deterring and reporting corrupt and fraudulent behaviour. Council has developed a Fraud and Corruption Control Policy which provides a framework for preventing the risk of fraud and strengthening organisational integrity.

3.6 Competition and Consumer Act Compliance

Council will comply with the *Competition and Consumer Act 2010* and other fair-trading legislation applicable to its operations. Council is committed to the public policy goals embodied by these laws, which include the protection and promotion of competition.

Council is committed to ensuring staff are informed of their obligations arising under competition and consumer legislation, and to not allow the following to occur:

- (a) restrictive trade practices (including price fixing and exclusionary provisions relating to a division of territories);
- (b) market sharing (including allocation of customers), anti-competitive agreements, exclusive dealing and misuse of market power;
- (c) inaccurate communication or promotion (including misleading or deceptive conduct, false claims and unsubstantiated predictions); and
- (d) unconscionable and / or unfair business practices.

3.7 Risk Management

Risk management is to be appropriately applied at all stages of procurement activities. It is to be properly planned and carried out in a manner that will protect and enhance the Council's capability. This is to prevent, withstand and recover from interruption to the supply of Goods, Services or Works. The Council will minimise its risk exposure by measures such as:

- (a) standardisation of contracts including current and relevant clauses;
- (b) requiring security deposits where appropriate;
- (c) where required, referring specifications to relevant industry experts;
- (d) contracts must be fully executed before the commencement of the Good, Service or Work; and
- (e) use of or reference to relevant Australian Standards (or equivalent).

The Procurement and Contracts Department provides assistance to Council Officers to obtain Goods, Services and Works using the most appropriate purchasing method. This includes:

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CM reference		Date of adoption	
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- (a) providing assistance and advice regarding Council's procurement procedures and delegations;
- (b) developing appropriate documents and forms used in the procurement process; and
- (c) managing and coordinating Council's tenders.

To protect the best interests of the Council, terms and conditions will be settled in advance of any commitment being made with a contractor or supplier. Any exception to this requirement exposes Council to risk.

3.8 Probity Auditor

The use of an external, independent probity auditor is mandated when the value of the Goods, Services or Works exceeds \$2,000,000 (including GST) or where the procurement has a high-risk rating.

A probity auditor ensures process compliance and helps ensure high standards of probity in the conduct of the procurement activity. The role of the probity auditor includes:

- (a) endorsement of the procurement plan;
- (b) attendance at tender closing, briefing sessions and tender evaluation meetings;
- (c) endorsement of the tender evaluation panel report; and
- (d) submission of an independent report.

The probity auditor will provide their independent report once the tender evaluation panel report is finalised.

3.9 Disclosure of Information

The commercial interests of existing and potential suppliers must be protected. Confidentiality of information provided by existing and prospective suppliers must be maintained, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing, intellectual property and product information.

At no stage should Councillors or Council Officers have discussions with potential suppliers about active procurements prior to the approval process being finalised, other than authorised procurement negotiations. Councillors and Council Officers should take care that their duty to consider issues fairly and properly is not compromised by participating in discussions with suppliers where the intent of the supplier is to improperly influence a Councillor's or Council Officer's decision-making in procurement related matters.

3.10 Record Keeping

Council Officers need to ensure that all records relating to procurements are stored in Content Manager. This is to ensure that:

- (a) the processes followed and any decisions made during the procurement can be substantiated; and
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- (b) there are adequate records to support contract matters or disputes.

The structure and extent of records kept will depend on the value and complexity of the procurement.

Records will be kept in accordance with the *Public Records Act 1973* - Public Record Standard PROS 09/05 (Retention and Disposal Authority for Records of Local Government Functions).

3.11 Gifts and Hospitality

Councillors and Council Officers must not, either directly or indirectly, solicit or accept gifts or hospitality from any member of the public where:

- (a) it is made during a procurement or tender process by a person or organisation involved in the process; and
- (b) acceptance could be perceived as endorsement of a Good, Service or Work; or
- (c) acceptance would unfairly advantage the member of the public in future procurement decisions.

Councillors and Council Officers should refer to Council's applicable Code of Conduct for more guidance regarding the declaration of gifts/hospitality.

3.12 Support for Sustainable Procurement

Council will include in its tender process, where applicable, a weighting of five (5) percent for environmentally sustainable practices and content when engaging and contracting with suppliers.

Criteria	Description	Weighting
Sustainable Procurement	Percentage of sustainable content in the delivery of the Goods, Services or Works.	3.5%
	Documented evidence of the organisation's commitment to its own environmental performance. This may include policies, initiatives and environmental management systems.	1.5%

Where applicable, Council Officers shall consider the following environmental principles as part of their procurement activity:

- (a) Refuse – Choose not to procure a good or service.
- (b) Reduce – Choose to procure less of a given good or service.

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CM reference		Date of adoption	
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- (c) Reuse – Procure a product of extended life or of multiple uses.
- (d) Recycle – Procure a product that contains amounts of non-virgin materials.
- (e) Replace – Choose to replace or offset the resources purchased in a product.

3.13 Support for Local Content

Council will include in its tender process a mandatory weighting of five (5) percent for Local Content when engaging and contracting with suppliers. This is to acknowledge the suppliers whose activities contribute to the financial and social wellbeing of the region.

Criteria	Description	Weighting
Local Content	Principle place of business.	2.0%
	Percentage of Goods, Services or Works sourced from within the Shire.	1.5%
	Employment of trainees and apprentices from within the Shire.	1.0%
	Sponsorship of community or sporting groups from within the Shire.	0.5%

With the exception of contracts that are the subject of a tender, in every instance where it is reasonable to do so, Council Officers shall seek at least one quote from a local business.

3.14 Ministerial Approval

The requirements of section 186 of the Act do not apply if a contract is entered into in accordance with arrangements approved by the Minister.

3.15 Procurement Delegations

Delegations define the limitations within which Council Officers are permitted to work. Delegation of procurement authority allows specified Council Officers to approve certain purchases, quotations, tender and contractual processes without prior referral to Council. This enables Council to conduct procurement activities in an efficient and timely manner while maintaining transparency and integrity. There are two types of delegations relevant to procurement:

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- (a) financial delegations specify the amount of money that Council Officers are authorised to expend on behalf of Council; and
- (b) procurement delegations specify the authority conferred on Council Officers to conduct specific procurement related functions.

Council Officers are authorised to undertake a procurement up to the limit of their financial delegation. Recommendations where the expenditure is over the Chief Executive's delegation of \$300,000 including GST must be approved by Council.

3.16 Market Engagement Methods

Procurement Value (Including GST)	Minimum Market Engagement	Payment Method	Agreement Type	Record Keeping
\$0 to \$2,000	One (1) verbal quote	Petty cash (\$50 limit); Corporate purchase card; or Purchase order.	Purchase order terms and conditions.	Receipt of purchase.
\$2,001 to \$10,000	Two (2) verbal quotes	Purchase order.		Verbal quote form must be attached to the purchase order in Council's finance system.
\$10,001 to \$50,000	Two (2) written quotes		Purchase order terms and conditions; or Consultancy contract.	Quotes and written quote form must be attached to the purchase order in Council's finance system.
\$50,001 to less than \$150,000 (Goods and Services) or \$200,000 (Works)	Three (3) written quotes		Contract.	In accordance with Council's Procurement Procedure.
\$150,000 (Goods and Services) or \$200,000 (Works) or greater	Request for Tender (RFT)			

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3.17 Exemptions from Market Engagement Methods

An exemption to the Market Engagement Methods and procedures may be requested under the following circumstances:

- (a) in matters of Emergency including public health, security or safety as a result of an unforeseen event or occurrence;
- (b) where a competitive process has been undertaken in line with the requirements of S186 of the Act through third party organisations e.g. MAV Procurement, Procurement Australia or State Government;
- (c) installations where a change in supplier would necessitate the procurement of goods and services that do not meet the requirements for interoperability or interchangeability;
- (d) an absence of competition for technical reasons;
- (e) the Goods, Services or Works are required as part of a grant, funding agreement, lease or similar arrangement specifically stating how the Goods, Service or Works are to be provided or undertaken;
- (f) where the acquisition is of a cultural or artistic nature i.e. a live show or art piece; and
- (g) where the procurement is on Council's procurement exemptions list (refer to Appendix 1 – Procurement Procedure).

Procurement Value (Including GST)	Policy Exemption
\$2,001 to less than \$150,000	Approval must be sought from the relevant General Manager using the procurement exemption form.
\$150,000 to less than \$200,000 (Works)	Approval must be sought from the Chief Executive using the procurement exemption form.
\$150,000 (Goods and Services) or \$200,000 (Works) or greater	Ministerial exemption must be sought unless the Chief Executive has declared an emergency.

3.18 Mechanisms

Once a Market Engagement Method has been determined, Council Officers need to obtain authority to purchase the Goods, Services or Works on behalf of Council. There are three mechanisms available to purchase Goods, Services or Works:

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- (a) petty cash (\$50 limit);
- (b) corporate purchase cards (recommended for procurements less than \$75); or
- (c) approved purchase order.

If petty cash or a corporate purchase card is not used for the procurement, then an approved purchase order must be generated before committing to the procurement.

3.19 Contracts

All procurement related contracts entered into by Council must be reviewed and endorsed by the Coordinator Procurement and Contracts prior to execution.

3.20 Variations

Contract Variations must be approved in accordance with Council's delegations. Variations should not exceed the available budget.

Position	Variation (including GST)
General Managers	<p>up to the lesser of:</p> <ul style="list-style-type: none"> • 20% of the original Contract value; or • a maximum of \$150,000. <p>Where the aggregate of all Variations exceeds 20% or is greater than \$150,000 they must be referred to the CE for authorisation.</p>
CE	<p>up to the lesser of:</p> <ul style="list-style-type: none"> • 30% of the original Contract value; or • a maximum of \$300,000. <p>Where the aggregate of all Variations exceeds 30% it will be noted in the bi-annual report to the Audit Committee. For aggregate amounts greater than \$300,000 they must be referred to Council for authorisation.</p>

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4. Roles and Responsibilities

These management positions are responsible for the implementation, communication and compliance monitoring of the policy in their work areas:

Party / Parties	Roles and Responsibilities
Chief Executive	Ensure overall organisation compliance with the policy.
General Managers	Ensure compliance with the policy by all Council Officers under their supervision.
Corporate Services General Manager	Overall responsibility for the policy implementation and compliance.
Managers	Ensure compliance with the policy by all Council Officers under their supervision.
Coordinator Procurement and Contracts	Responsible for reviewing, updating and implementing policy. Together with the Procurement and Contracts Department, primary source for procurement advice, training and guidance.

5. Privacy and Human Rights Consideration

All personal information collected by Council in connection with procurement activities will be handled in accordance with all applicable privacy legislation and will be used only for the purpose of investigating procurement matters.

The procurement policy has been assessed as compliant with the obligations and objectives of the Victorian *Charter of Human Rights and Responsibilities Act 2006*. Please refer to www.humanrightscommission.vic.gov.au for assistance with this section.

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DOCUMENT CONTROL

Policy owner	Coordinator Procurement and Contracts	Division	Corporate Services
Adopted by council		Policy Number	3.3
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COUNCIL POLICY

Council Policy Title:	Procurement Policy
Council Policy No:	3.2
Responsible Department:	Corporate Services
Date of adoption/review:	September 2018

TABLE OF CONTENTS

1. INTRODUCTION.....	3
1.1. Purpose.....	3
1.2. Scope.....	3
1.3. Definitions.....	3
1.4. Treatment of GST.....	5
1.5. References.....	5
2. POLICY PRINCIPLES	6
2.1. Guiding Principles.....	6
2.1.1. Ethics.....	6
2.1.1.1. Conflicts of Interest.....	6
2.1.1.2. Gifts and Hospitality	7
2.1.2. Value for Money.....	7
2.1.3. Competition.....	7
2.1.4. Fairness to Suppliers	7
2.1.5. Accountability.....	7
2.1.6. Risk Management.....	7
2.1.7. Transparency.....	8
2.1.8. Sustainable Procurement.....	8
2.1.8.1. Social Procurement.....	8
2.1.8.2. Environmental Sustainability	8
2.1.8.3. Local Business Support.....	9
2.1.9. Confidentiality	9
3. POLICY PROVISIONS.....	10
3.1. Standards.....	10
3.2. Internal Controls	10
3.3. Responsible Financial Management.....	10
3.4. e-Procurement	10
4. PROCUREMENT METHODS AND PROCESSES	11
4.1. Procurement Methods.....	11
4.1.1. Emergencies	11
4.1.2. Ministerial Exemption	11
4.2. Procurement Processes Overview	11
4.2.1. Category Management	12

4.2.2.	Negotiation.....	12
4.2.3.	Contract Management.....	12
4.2.4.	Supplier Engagement and Management.....	12
4.2.5.	Probity Management.....	12
5.	PROCUREMENT THRESHOLDS.....	12
5.1.	Minimum Spend Competition Thresholds.....	12
6.	DELEGATIONS OF AUTHORITY.....	14
6.1.	Requirement.....	14
6.2.	Council Staff.....	14
6.3.	Delegations reserved for Council.....	14
7.	POLICY GOVERNANCE.....	14
7.1.	Owner.....	14
7.2.	Review.....	14
7.3.	Compliance Responsibility.....	14
7.4.	Performance Measures and Continuous Improvement.....	14
7.5.	Charter of Human Rights Compliance.....	15

1. INTRODUCTION

1.1. Purpose

Colac Otway Shire Council's procurement framework, which covers contracting, purchasing and contract management activities, is designed to support the achievement of Council's strategic aims and objectives as outlined in the Council Plan –2017-2021.

This policy establishes the procurement framework by providing guidance, governance and clarity on the principles, practices and processes to be applied to all of Council's procurement activities.

1.2. Scope

This Procurement Policy is made under Section 186A of the Local Government Act 1989. The Act is the key legislative framework that regulates the process of all local government procurement in Victoria. Section 186A of the Act requires the Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors and Council Staff.

The Act, the Procurement Policy and associated procedures of Council are the primary reference points for how all procurement should be performed.

1.3. Definitions

The following definitions apply to terminology used throughout this Policy.

Term	Definition
Act	Local Government Act 1989 (as amended).
Best and Final Offer (BAFO)	A process that is utilised during a tender process which allows Council to invite shortlisted tenderers to submit their best and last technical and priced offer on the basis of the tender requirements. This process is designed to further assist in the demonstration of achieving the value for money principles.
Category Management	The strategic, proactive and organisational approach to the end-to-end procurement of specific categories of organisational spend.
Commercial in Confidence	Information that, if released, may prejudice the business dealings of the party (e.g. discounts, rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff	Includes full-time and part-time Council officers, and temporary employees, contractors and consultants while engaged by the Council.
Conflict of Interest	Refer to section 77A of the Act.
Delegation	A power handed down by the Council or Chief Executive in an instrument to enable a delegate to act on Council's behalf.

Emergency	Sudden or unexpected occurrence requiring immediate action.
Environmental Sustainability	Ensuring immediate organisational needs are met whilst taking into account the needs of future generations.
e-Procurement	The use of electronic systems to acquire goods, services and works.
Ethics	The moral principles or values that guide practitioners in all aspects of procurement.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the goods, services and works which generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract.
MAV LEAP Program	A procurement continuous improvement program designed to assist organisations, regions and sectors to: <ul style="list-style-type: none"> ▪ Achieve and demonstrate sustainable savings and value for money; ▪ Support local and regional economic development and other triple bottom line objectives; ▪ Identify and pursue shared services opportunities; ▪ Improve probity management and compliance; and ▪ Improve organisational and sector capability.
Negotiation	The bargaining process between two or more parties. Each party has its own viewpoints and objectives, but seeks to reach an overall satisfactory arrangement.
Probity	Probity is uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word “probity” is often used in a general sense to mean “good process.” A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council’s policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	Commonly an observer in dealings with tenderers and the evaluation panel at presentations and interviews. The probity advisors would be available to answer questions and provide advice to the evaluation team.
Probity Auditor	Primarily reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Probity Plan	A document developed to ensure the key aspects of Probity in relation to the relevant procurement process are captured for evidentiary purposes.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Purchase Order	The official Council order issued to enable payment through the Council’s Financial System.
Purchasing Card	Refers to Council’s Corporate Credit Card.
Request for Information (RFI)	Formal request for information to gain a more detailed understanding of the supplier market and the range of solutions and technologies that may be available. It may be used to develop documentation for a future tender.
Request for Quotation	The process of inviting parties to submit a quotation followed by evaluation of submissions and selection of a successful bidder or tenderer.
Social Procurement	Social Procurement uses procurement processes and purchasing power to generate positive social outcomes in

	addition to the delivery of efficient goods, services and works.
Standing Offer Arrangements (SOA)	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
Supplier	The organisation named in the contract as the party responsible for the performance of the contractual obligations.
Sustainability	Activities that meet the needs for goods, works and services in a way that achieves value for money on a whole-of-life basis in terms of generating benefits not only to Council, but also to society and the economy, while minimising damage to the environment.
Tender Process	The process of inviting parties to submit a tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement processes.
Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including contribution to the advancement of the business priorities, non-cost factors such as fitness for purpose, quality, service and support and cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

1.4. Treatment of GST

All monetary values stated in this policy include GST except, where specifically stated otherwise.

1.5. References

Council's procurement activities shall be carried out in compliance with the following Council policies and procedures and associated legislation:

- Local Government Act 1989
- Occupational Health & Safety Act 2004
- Public Records Act 1973
- Independent Broad-based Anti-corruption Commission (IBAC) Act 2011
- Competition and Consumer Act 2010
- Victorian Charter of Human Rights and Responsibilities Act 2006
- Victorian Local Government Best Practice Procurement Guideline 2013
- Quotations, Tendering and Purchasing Procedure 2013
- Tendering Procedures 2017
- Tender Evaluation Panel Policy
- Council's Councillor and Staff Codes of Conduct
- Council's Policies including Risk Management, Fraud Prevention, Occupational Health and Safety, Confidential Information, Environmental Sustainability and Gifts, Benefits and Hospitality
- Council Plan 2017-2021
- Instrument of Delegation

Council acknowledges the MAV for the provision of the Model Procurement Policy and the Victorian Local Government Best Practice Procurement Guideline 2013 in the development of this policy.

2. POLICY PRINCIPLES

2.1. Guiding Principles

The following nine core guiding principles for procurement underpin all procurement activities undertaken by Council:



2.1.1. Ethics

Council acknowledges the importance of ethics in procurement and is committed to ensuring ethical practices are promoted and maintained across all Council procurement activities.

Councillors and Council Staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

2.1.1.1. Conflicts of Interest

Councillors and Council Staff shall at all times avoid situations in which private interests conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council Staff involved in the procurement process, in particular preparing tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must:

- **Avoid** conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the

financial and other interests of Councillors and Council Staff, plus their relatives and close associates;

- **Declare** that there is no conflict of interest. Where future conflicts, or relevant private interests arise Council Staff must make their manager, or the chairperson of the relevant tender evaluation panel aware and allow them to decide whether the officer should continue to be involved in the specific Procurement exercise; and
- **Observe** prevailing Council, and governmental, guidelines on how to prevent or deal with conflict of interest situations and not take advantage of any tender related information whether or not for personal gain.

2.1.1.2. Gifts and Hospitality

Councillors and Council Staff shall at all times ensure compliance with Council's Gifts, Benefits and Hospitality Policy including declaring and recording all gifts and hospitality that fall within the definition of gift/hospitality as described in the Policy.

2.1.2. Value for Money

Achieving best value for money shall be the basis of all procurement decisions within Council.

Council Staff are not required to accept the lowest tender. Instead, Council Staff are required to take into account issues of quality, cost, the accessibility of the service, contribution to the local economy and other relevant factors when assessing best value for money as part of their procurement activities.

2.1.3. Competition

Council's procurement processes have been designed to ensure the principle of competition is adequately addressed.

Council Staff shall ensure that a competitive marketplace is promoted by using the correct process for the particular procurement activity and ensuring that prospective suppliers are given an equal opportunity to participate in the process.

2.1.4. Fairness to Suppliers

Council acknowledges the importance of ensuring its procurement processes and practices promote positive supplier engagement.

Council Staff shall ensure that all prospective suppliers are treated fairly in an open and transparent manner and have access to the same information.

2.1.5. Accountability

Council will maintain consistency in the approach to procurement across the whole organisation through coherent frameworks, policies and procedures. All procurement decisions and actions shall be accountable, defensible and withstand scrutiny.

Council Staff shall be able to account for all procurement decisions made over the whole-of-life of all goods, services and works purchased with supporting, auditable documentation.

2.1.6. Risk Management

Council has a responsibility for ensuring that risk is adequately addressed in its procurement framework and processes and in line with Council's Risk Management Policy.

Council Staff shall appropriately apply risk management at all stages of their procurement activities which will be properly planned and carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works. This risk management approach applies to Council's Occupational Health & Safety obligations and documented commitments.

2.1.7. Transparency

Council shall conduct its procurement processes in a fair, honest and open manner, with the highest levels of integrity and in the public interest.

Council Staff shall maintain key records of all procurement processes to be able to demonstrate transparency in their procurement decision making processes.

2.1.8. Sustainable Procurement

Council recognises it has an implicit role in furthering sustainability objectives, through its procurement of goods, services and works.

Council will maintain a procurement framework designed to support the achievement of value for money outcomes and facilitate opportunities to further organisational environmental, social and economic development objectives.

2.1.8.1. Social Procurement

Where applicable, Council Staff will be supported to use Council's procurement processes and purchasing power to generate positive social and economic outcomes for our community.

Council is committed to actively participate in the G21 Regional Opportunities for Work (GROW) Program and embed its principles into its procurement processes, and practices.

The GROW Program is a regional collective impact initiative which aims to address disadvantage in the region, including a targeted approach to Colac, by generating jobs growth through procurement and investment.

2.1.8.2. Environmental Sustainability

Where applicable, Council Staff shall consider the following environmental principles as part of their procurement activity:

- REFUSE – Choose not to purchase a product/service.
- REDUCE – Choose to purchase less of a given product/service.
- REUSE – Purchase a product of extended life or of multiple uses.
- RECYCLE – Purchase a product that contains amounts of non-virgin materials.
- REPLACE – Choose to replace or offset the resources purchased in a product.

2.1.8.3. Local Business Support**2.1.8.3.1. Local Business Support**

Council is committed to buying from local businesses where such purchases may be justified on Value for Money grounds, while remaining compliant with the Competition and Consumer Act 2010 and other fair trading legislation requirements.

Council has established a targeted local business support program designed to increase the participation and facilitate the growth of local businesses through its procurement activities. Council will monitor and review this program on a regular basis to ensure the program is achieving its stated aim of increasing Council's economic contribution to the Colac Otway Shire municipality.

With the exception of contracts that are the subject of a public tender, in every instance where it is reasonable to do so, Council officers shall seek at least one quote from a local business.

For contracts that are assessed against weighted evaluation criteria (including all public tenders and purchases with a value of \$50,000 or greater) a 5% weighting for economic contribution to Colac Otway Shire shall be applied. Tenderers shall be scored for economic contribution to Colac Otway Shire by using the following table:

Economic Contribution to Colac Otway Shire (5%)		Points (Total 100)
Business Locale	Registered Main Office within COS	50 pts
	Registered Main Office outside COS	0 pts
Local Goods/Services	Assessed based on what Goods, Services, Works are procured locally (ie, within Colac Otway Shire) and what value percentage of the contract they represent	Up to 50 pts

In instances where a tenderer obtains the highest score in an evaluation assessment due to its economic contribution to Colac Otway Shire, it may only be awarded the contract if its tender price is within 2% of the next highest scoring tender up to a maximum \$50,000 differential.

Council shall ensure tenderers accurately represent their economic contribution to Colac Otway Shire by auditing contracts with a value greater than \$250,000.

2.1.8.3.2. Light Fleet Vehicle Purchases

All Council light vehicles purchased where possible should be purchased locally and be subject to pricing in accordance with the state government fleet procurement contracts.

2.1.9. Confidentiality

Councillors and Council Staff are required to adhere to the Confidential Information Policy.

Commercial in-confidence information received by Council shall not be disclosed and shall be stored in a secure location.

Councillors and Council Staff shall not release or discuss the following:

- information disclosed by organisations in tenders, quotations or during tender negotiations;
- all information that is Commercial in Confidence; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Tenderers are however advised that a report on a tender process may be presented at an open meeting of Council, and some information arising from the tender will be publicly available.

3. POLICY PROVISIONS

3.1. Standards

Council procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act (where applicable),
- Colac Otway Shire Council policies,
- Colac Otway Shire Council procurement procedures,
- Victorian Local Government Best Practice Procurement Guidelines 2013, and
- Other relevant legislative requirements such as but not limited to the Competition and Consumer Act, Goods Act and the Environmental Protection Act.

3.2. Internal Controls

Council has installed and will maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement including a regular internal auditing program targeted at key procurement processes.

3.3. Responsible Financial Management

The principle of responsible financial management shall be applied to all Council procurement activities.

Council Staff shall not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

3.4. e-Procurement

e-Procurement is integral to the overall development of procurement processes and practices.

By utilising e-procurement Council aims to:

- reduce transaction costs;

- achieve greater leverage;
- make processes more efficient;
- improve management information and visibility of spend;
- increasing control and consistency of processes; and
- improve spend compliance.

4. PROCUREMENT METHODS AND PROCESSES

4.1. Procurement Methods

Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- purchasing card, including credit and fuel cards;
- petty cash;
- purchase order following a Request for Quotation process;
- under contract following a Request for Quotation or Tender process;
- using aggregated purchasing arrangements with other Councils, MAV Procurement, Procurement Australia, Victorian Government, or other bodies; and
- other arrangements authorised by the Council or the Chief Executive on a needs basis as required by abnormal circumstances such as emergencies.

Council may, at their discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Typically a multi-stage tender process may commence with a RFI / EOI stage followed by a tender process.

4.1.1. Emergencies

Council will enter into a contract, the value of which reaches the threshold amounts, for the provision of goods, services or works without first putting that contract to public tender, if it is resolved that the contract must be entered into because of an emergency.

4.1.2. Ministerial Exemption

The Minister for Local Government may exercise his or her discretionary power to approve an arrangement for the purposes of the Act, a contract that Council wishes to enter into without first exposing that contract to public tender. Ministerial exemptions will only be sought in exceptional circumstances.

4.2. Procurement Processes Overview

Council's procurement processes are based on the principles listed above.

Further details of the procurement processes undertaken by Council are contained in Council's procurement procedures. Together with this policy, the procurement procedures provide the complete procurement framework applicable to all of Council's procurement activities.

All procurement processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

4.2.1. Category Management

Where applicable, Council will establish a Category Management approach to key categories of spend, bringing together expertise from across Council to identify and embed the most appropriate and effective category strategy in order to deliver on Council's objectives through contract arrangements.

4.2.2. Negotiation

In line with the Local Government Best Practice Procurement Guidelines 2013, Council reserves the right to conduct negotiations in its tender documentation in order to better meet / achieve its value for money objectives. This negotiation process may include undertaking a Best and Final Offer (BAFO) process.

4.2.3. Contract Management

Council shall establish an appropriate contract management framework to govern and guide its contract management activities.

Council will proactively manage key contracts with a nominated Council Staff member responsible for the delivery of the contracted goods, services or works to ensure the Council is best placed to achieve its contract objectives.

4.2.4. Supplier Engagement and Management

Council recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers.

Council is committed to:

- managing existing suppliers, to ensure the benefits are delivered;
- developing new suppliers and improving the capability of existing suppliers where appropriate; and
- communicating to potential suppliers via its website.

Council will publish the name and price of successful contractors/suppliers on its website, after the contract has been awarded, unless there is a legal reason preventing Council from doing so

4.2.5. Probity Management

Council will consider the appointment of a probity advisor or probity auditor for tender requests based on the nature and complexity of the proposed procurement.

For tenders in excess of \$3M, or where a proposed contract is deemed particularly complex, high risk or controversial and requiring a high level of public confidence, a Probity Plan will be developed.

5. PROCUREMENT THRESHOLDS

5.1. Minimum Spend Competition Thresholds

Any Council procurement under the threshold must comply with the Council's own policy and procedures.

The following table summarises Council's thresholds:

Procurement Value (AU\$, excl. GST)	Procurement Process	Payment Method	Agreement Type	Documentation Requirements
<\$2,000	Seek a minimum of 1 Oral Quote	Petty Cash (\$50 limit)	Purchase Order Conditions	Record Quote/'s
\$2,000 - <\$10,000	Seek a minimum of 1 Written Quote	Purchase Card Purchase Order Payment w/out PO		
\$10,000 - \$50,000	Seek a minimum of 3 Written Quotes	Purchase Order	Purchase Order Conditions or Contract for Quote	Record Quotes & Delegate Approval for Quotes
\$50,000-\$135,000 (Goods/Services)	Seek a minimum of 3 Written Quotes or Tender Process			Contract for Tender
\$50,000-\$180,000 (Works)			Evaluation Report for Tender	
>\$135,000 (Goods/Services)	Tender Process		Contract	Evaluation Report
>\$180,000 (Works)				

Notes:

- Financial values are for the total estimated cost for the procurement.
- Requirements cannot be split to circumvent the above thresholds.
- Council Officers must follow the requirements set out in the table above.

The tender thresholds shall apply for two financial accounting periods.

However, should Council consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for Council, in consultation with senior management public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.

Council Staff may undertake purchasing arrangements under the tendering limits outside this procedure at the discretion of the relevant General Manager, if the following special circumstances apply:

- The goods, service or works are of an urgent nature;
- Only a limited number of Suppliers could perform or supply the goods, service or works due to the level of specialist expertise required;
- The works, goods or service are an extension of previously approved goods, service or works and the appropriate variation has been processed;
- The works, goods or service are required as part of a grant, funding agreement, lease or similar arrangement specifically stating how the goods, service or works are to be provided or undertaken;

- Where no quotes or tenders were submitted or no quotes or tenders were submitted that conform to the essential requirements of the specification document – in this instance direct contact with the supplier of choice may be appropriate;
- When there is an unforeseen need to alter the scope of the project in a minor way and the cost of obtaining further quotations or retendering will outweigh the potential benefits;
- Where there is a clearly defined and significant social or environmental benefit;
- When there are exceptionally advantageous time-limited conditions for Council including unusual disposals by suppliers, unsolicited innovative proposals, liquidation, bankruptcy or receivership all of which that are not routine purchases from regular suppliers; or
- Where the acquisition is of a cultural or artistic nature i.e. a live show or art piece.

6. DELEGATIONS OF AUTHORITY

6.1. Requirement

Delegations define the limitations within which Council Staff are permitted to work. Delegation of procurement authority allows specified Council Staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

6.2. Council Staff

Council shall maintain a documented scheme of procurement delegations, identifying the Council Staff authorised to make such procurement commitments in respect of goods, services and works on behalf of the Council and their respective delegations contained in the procurement procedures.

6.3. Delegations reserved for Council

Tender recommendations where the expenditure is over the Chief Executive's delegation of \$400,000 must be approved by Council.

7. POLICY GOVERNANCE

7.1. Owner

Manager, Governance & Customer Service.

7.2. Review

Council endeavours to continually improve its procurement performance such that all relevant policies, guidance and training are continually reviewed and updated. The policy and associated procedures will be reviewed annually in accordance with Council's requirements under the Act.

7.3. Compliance Responsibility

All Council Staff have the responsibility to comply with the provisions of this policy.

7.4. Performance Measures and Continuous Improvement

Council shall establish appropriate performance measures and reporting systems which will be used to monitor performance and compliance with procurement policies, procedures and controls.

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within the Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- Highlight trend and exceptions where necessary to enhance performance.
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers.

As part of Council's commitment to continuous improvement in procurement, Council will participate in and deliver on its objectives through the MAV LEAP Program.

7.5. Charter of Human Rights Compliance

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

Council is committed to consultation and cooperation between management and employees.

Item: 10.6

G21 Memorandum of Understanding

OFFICER	Sarah McKew
GENERAL MANAGER	Peter Brown
DIVISION	Executive
ATTACHMENTS	1. DRAFT G 21 Memorandum of Understanding 2020 - 2024 [10.6.1 - 7 pages]
PURPOSE	To seek Council agreement to extend its membership of the G21 Geelong Region Alliance for a further four year period.

1. EXECUTIVE SUMMARY

This report seeks Council's approval to enter into a four year Memorandum of Understanding (MOU) between Colac Otway Shire Council (as one of the five member Local Government Authorities) with the G21 Geelong Region Alliance (G21). A copy of the draft Memorandum of Understanding is attached.

Please note that this report is largely a reproduction of the report put to Councillors at the Borough of Queenscliffe; the permission of CEO Martin Gill has been granted for its use.

2. RECOMMENDATION

That Council:

- 1. Approve the Memorandum of Understanding with G21 for the period 1 July 2020 to 30 June 2024; and*
- 2. Authorise the Chief Executive to sign the Memorandum of Understanding between the G21 Geelong Region Alliance and Colac Otway Shire Council for the period 1 July 2020 to 30 June 2024.*

3. KEY INFORMATION

The concept that instigated G21 - Geelong Region Alliance was initiated in late 2001, driven by the five G21 municipalities (Borough of Queenscliffe, City of Greater Geelong, Colac Otway Shire, Golden Plains Shire and Surf Coast Shire), with the support of State Government, major regional service organisations and the business sector.

G21 is the designated 'Regional Strategic Planning Committee' for the Barwon region with a formal advisory role to the State and Federal Governments.

The shared vision of G21 is 'the region is Australia's most desirable destination for living, visiting, working and investing; it is renowned for its vibrant cohesive community, exceptional physical environment and vigorous economy'.

The goal of G21 is to develop a coherent plan to allow the region to 'speak with one voice', thereby increasing the region's leverage with State and Federal Governments. It is also the intention of G21 to provide a platform for inter-organisational collaboration and coordination of activities within the region.

G21 is governed by a Constitution revised in 2012 and agreed by participating Councils. Its Board consists of a representative of each participating Council, as well as representation from the five Chief Executive Officers of Local Government Authorities in the region and elected independent Board Directors. Any bona fide organisation in the region is entitled to apply for membership. While all Board members have a single vote on board matters, in practice, Board decisions are based on consensus.

The G21 Board meets monthly and comprises:

- Five Council nominated Directors
- Five Council CEOs as Directors
- Five independently elected Directors.

For 2019 the G21 Board Directors are:

- City of Greater Geelong – Cr Stephanie Asher and Martin Cutter
- Surfcoast Shire – Cr Rose Hodge and Keith Baillie
- Golden Plains Shire – Cr Owen Sharkey and Eric Braslis
- Colac Otway Shire – Cr Jason Schramm and Peter Brown
- Borough of Queenscliffe – Cr Bob Merriman and Martin Gill
- Elected Directors – Damian Armour, Patti Manolis, Bill Mithen, Tracey Slatter and Brett Winter.

Regional Planning

G21 works only on issues that are regional in significance. It will not become involved in issues that fall within the authority of a single Council unless requested and agreed by the Board.

G21 operates mainly through its Pillar structure, providing a framework for regional planning around key issues in the region. The Pillar structure is the following strategic priorities:

- Arts, Heritage and Culture
- Economic Development
- Education and Training

- Environment
- Health and Wellbeing
- Planning and Services
- Sport and Recreation
- Transport.

The Pillars have broad representation from across the region including elected members, professionals working in the sector (both public and private sector, often at a very senior level) and representatives of community organisations and business. This membership means that the Pillars are well informed, provide an excellent mechanism for identifying and prioritising issues, and frequently have the ability to deliver on these priorities from within their own resources through cooperative action. Over 300 people across the region donate their professional time to G21 Pillars and working groups.

Colac Otway Shire Council Participation in G21

Colac Otway Shire Council has been an active member since G21's inception and currently is represented by Councillors in G21 in the following ways:

G21 Board	Cr Jason Schram and CE Peter Brown (Directors)
Economic Development Pillar	Cr Chris Potter
Sport & Recreation Pillar	Cr Jason Schram
Health & Wellbeing Pillar	Cr Kate Hanson
Planning & Services Pillar	Cr Brian Crook and Cr Chris Potter as proxy
Environment Pillar	Cr Stephen Hart
Transportation Pillar	Cr Brian Crook
Arts, Culture & Heritage Pillar	Cr Brian Crook
Education and Training Pillar	Cr Stephen Hart

Priority Projects

The 2019 G21 Priority Projects are:

- Addressing Disadvantage
- Geelong Cultural Precinct
- G21 Growth Areas
- G21 Regional Road Connections
- Avalon Airport
- Central Geelong Revitalisation
- Geelong Rail Connections
- G21 Regional Secondary Schools and Community Digital Learning Hub & Ecosystem
- Great Ocean Road
- Port of Geelong growth
- G21 Regional Harbours
- Water for our Future.

Comment from the Chief Executive

I believe the Colac Otway Shire Council receives considerable benefit from its membership of regional associations. Council's involvement in G21 as part of a much larger group and its utilisation of the strength of Geelong allows projects which benefit Colac Otway to receive state and federal attention.

Colac Otway advocating on its own will achieve outcomes; Colac Otway advocating as part of G21 has the potential to achieve much more.

In the time that I've been here, I've observed access to politicians and attention given to Colac Otway projects such as the Great Ocean Road City Deal projects, which would not have occurred without G21.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Council is a member of the G21 Alliance and the 'renewal' of the MOU is consistent with the many areas of the Council Plan 2017-2021.

Theme 1 - Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.
2. Support a thriving economy and industries.
3. Strengthen partnerships with key stakeholders to benefit the whole community.
4. Improve strategic planning and coordination of the Great Ocean Road.

Theme 2 - Our Places

1. Assets and infrastructure meet community needs.
2. Our places are managed for long-term sustainability.
3. Towns and places are welcoming and attractive.
4. Leadership in natural environment through good management practices.
5. Delivery of our capital works program.
6. Emergency management is coordinated locally and on a regional basis.

Theme 3 - Our Community

1. Increase social connection opportunities and community safety.
2. Connect people through events and activities.
3. Opportunities for the community to participate in lifelong learning.
4. Provision of resources to support physical activity by the community.
5. Foster an inclusive community.
6. Community planning informs provision of Council services and social infrastructure.

Theme 4 - Our Leadership & Management

4. Provide value for money services for our community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The involvement in G21 has enabled Council to progress a number of social outcomes (eg. the Municipal Health & Wellbeing Plan and the social and demographic profile of the Shire) that have direct benefits to the Borough community. The regional planning framework also provides an opportunity for Council to influence and shape planning and project priorities.

The involvement in G21 has enabled Council to progress a number of environmental outcomes that have direct benefits to the Colac Otway Shire community. The regional planning framework also provides an opportunity for Council to influence and shape planning and project priorities.

LEGAL & RISK

The G21 Region Alliance has generated a high level of collaboration and partnership between participating municipalities and member organisations. The G21 approach has also captured the attention of both State and Federal Governments who have demonstrated their commitment to working with the G21 Board and Pillar structures to negotiate regional project priorities. Continuing attention to organisational governance arrangements is central to the ongoing success of the G21 Region Alliance.

FINANCIAL & BUDGETARY

Base funding for the day to day operations of G21 is provided by the participating / member municipalities on a per capita basis. The funding arrangements form part of a 'rolling' MOU between G21 and participating Councils that projects forward four years to provide a degree of certainty to all parties to the agreement. The MOU provides for participating Councils to withdraw from G21 with 12 months' notice.

Previous to the 2016-2020 MOU, an annual 4% increase had traditionally been factored into the model across the four years under the MOU. With the introduction of rate capping by the state government, the 2016-2020 MOU annually adjusted the percentage increase in funding to be in line with the annual rate cap.

The financial contribution to G21 from Colac Otway Shire Council in 2019/20 is \$49,734.30.

The G21 Board has indicated a commitment to limit operational cost increases to the State Treasury determined Consumer Price Index consistent with the rate capping legislation imposed by State Government. The funding schedule below has therefore factored in the current annual 2.5% increase to G21's funding but would be amended annually should the rate cap be lower:

2020/21 = \$43,657 2021/22 = \$44,748 2022/23 = \$45,867 2023/24 = \$47,014

This base funding allows G21 to leverage against available local funds to drive regional initiatives. The future financial contribution should be considered as part of Council's budget preparation over the period of the MOU.

7. IMPLEMENTATION STRATEGY

Colac Otway Shire Council will continue to actively work with the G21 Geelong Region Alliance for the term of the MOU.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Note that Cr Jason Schram and Chief Executive Peter Brown are directors of the G21 Board.



DRAFT

MEMORANDUM OF UNDERSTANDING

1 July 2020 – 30 June 2024

G21 - Geelong Region Alliance



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

DRAFT MEMORANDUM OF UNDERSTANDING

between

G21 - GEELONG REGION ALLIANCE LTD ("G21")

of 131 Myers Street, Geelong

and

MEMBER MUNICIPALITIES

comprising:

COLAC OTWAY SHIRE.....	2 Rae Street, Colac
CITY OF GREATER GEELONG.....	30 Gheringhap Street, Geelong
GOLDEN PLAINS SHIRE.....	2 Pope Street, Bannockburn
SURF COAST SHIRE.....	1 Merrijig Drive, Torquay
BOROUGH OF QUEENSCLIFFE.....	50 Learmonth Street, Queenscliff

Collectively called "the G21 Councils" or "Member Councils" with the combined municipal districts referred to as

"the G21 Region" or "the Region"

1. RECITALS

- 1.1 The objective of this Memorandum of Understanding (MoU) is to articulate the arrangements and expectations between G21 and Member Councils as funding partners for the core operation of the G21.
- 1.2 G21 is a Company Ltd formed with the purpose of fostering and undertaking actions that support sustainable growth and development of the Region within the municipal districts of Member Councils (the Region).
- 1.3 The core role of G21 is to build on the existing social, economic and environmental capacity of the Region with regard being given to the G21 Values and Principles (refer to G21 Constitution).
- 1.4 G21 provides the forum and mechanisms for regional issues or opportunities to be identified and solutions or projects implemented.
- 1.5 The MOU is for a four year period from 1st July 2020 to 30th June 2024.
- 1.6 G21 will not expand the number of Member Councils unless agreement is obtained from current Member Councils.
- 1.7 The success of G21 pivots on the participation and good will of people and organisations across the Region.

2. GENERALLY APPLIED CRITERIA FOR G21 ACTIVITY

- 2.1 G21 applies a policy of: “subsidiarity where functions which subordinate or local organisations perform effectively belong more properly to them than to a central organisation such as G21.”
- 2.2 The generally applied criteria for issues or projects to be considered by G21 include assessment as to whether the impact, involvement and benefits are:
 - Regional
 - Multi-agency
 - Triple Bottom Line with overall long term and community benefit
 And generally demonstrate:
 - Support by a Leader, Lead Agency or Project Champion
 - A general need for a cooperative effort to be successful
 - Likelihood of happening

The parties as signatories to this document understand and record the following:

3. RESOURCING

- 3.1 The Member Councils are committed to support G21 via an annual subscription.
- 3.2 Councils are encouraged to participate in activities that further the objectives of G21.
- 3.3 G21 will work closely with Member Councils’ committees, advisory boards, task groups and relevant Council officers to further G21 objectives.
- 3.4 Financial contributions to support the core operation of G21 shall be based on the regional population formula included in Table 1. This formula will remain in place for the four year period of the agreement.
- 3.5 Any proposed variation to the four year contributions listed on Table 1 will be raised by the G21 Board with Member Councils at the Annual Review.
- 3.6 Funding received from Member Councils will be used for the core operation of G21 which includes the staff, on-costs, overheads and out goings required to achieve G21 objectives.
- 3.7 Additional and supplementary funding for the core operation of G21 may be obtained from Federal and State Government sources and will be advised through regular reporting to Councils and Members.
- 3.8 It is recognised that the development and updating of the regional strategic plan will occur through a planning process conducted at a frequency to be determined by the Board. Additional resources will be required to support planning, research, consultation and participation processes.
- 3.9 Additional financial contributions for specific G21 projects (i.e. non-core) may be sought from Member Councils from time to time and will be subject to separate business cases and funding submissions through normal Council approval processes.
- 3.10 It is recognised that the majority of G21 projects require partnerships and funding by a range of stakeholders from various levels of government, business and community agencies and other statutory authorities.

TABLE 1 - FINANCIAL CONTRIBUTION FROM MEMBER COUNCILS

CONTRIBUTOR	POPULATION *	% REGION	CONTRIBUTION			
			2020/21	2021/22	2022/23	2023/24
Colac Otway	21,503	6.5	\$43,657	\$44,748	\$45,867	\$47,014
Geelong	252,217	76.0	\$510,446	\$523,207	\$536,287	\$549,694
Golden Plains	23,120	6.9	\$46,343	\$47,502	\$48,690	\$49,907
Surf Coast	32,251	9.7	\$65,149	\$66,778	\$68,447	\$70,158
Queenscliffe	2,982	0.9	\$6,045	\$6,196	\$6,351	\$6,510
TOTAL	332,073	100%	\$671,640	\$688,431	\$705,642	\$723,283

* Source: 2018 Australian Bureau of Statistics

4. ACCOUNTABILITY AND COMMUNICATION

- 4.1 G21 is accountable for operating under a Company Constitution.
- 4.2 Councils are encouraged to participate in activities that further the objectives of G21.
- 4.3 G21 will make available regional statistics, performance and forecast information of strategic use and interest. Conversely, Council's assistance in making available the same information to G21 will add value to all strategic direction processes.
- 4.4 By 31 July each year, G21 will prepare and adopt a Business Plan that details operational initiatives and targets established to evaluate performance.
- 4.5 G21 will present progress reports twice per annum to Member Councils that include performance outcomes against targets in the G21 Business Plan.
- 4.6 The G21 CEO will consult with Member Council CEOs prior to establishing annual contributions to allow for budget considerations. This will occur by March 31st annually or as agreed with individual Councils.
- 4.7 Councils recognise the independent role, structure, mission and expertise of G21 and understand the function also includes being an independent voice and advocate for regional direction in local and national media.
- 4.8 On request, G21 will be available to any Council meeting or meeting within the municipality to discuss issues, progress or any items pertinent to G21 as raised by the Council.
- 4.9 In addition to Board meetings, G21 will communicate with Councils and members on a regular basis using a range of media.

5. SPECIFIC ARRANGEMENTS

5.1 Director Nomination:

5.1.1 Each Member Council shall nominate one Director to the G21 Board as described in the G21 Constitution.

Each Member Council will also be represented by their CEO as a Director on the G21 Board.

5.2 Pillar Groups:

5.2.1 Participation and consultation processes underpin G21 with the “Pillar Group” approach (or similar) seen as key to achieving the objectives of G21.

5.2.2 Any proposed major variations to the Pillar Group structure (other than normal continuous process improvement, pillar forming, cessation and review) shall be advised and agreed with Members prior to any changes being implemented.

5.2.3 Councils are encouraged to have a minimum of one person allocated to each G21 Pillar Group to provide active input, represent the interests of Council, and act as a conduit for communication and integration with council activities.

5.2.4 The role of the Board is to oversee the operation of G21, ensure it remains viable and accountable to its members in achieving the objectives, roles and responsibilities included in the Constitution. The Objectives of G21 will be achieved through participatory processes as depicted in the G21 Operating Framework.

5.3 Innovative Staffing Options:

5.3.1 Councils are encouraged to directly support G21 through initiatives such as officer placements or secondments. These arrangements may be made directly between the G21 CEO and Council CEO.

5.4 Demonstrate Regional Benefits:

5.4.1 G21 related activities must demonstrate regional benefits.

5.5 Integration of Strategic Direction Processes:

5.5.1 The parties acknowledge that G21 success rests largely with Councils recognising G21 as an independent but integral part of their own strategic direction and community building processes.

5.5.2 Every effort will be made by all parties to annually integrate strategic direction processes and timetables to maximise value adding and minimise potential duplication. Examples include the conduct of community and specific consultation, research, performance indicators, demographics or information gathering processes.

5.5.3 Projects will be identified from time to time that involves some or all Councils. Council officers and the G21 CEO are responsible for working cooperatively to ensure funding submissions meet the requirements of individual Councils.

5.6 Communication is a Joint Responsibility:

- 5.6.1 A two-way communication and feedback loop is essential for an initiative of the type and size of G21. All parties accept their responsibilities in seeking out and supporting communication and feedback processes.
- 5.6.2 G21 shall coordinate opportunities as they arise for joint communications and marketing across the region.

6. GENERAL

- 6.1 G21 is accountable for operating to the Company Constitution, Board Charter, Business Plan and arrangements contained in this MoU.
- 6.2 Should a Member Council have concerns with the performance or lack of performance of G21 then discussion should be initiated to address the concerns.
- 6.3 Should a Council wish to withdraw its membership of G21 then written notice must be given twelve months in advance of ceasing membership. Such notice will allow appropriate modifications to the Business Plan and budget process.
- 6.4 If any dispute or difference arises between the parties in carrying out the principles of this Memorandum of Understanding that cannot be resolved, then the parties will seek an agreed independent mediator to resolve the difference.
- 6.5 The terms of this Memorandum of Understanding can only be modified by the agreement of all parties.

DATED thisday of 2016

SIGNED on behalf of the
G21 - GEELONG REGION ALLIANCE
by its duly authorised representative:

.....
Witness

SIGNED on behalf of the
CITY OF GREATER GEELONG
by its duly authorised representative:

.....
Witness

SIGNED on behalf of the
BOROUGH OF QUEENSLIFFE
by its duly authorised representative:

.....
Witness

SIGNED on behalf of the
COLAC OTWAY SHIRE
by its duly authorised representative:

.....
Witness

SIGNED on behalf of the
GOLDEN PLAINS SHIRE
by its duly authorised representative:

.....
Witness

SIGNED on behalf of the
SURF COAST SHIRE
by its duly authorised representative:

.....
Witness

Item: 10.7

Bluewater Legal Costs

OFFICER	Tony McGann
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	Nil
PURPOSE	To provide Council with a summary of legal costs incurred on the project.

1. EXECUTIVE SUMMARY

The Bluewater projects is now complete. The centre is providing excellent service to the community and the legal action against DWP Suter and BDH Constructions is complete.

The legal costs that were incurred before and after Council's decision to take court action (February 2018) are as follows:

Legal costs before decision	\$266,040
Legal costs after decision	\$ 278,535
Total legal costs	\$544,575

In 2019/2020 the legal costs incurred were \$108,514. This amount is less than the budget set for this item of \$170,000.

2. RECOMMENDATION

That Council note this report which states the legal costs it incurred for the Bluewater project.

3. KEY INFORMATION

Legal Costs.

The total costs related to this project are as follows:

Year	Legal Cost excl. GST.
2019/2020	\$ 108,514
2018/2019	\$ 165,721
2017/2018	\$ 74,920
2016/2017	\$ 119, 992
2015/2016	\$ 59,698
2014/2015	\$ 15, 730
Total	\$ 544,575

At the February 2018 Council Meeting, Council decided to take court action against the Architect, DWP Suter and the builder, BDH Constructions. The legal costs incurred since that time are as follows:

Year	Legal Cost excl. GST.
2019/2020	\$ 108,514
2018/2019	\$ 165, 721
2017/2018 (March to June)	\$ 4,300
Total	\$ 278,535

These costs do not include the cost of officer time to progress through the dispute.

Hence, a summary of legal costs before and after the decision to initiate court action is as follows:

Legal costs before decision	\$266,040
Legal costs after decision	\$278, 535
Total legal costs	\$544,575

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4: Our Leadership and Management

1. Effectively manage financial resources
2. Openness and Accountability in decision making
3. Organisation development and legislative compliance

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not Applicable

LEGAL & RISK

Not Applicable

FINANCIAL & BUDGETARY

The expenditure in 2019/2020 on legal fees was within the budget of \$170,000 that Council set for this purpose.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Not Applicable

TIMELINE

Not Applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.8

Contract 1920 - Supply and Install Pits and Pipes Iluka Ave to Great Ocean Road, Wye River

OFFICER	Kerim Sijercic
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Iluka Avenue Drainage Upgrade Detailed Layout Plan [10.8.1 - 1 page] 2. Iluka Ave Drainage Upgrade Drainage Typical sheet 1 of 2 [10.8.2 - 1 page] 3. Iluka Ave Drainage Upgrade Drainage Typical sheet 2 of 2 [10.8.3 - 1 page] 4. Iluka Ave Drainage Upgrade Longitudinal Sections and Pit Schedule sheet 1 of 2 [10.8.4 - 1 page] 5. Iluka Ave Drainage Upgrade Longitudinal Sections and Pit Schedule sheet 2 of 2 [10.8.5 - 1 page]
PURPOSE	To recommend a tender for drainage works at Wye River

1. EXECUTIVE SUMMARY

The townships of Wye River and Separation Creek were severely impacted by bushfire on Christmas Day 2015. The immediate damage caused by the fire destroyed over 100 houses and effected more than 140 properties.

The destruction of many of the dwellings and the associated storm water tanks combined with deforested understory in the rainfall catchments, has exposed deficiencies in the existing storm water infrastructure.

With careful consideration to the neighbourhood character and requirements to address the issues of erosion control and slope stability, the Colac Otway Shire has developed an integrated storm water management plan.

This plan will control the stormwater in the townships by improving the existing table drains, increasing the capacity of driveway culverts, installing kerb and channel, sealing intersections and installing reticulated pits and pipes.

This particular contract is for the works associated with the supply and installation of pits and pipes, namely from Iluka Avenue to the Great Ocean Road (Separable portion Part Cii). Separable portions parts A, B, Ci, D and E have recently been constructed by Keystone Civil Constructions Pty Ltd. The work is fully funded by the State and Federal Governments and has a budget in the order of \$400,000.

2. RECOMMENDATION

That Council:

- 1. Awards Contract 1920 –Pits and Pipes Drainage Works – Part Cii, to Fitzgerald Civil Pty. Ltd. at the lump sum price referred to in the confidentially distributed document pertaining to this contract.***
- 2. Authorises the Chief Executive to sign the contracts following award of Contract 1920 –Pits and Pipes Drainage Works – Part Cii.***
- 3. Requests that the Chief Executive ensures that the contract price is listed on Council's website once steps listed in point 2 have been completed.***

3. BACKGROUND / KEY INFORMATION

BACKGROUND

Tenders closed on 16 January 2019 for the supply and installation of drainage works in Wye River and Separation Creek.

The work is fully funded by the State and Federal Governments.

The contract is made up of separable portions. Council at its discretion may award individual portions to different Contractors or may award all portions to one contractor. The separable portions are made up of six sections:

- Part A – Sarsfield St, Separation Creek
- Part B – Great Ocean Road, Separation Creek
- Part Cii – Iluka, Wye River
- Part Ci - Koonya, Wye River
- Part D – Durimbil Avenue, Wye River
- Part E – Wallace St, Wye River

Keystone Civil Construction Pty Ltd were awarded Parts A, B, Ci, D and E after its adoption in the March Ordinary Council meeting and have subsequently completed the works.

This report pertains to the remaining separable portion, Part Cii, Iluka Ave to Great Ocean Road, which now has the necessary planning approvals to be commenced.

Tender documents were received for Part C from the following Companies:

- Fitzgerald Civil Construction Pty Ltd
- Keystone Civil Holdings Pty Ltd
- Langdon Contractors Pty Ltd

KEY INFORMATION

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:

Criteria	Weighting
Financial Assessment	50%
Resources and capacity	25%
Experience and track record	20%
Local content	5%

The Tender Evaluation Panel consisted of the following members:

- Manager, Services & Operations
- Project Manager, Wye River
- Project Manager, Wye River

The Tender Evaluation Panel deemed all submissions to be compliant and therefore eligible for consideration for the nominated separable sections of all portions as Council sees fit.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The tender was publicly advertised via:

Colac Herald	7 December 2018
Geelong Advertiser	8 December 2018
e-Procure (Tender Search website)	7 December 2018
Colac Otway Shire Council website	7 December 2018

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

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

The tender aligns with Council Plan:

- Theme 1 – Our Prosperity – Great Ocean Road
- Theme 2 – Our Places, Assets and Infrastructure, Emergency Management and Capital Works Delivery and
- Theme 4 - Our Leadership and Management, Financial Management and Value for Money.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The works are essential to reinstate storm water drainage systems following the bushfires on Christmas Day 2015.

The contractor must submit an Environmental Management Plan with the project at least 7 days prior to the date of commencement of works.

The contractor will always be responsible for the measures to control noise and water emanating from the work sites during the contract.

LEGAL & RISK

The works reduce landslip risk in Wye River and Separation Creek.

The successful tenderers are required to provide adequate documentation for occupational health and safety requirements including site specific potential hazard assessment for Safe Work Method Statements (SWMS).

The successful tenderers are required to provide appropriate insurance.

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

FINANCIAL & BUDGETARY

The project is externally funded and there are sufficient funds to undertake the works.

7. IMPLEMENTATION STRATEGY

DETAILS

A provisional works program was submitted with the tender. The works must be commenced promptly following the award of the contract and completed within four months from award of contract.

COMMUNICATION

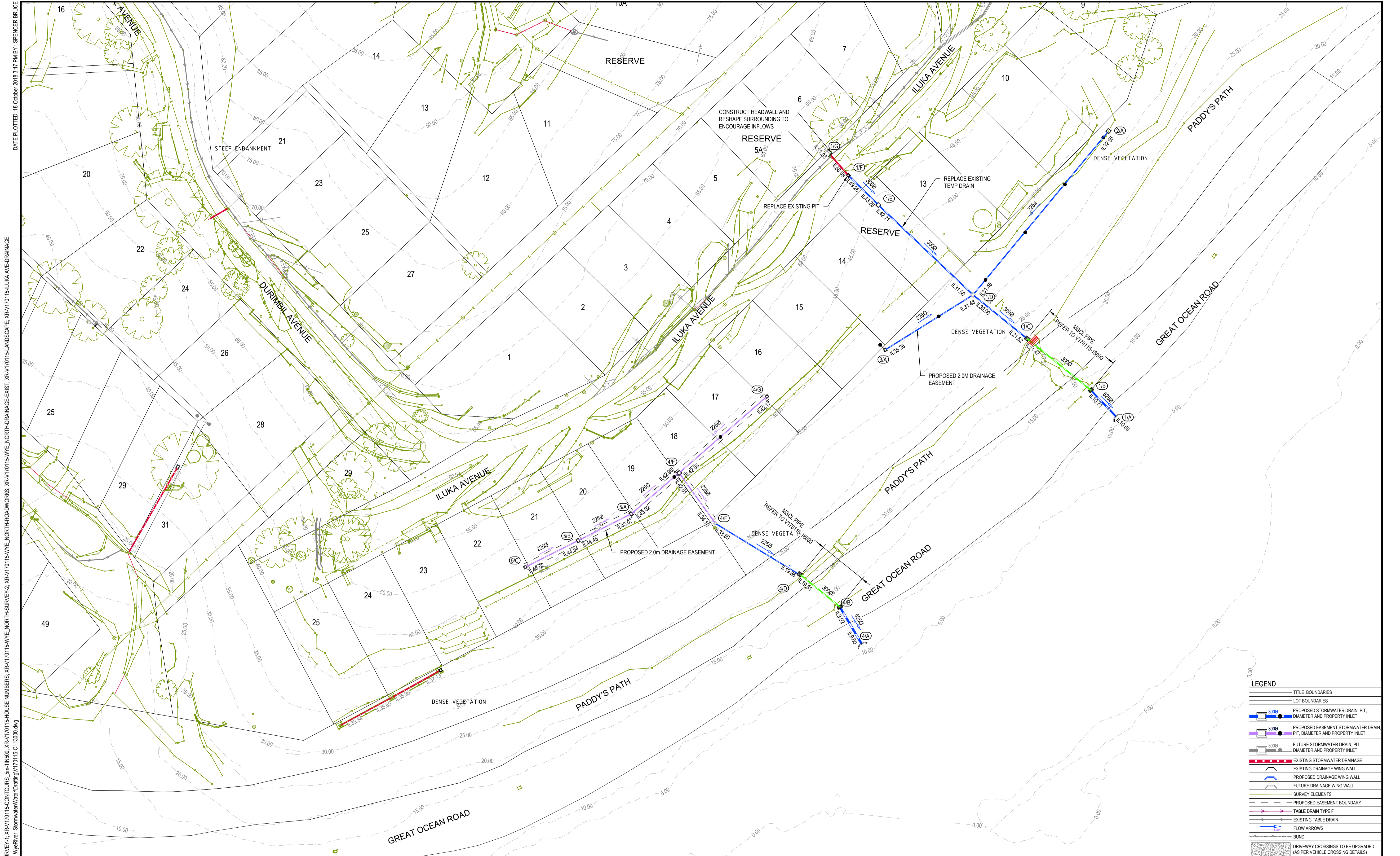
Council will engage successful contractor or contractors once the selection process has been finalised.

TIMELINE

Council endorsement:	11 December 2019
Contract start date:	To be established
Contract finish date:	To be established

8. OFFICER DIRECT OR INDIRECT INTEREST

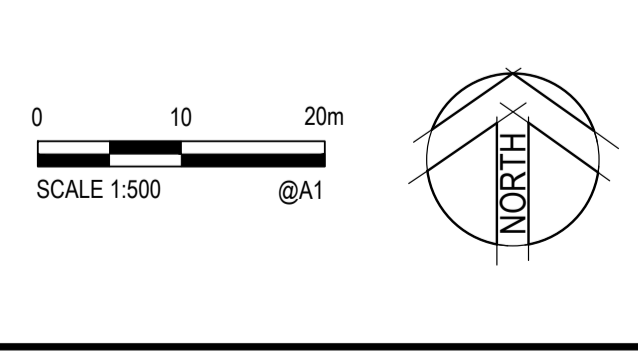
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.



LEGEND	
[Symbol]	TITLE BOUNDARIES
[Symbol]	LOT BOUNDARIES
[Symbol]	PROPOSED STORMWATER DRAIN, PIT, DIAMETER AND PROPERTY INLET
[Symbol]	PROPOSED EASEMENT STORMWATER DRAIN, PIT, DIAMETER AND PROPERTY INLET
[Symbol]	FUTURE STORMWATER DRAIN, PIT, DIAMETER AND PROPERTY INLET
[Symbol]	EXISTING STORMWATER DRAINAGE
[Symbol]	EXISTING DRAINAGE WING WALL
[Symbol]	PROPOSED DRAINAGE WING WALL
[Symbol]	FUTURE DRAINAGE WING WALL
[Symbol]	SURVEY ELEMENTS
[Symbol]	PROPOSED EASEMENT BOUNDARY
[Symbol]	TABLE DRAIN TYPE F
[Symbol]	EXISTING TABLE DRAIN
[Symbol]	FLOW ARROWS
[Symbol]	BUND
[Symbol]	DRIVEWAY CROSSINGS TO BE UPGRADED (AS PER VEHICLE CROSSING DETAILS)

XREF: XR-V170115-WYE_NORTH-SURVEY-1; XR-V170115-CONTOURS_5m-INSD; XR-V170115-HOUSE NUMBERS; XR-V170115-WYE_NORTH-SURVEY-2; XR-V170115-WYE_NORTH-ROADWORKS; XR-V170115-LANDSCAPE; XR-V170115-ILUKA AVE DRAINAGE
 CAD File: M20170001_0500V170115_WyeRiver_Stormwater/Water/Drafting/V170115-CI-13000.dwg
 DATE PLOTTED: 18 October 2018 3:17 PM BY: SPENCER BRUCE

Rev.	Date	Description	Des.	Verif.	Appd.
3	19/10/18	REVISED TENDER ISSUE	JMN	EH	
2	19/06/18	REVISED TENDER ISSUE	JP	EH	
1	9/05/18	FOR TENDER	JO	EH	



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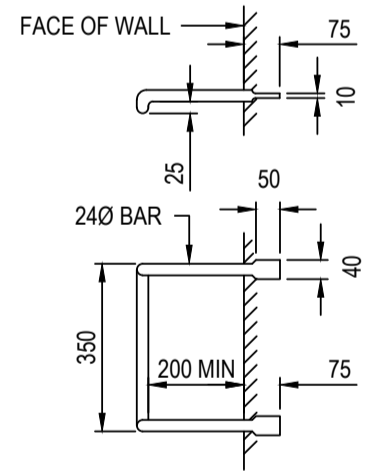
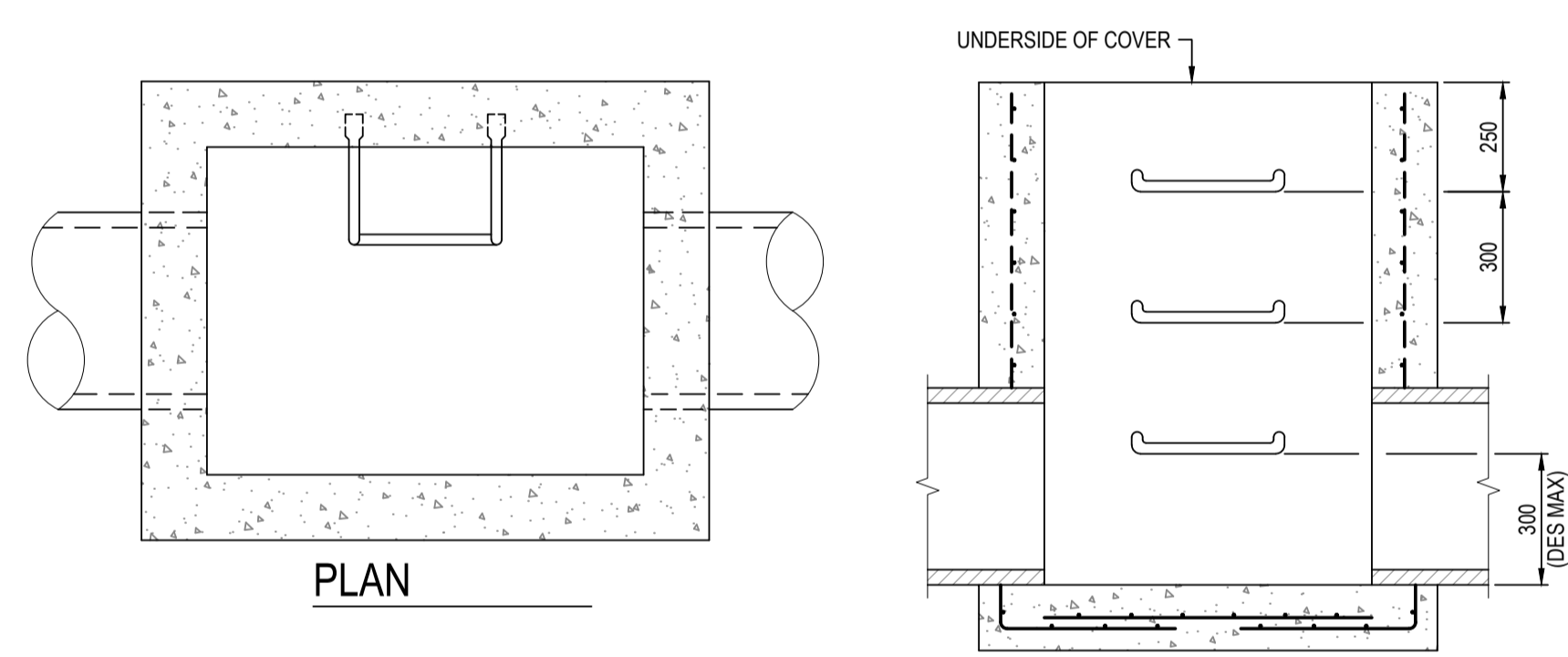
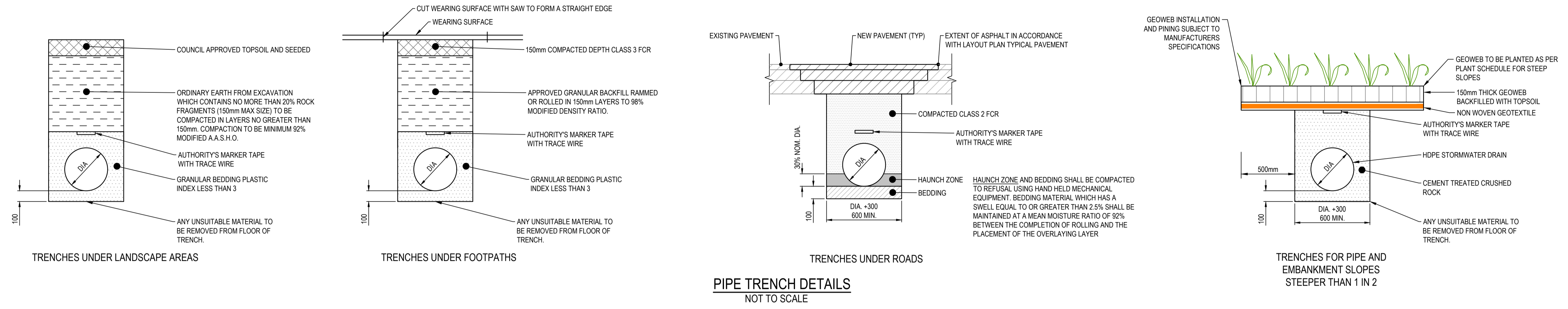


Drawn	Date
J.O.	07/05/18
Checked	Date
SB	9/05/18
Designed	Date
J.O.	07/05/18
Verified	Date
EH	9/05/18
Approved	Date

Client	COLAC OTWAY SHIRE
Project	WYE RIVER AND SEPARATION CREEK STORMWATER MANAGEMENT SYSTEM DETAILED DESIGN
Title	ILUKA AVE DRAINAGE UPGRADE DETAILED LAYOUT PLAN

Status	FOR TENDER ONLY			
NOT TO BE USED FOR CONSTRUCTION PURPOSES				
Datum	Metways Ref	Scale	Size	
A.H.D	X927_C9	1:500m	A1	
Drawing Number	V170115-CI-13000			Revision
				3

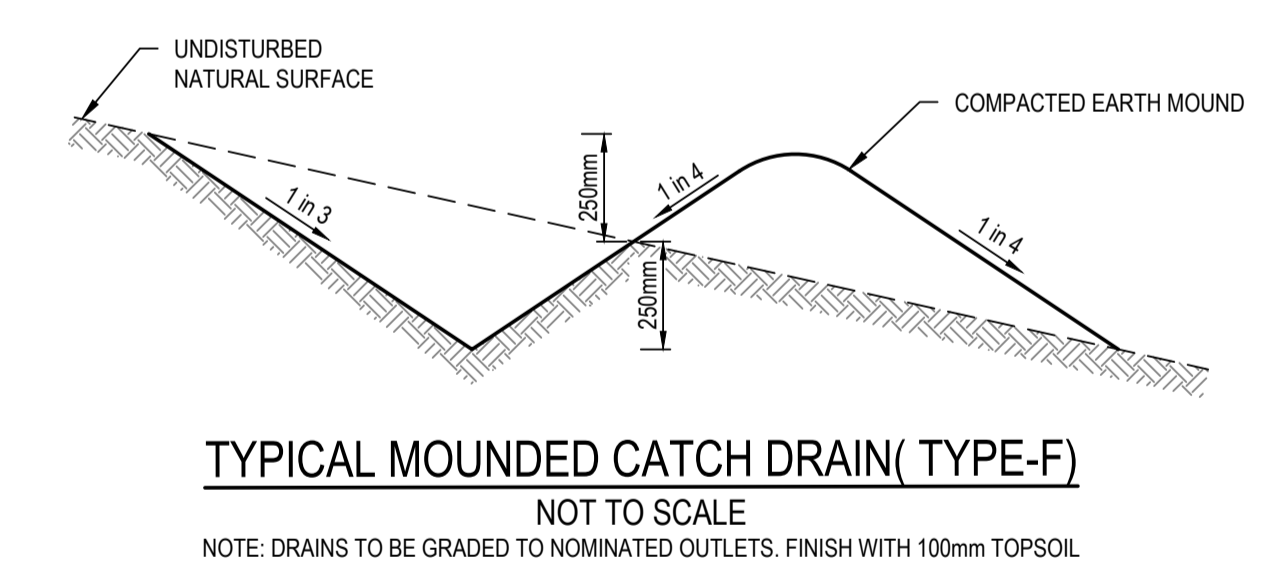
DATE PLOTTED: 19 June 2018 11:06 AM BY: SPENCER BRUCE



- NOTES:**
- PITS DEEPER THAN 1000mm SHALL BE FITTED WITH STEP IRONS.
 - STEP IRONS SHALL BE LOCATED:
 - DIRECTLY BELOW THE OPENING IN THE COVER
 - DESIRABLY ON A WALL WITHOUT PIPE OPENINGS
 - DESIRABLY ON ONE OF THE LONG SIDES OF THE PIT
 - MATERIAL FOR STEP IRONS SHALL BE STRUCTURAL GRADE 250 TO AS 1204.
 - STEP IRONS SHALL HAVE SHARP EDGES ROUNDED AND HOT DIP GALVANIZED AFTER FABRICATION.
 - PROPRIETY STEPS SUCH AS THE GATIC PS2-PF POLYPROPYLENE STEPS (OR APPROVED ALTERNATIVE) MAY BE USED. THESE SHALL BE INSTALLED ACCORDING TO THE MAUFACTUREERS INSTRUCTIONS.

PLANT SCHEDULE FOR SLOPES STEEPER THAN 1 IN 2

BOTANICAL NAME	COMMON NAME	PLANT DENSITY	NOTES
GOODENIA OVATA	HOP GOODENIA	1-2 PLANTS PER 50m2	DISPERSED PLANTING AND PLANT AT TOP OF BANKS/TRANSITION BETWEEN ROAD AND PIPE TRENCH
CORREA ALBA	WHITE CORREA	1-2 PLANTS PER 50m2	DISPERSED PLANTING AND IMMEDIATELY UPSTREAM OF PITS
POA POAFORMIS	COAST TUSsock-GRASS	5 PLANTS PER 5m2	PLANT IN CLUMPS OF 5
LOMANDRA LONGFOLIA	MAT RUSH	1-2 PLANTS PER 50m2	DISPERSED PLANTING
ENCHYLAENA TOMENTOSA	RUBY SALT BUSH	1-2 PLANTS PER 50m2	DISPERSED PLANTING
MICROLAENA STIPIOIDES	WEEPING GRASS	10g/m2	BEGIN WITH A WEED FREE SEED BED. SOW SEED 10-15mm BELOW THE SOIL SURFACE.



XREF: XR-V170115-DRAINAGE_TYPICALS
CAD File: M20170001_0900V170115_WyeRiver_Stormwater/Water/Drafting/V170115-CH-13100-13101.dwg

Rev.	Date	Description	Des.	Verif.	Appd.
2	19/06/18	REVISED TENDER ISSUE		JP	EH
1	9/05/18	FOR TENDER		JO	EH



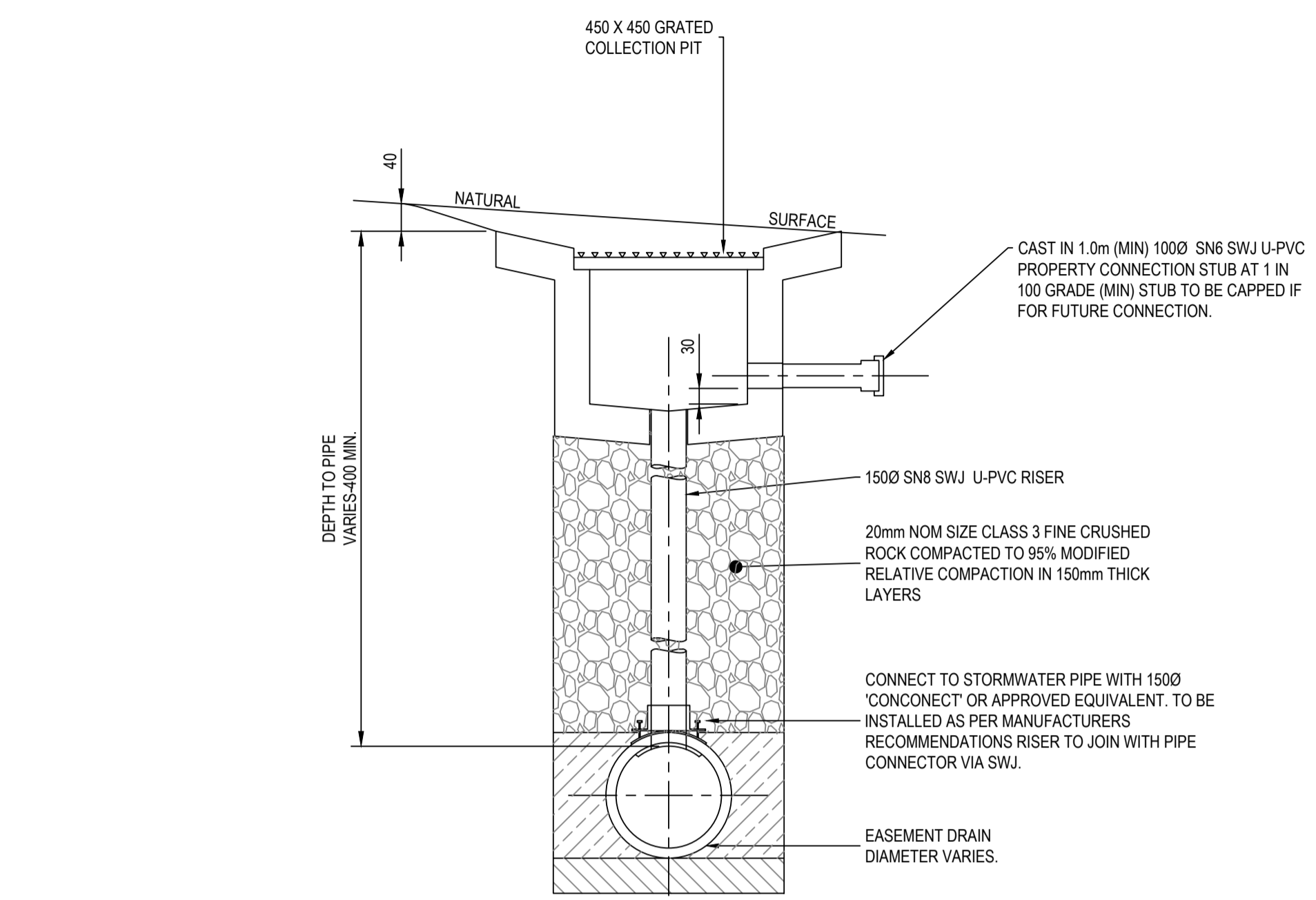
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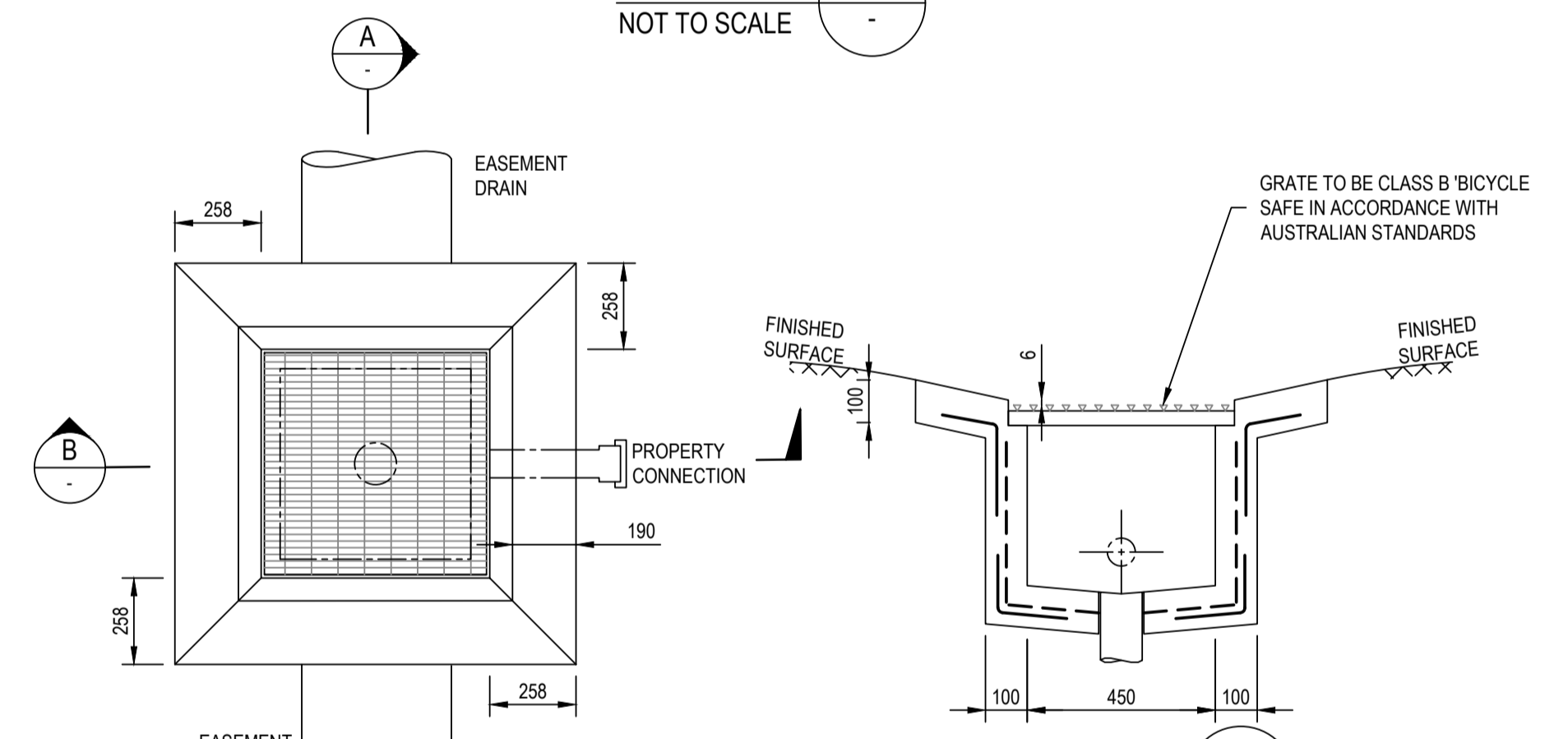
Drawn	Date	Client
J.O.	07/05/18	COLAC OTWAY SHIRE
Checked	Date	Project
SB	9/05/18	WYE RIVER AND SEPARATION CREEK STORMWATER MANAGEMENT SYSTEM
Designed	Date	Design
J.O.	07/05/18	DETAILED DESIGN
Verified	Date	Title
EH	9/05/18	ILUKA AVE DRAINAGE UPGRADE DRAINAGE TYPICALS
Approved	Date	SHEET 1 OF 2

Status	FOR TENDER ONLY		
NOT TO BE USED FOR CONSTRUCTION PURPOSES			
Datum	Melways Ref	Scale	Size
A.H.D	X927_C9	NTS	A1
Drawing Number	Revision		
V170115-C1-13100	2		

DATE PLOTTED: 19 June 2018 11:06 AM BY: SPENCER BRUCE

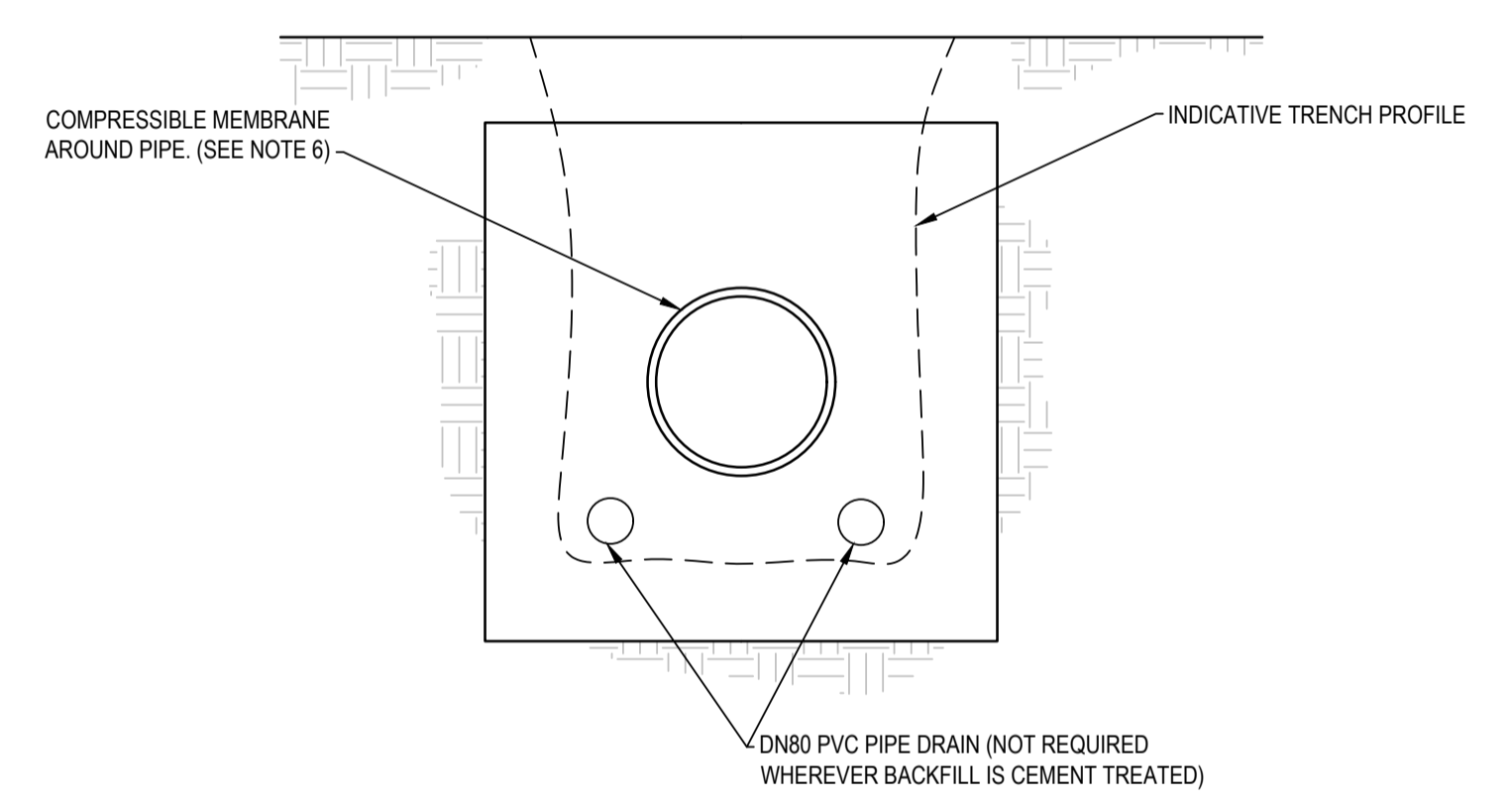


SECTION A
NOT TO SCALE



SECTION B
NOT TO SCALE

CONCRETE BULKHEAD FOR RCP DETAIL
NOT TO SCALE



SECTION C
NOT TO SCALE

- BULKHEAD NOTES:**
1. BULKHEADS ARE REQUIRED FOR PIPES 300mm DIAMETER OR GREATER
 2. BULKHEAD TO BE LOCATED DIRECTLY BEHIND DOWNSTREAM OF COLLAR SO AS NOT TO ENCASE THE JOINT
 3. LOCATE BULKHEAD AT A RETAINING WALL UNDER THE WALL.
 4. KEY CONCRETE BULKHEADS INTO SIDES AND BOTTOM OF TRENCH AGAINST A BEARING SURFACE OF UNDISTURBED SOIL.
 5. CONCRETE TO BE CLASS N25
 6. DO NOT DEFORM PIPES DURING PLACEMENT OF CONCRETE
 7. PROVIDE CONTINUOUS DRAINAGE PATH THROUGH BULKHEADS
 8. COMPRESSIBLE MEMBRANE AROUND PIPE TO BE 3 THICK RUBBER FOR BULKHEADS ON SLOPES
 9. GROUNDWATER DRAIN THROUGH BULKHEAD IS NOT REQUIRED WHEREVER BACKFILL IS CEMENT TREATED
 10. GROUNDWATER DRAINS THROUGH BULKHEADS SHALL BE FILLED WITH FIBREGLASS WOOL OR OTHER APPROVED FILTER MATERIAL
 11. BULKHEADS SHALL BE CONSTRUCTED AT EVERY SECOND JOINT WHERE PIPE GRADES EXCEED 15% (1 in 6.7) AND CEMENT TREATED BACKFILL IS NOT SPECIFIED. REFER TYPICAL DETAIL

- NOTES:**
1. EDGE CONCRETE AROUND PERIMETER OF GRATE.
 2. TOP OF GRATE 40mm (min) BELOW FINISHED SURFACE.
 3. DO NOT BOND GRATE TO CONCRETE TO ALLOW EASY ACCESS TO PIT.
 4. CONCRETE TO BE SMOOTH TROWELLED FINISH.
 5. GRATE FRAME TO BE OILED IF INSTALLED IN WET CONCRETE.
 6. CONCRETE STRENGTH FC = 25MPa, (MIN) AT 28 DAYS
 7. SEAL UP AND MAKE GOOD PIPE CONNECTION / INSERTION TO PIT.
 8. PROPERTY CONNECTION MIN 1000 PIPE AS PER CLAUSE 16.10.2 (PIPE DIAMETERS).

COLLECTION PIT - PLAN
NOT TO SCALE

EASEMENT DRAIN CONNECTION - PITS
NOT TO SCALE

Rev.	Date	Description	Des.	Verif.	Appd.
2	19/06/18	REVISED TENDER ISSUE	JP	EH	
1	9/05/18	FOR TENDER	JO	EH	



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Drawn J.O.	Date 07/05/18
Checked SB	Date 9/05/18
Designed J.O.	Date 07/05/18
Verified EH	Date 9/05/18
Approved	Date

Client	COLAC OTWAY SHIRE
Project	WYE RIVER AND SEPARATION CREEK STORMWATER MANAGEMENT SYSTEM DETAILED DESIGN
Title	ILUKA AVE DRAINAGE UPGRADE DRAINAGE TYPICALS SHEET 2 OF 2

Status FOR TENDER ONLY			
NOT TO BE USED FOR CONSTRUCTION PURPOSES			
Datum	Melways Ref	Scale	Size
A.H.D	X927_C9	NTS	A1
Drawing Number	V170115-C1-13101		Revision
			2

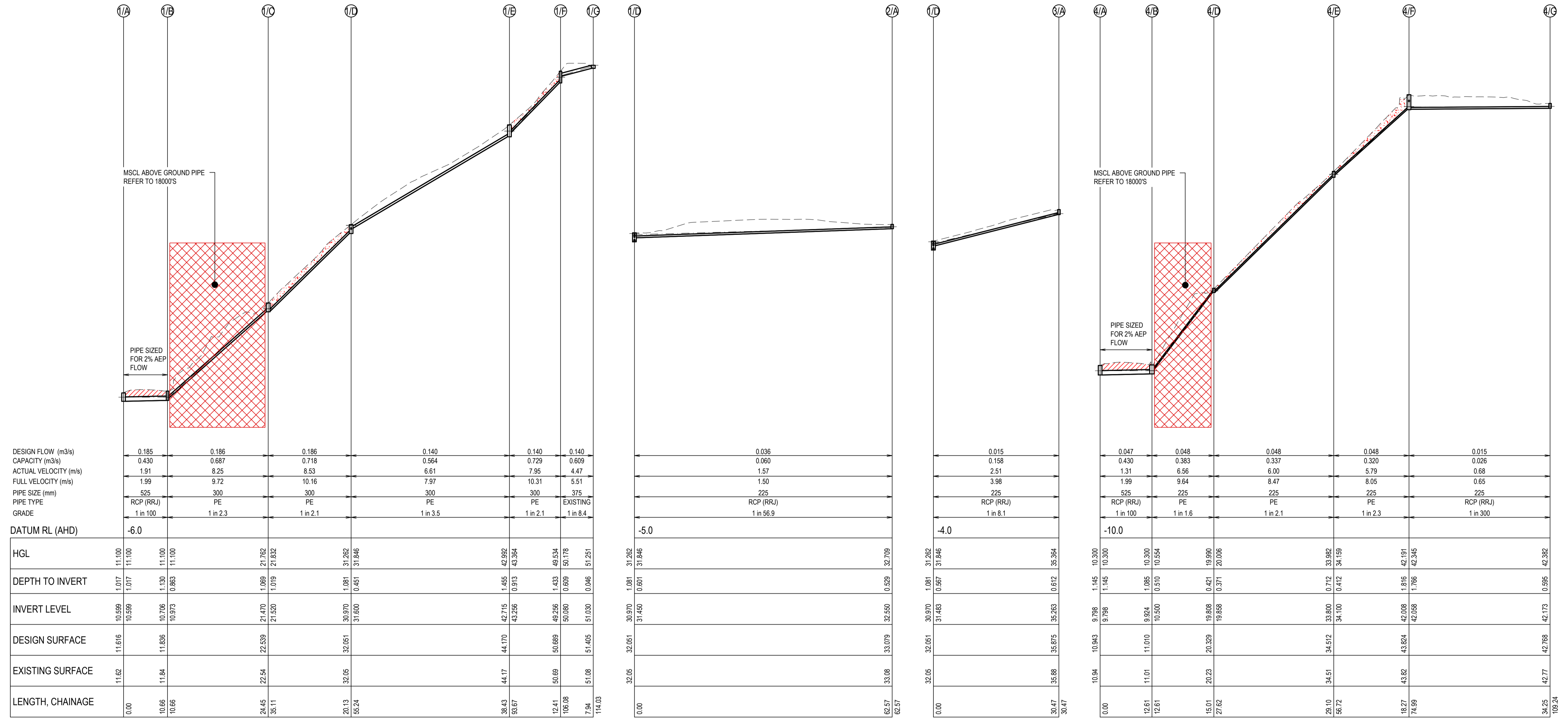
DATE PLOTTED: 18 October 2018 3:19 PM BY: SPENCER BRUCE

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LEGEND

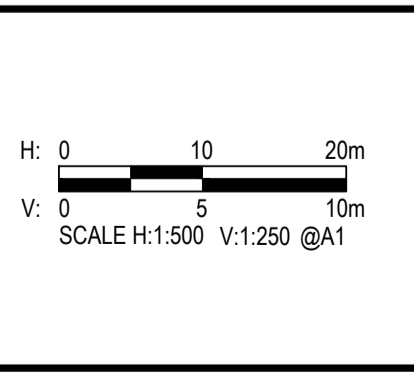
- EXISTING SURFACE
- DESIGN SURFACE
- DRAINAGE HYDRAULIC GRADE LINE (HGL)
- PROPOSED DRAINAGE
- EXISTING DRAINAGE
- FUTURE DRAINAGE
- (2A) PIT NUMBER
- [Red Hatched Box] FINE CRUSHED ROCK BACKFILL (FCR) UNDER EX ROADS
- [Red Dotted Box] CEMENT TREATED BACKFILL FOR STEEP SLOPES

CONTRACTOR TO VERIFY EXISTING SERVICES CONNECTION LEVELS PRIOR TO CONSTRUCTION. ANY DISCREPANCIES MUST BE IMMEDIATELY IDENTIFIED AND THE SUPERINTENDENT NOTIFIED PRIOR TO CONSTRUCTION COMMENCING.



DESIGN FLOW (m ³ /s)	0.185	0.186	0.186	0.140	0.140	0.140
CAPACITY (m ³ /s)	0.430	0.687	0.718	0.564	0.729	0.609
ACTUAL VELOCITY (m/s)	1.91	8.25	6.61	7.97	10.31	4.47
FULL VELOCITY (m/s)	1.99	9.72	10.16	7.97	10.31	5.51
PIPE SIZE (mm)	525	300	300	300	300	375
PIPE TYPE	RCP (RRJ)	PE	PE	PE	PE	EXISTING
GRADE	1 in 100	1 in 2.3	1 in 2.1	1 in 3.5	1 in 2.1	1 in 8.4
DATUM RL (AHD)	-6.0					
HGL	11.00	11.00	11.00	11.00	11.00	11.00
DEPTH TO INVERT	1.07	1.07	1.07	1.07	1.07	1.07
INVERT LEVEL	10.93	9.93	9.93	9.93	9.93	9.93
DESIGN SURFACE	11.66	11.66	11.66	11.66	11.66	11.66
EXISTING SURFACE	11.62	11.84	22.54	44.17	50.69	51.08
LENGTH, CHAINAGE	0.00	10.66	10.66	24.45	35.11	38.43

Rev.	Date	Description	Des.	Verif.	Appd.
3	19/10/18	REVISED TENDER ISSUE	JMN	EH	
2	19/06/18	REVISED TENDER ISSUE	JP	EH	
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Drawn J.O.	Date 07/05/18
Checked SB	Date 9/05/18
Designed J.O.	Date 07/05/18
Verified EH	Date 9/05/18
Approved	Date

Client COLAC OTWAY SHIRE
Project WYE RIVER AND SEPARATION CREEK STORMWATER MANAGEMENT SYSTEM DETAILED DESIGN
Title ILUKA AVE DRAINAGE UPGRADE DRAINAGE LONGSECTIONS AND PIT SCHEDULE SHEET 1 OF 2

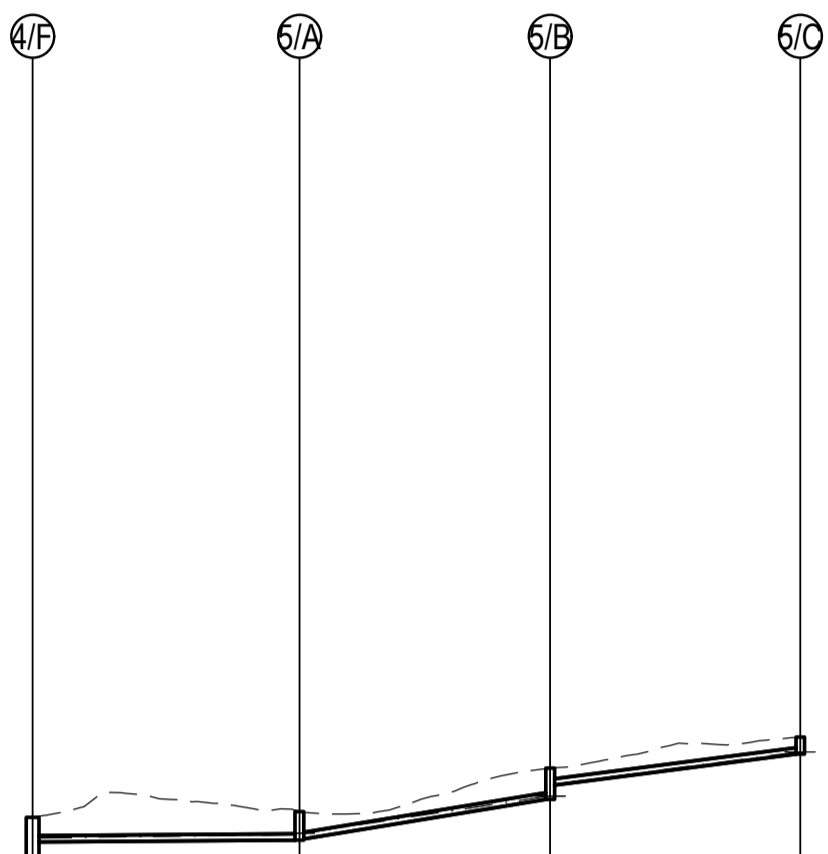
Status FOR TENDER ONLY			
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Datum A.H.D.	Melways Ref X927_C9	Scale AS SHOWN	Size A1
Drawing Number V170115-C1-13200	Revision 3		

DATE PLOTTED: 18 October 2018 3:18 PM BY: SPENCER BRUCE

LEGEND

- EXISTING SURFACE
- DESIGN SURFACE
- DRAINAGE HYDRAULIC GRADE LINE (HGL)
- PROPOSED DRAINAGE
- EXISTING DRAINAGE
- FUTURE DRAINAGE
- (2/A) PIT NUMBER
- [Pattern] FINE CRUSHED ROCK BACKFILL (FCR) UNDER EX ROADS
- [Pattern] CEMENT TREATED BACKFILL FOR STEEP SLOPES

CONTRACTOR TO VERIFY EXISTING SERVICES CONNECTION LEVELS PRIOR TO CONSTRUCTION. ANY DISCREPANCIES MUST BE IMMEDIATELY IDENTIFIED AND THE SUPERINTENDENT NOTIFIED PRIOR TO CONSTRUCTION COMMENCING.



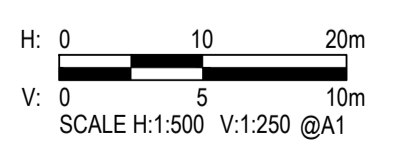
	4/F	5/A	5/B	5/C
DESIGN FLOW (m ³ /s)	0.028	0.015	0.008	
CAPACITY (m ³ /s)	0.026	0.126	0.112	
ACTUAL VELOCITY (m/s)	0.71	2.11	1.60	
FULL VELOCITY (m/s)	0.65	3.17	2.81	
PIPE SIZE (mm)	225	225	225	
PIPE TYPE	RCP (RRJ)	RCP (RRJ)	RCP (RRJ)	
GRADE	1 in 300	1 in 12.7	1 in 16.1	
DATUM RL (AHD)	7.0			
HGL	42.191 43.103	43.214	44.549 44.979	46.089
DEPTH TO INVERT	1.816 0.861	0.999 0.949	1.084 0.995	0.995
INVERT LEVEL	42.008 42.963	43.025 43.075	44.450 44.939	46.018
DESIGN SURFACE	43.824	44.023	45.534	46.613
EXISTING SURFACE	43.82	44.02	45.53	46.61
LENGTH, CHAINAGE	0.00	18.58 18.58	17.45 36.04	17.41 53.44

PIT NO	LOCATION		TYPE	INTERNAL		PIT COVER LEVEL	CLASS (AS 3996)	DEPTH	INLET		OUTLET		COMMENTS
	EASTING	NORTHING		WD	LEN				DIA	INV LEV	DIA	INV LEV	
1/A	752134.692	5720044.329	HEADWALL	600	900	11.616		1.02	525	10.599			REFER VIC ROADS SD 1921 40Mpa CONCRETE PIT REQUIRED
1/B	752127.338	5720052.048	GEP	1000	750	11.836	D	1.13	300	10.973	525	10.706	REPLACE EXISTING PIT WITH VICROADS SD 1421 WITH LOCKABLE GRATED COVER. 40Mpa CONCRETE PIT REQUIRED. CONNECTION OF 300MSPCL PIPE DETAILED AS PART OF THE 18000'S SHEET SET INTO PIT IS TO BE FLEXIBLE TO ALLOW FOR EXPANSION AND CONTRACTION OF PIPE
1/C	752108.331	5720067.421	GEP	900	900	22.539	B	1.07	300	21.520	300	21.470	REFER IDM SD 405 WITH LOCKABLE GRATED COVER. 40 Mpa CONCRETE PIT
1/D	752092.678	5720080.082	JP	900	900	32.051	B	1.08	300	31.600	300	30.970	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN. 40 Mpa CONCRETE PIT
									225	31.450			
									225	31.483			
1/E	752064.820	5720106.555	JP	900	900	44.170	B	1.46	300	43.256	300	42.715	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN. 40 Mpa CONCRETE PIT
1/F	752055.976	5720115.267	JP	600	600	50.689	D	1.43	375	50.080	300	49.256	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN. 40 Mpa CONCRETE PIT
1/G	752050.737	5720121.234	HEADWALL	900	900	51.405		0.38			375	51.030	REINFORCED CONCRETE WINGWALL. REFER IDM SD 465
2/A	752132.536	5720128.319	JP	600	600	33.079	B	0.53			225	32.550	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN
3/A	752066.849	5720063.909	JP	600	600	35.875	B	0.61			225	35.263	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN
4/A	752059.838	5719977.500	HEADWALL	600	900	10.943		1.15	525	9.798			REFER VIC ROADS SD 1921 40Mpa CONCRETE PIT REQUIRED
4/B	752053.430	5719988.356	GEP	1000	750	11.010	D	1.09	225	10.500	525	9.924	REPLACE EXISTING PIT WITH VICROADS SD 1421 WITH LOCKABLE GRATED COVER. 40Mpa CONCRETE PIT REQUIRED. 300 MSPCL PIPE TO CONNECT INTO LID OF PIT AS DETAILED IN THE 18000'S SHEET SET. CONNECTION TOP BE FLEXIBLE TO ALLOW FOR EXPANSION AND CONTRACTION OF PIPE
4/D	752041.772	5719997.812	GEP	600	600	20.329	B	0.52	225	19.858	225	19.808	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN. 40 Mpa CONCRETE PIT
4/E	752016.855	5720012.848	JP	600	600	34.512	B	0.71	225	34.100	225	33.800	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN
4/F	752006.219	5720027.701	JP	900	900	43.824	B	1.82	225	42.058	225	42.008	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN. 40 Mpa CONCRETE PIT
									225	42.963			
4/G	752032.042	5720050.202	JP	600	600	42.768	B	0.60			225	42.173	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN
5/A	751992.091	5720015.633	JP	900	600	44.023	B	1.00	225	43.075	225	43.025	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN
5/B	751976.496	5720007.793	JP	900	600	45.534	B	1.08	225	44.939	225	44.450	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN
5/C	751960.943	5719999.974	JP	600	600	46.613	B	0.60			225	46.018	REFER IDM SD 405 WITH LOCKABLE TERRAFIRMA COVER COLOURED GREEN

- NOTES:**
- ALL PITS ARE TO BE TO IDM STANDARDS UNLESS NOTED OTHERWISE.
 - PITS DEEPER THAN 1.00m SHALL BE FITTED WITH STEPIRONS, FIRST STEPIRON TO BE 300mm FROM THE BOTTOM OF THE PIT.
 - COVER LEVELS TO BE SET TO MATCH THE FINISHED SURFACE PROFILES AND ADJACENT CONSTRUCTION.
 - GEP = GRATED PIT, DGEP = DOUBLE GRATED PIT, GSEP = SIDE ENTRY PIT GRATED, DGSEP = DOUBLE SIDE ENTRY PIT GRATED, SEP = SIDE ENTRY PIT, DSEP = DOUBLE SIDE ENTRY PIT, JP = JUNCTION PIT, EP = END OF PIPE, EW = ENDWALL, DEW = DRIVEABLE ENDWALL.
 - UNLESS OTHERWISE SPECIFIED, PIT TYPES REFER TO IDM STANDARD DRAWINGS
 - FIGURE SD 405 UNHAUNCHED PITS (4500 MAX. PIPE)
 - FIGURE SD 410 HAUNCHED PITS (MIN 5250 PIPE)
 - FIGURE SD 420 JUNCTION PIT IN ROAD RESERVE
 - FIGURE SD 426 JUNCTION PIT WITH NON-CONCRETE COVER (NON TRAFFICABLE AREAS)
 - FIGURE SD 441 GRATED SIDE ENTRY PIT WITH LIGHTWEIGHT COVER & CONCRETE SURROUND FOR 'SM2-M'
 - FIGURE SD 455 DEPRESSED GRATED PIT
 - FIGURE SD 460 INLET CATCH PIT
 - FIGURE SD 465 REINFORCED CONCRETE WINGWALL (IN-SITU)
 - FIGURE SD 470 CONCRETE ENDWALL FOR PIPES UP TO 300mmØ (WALKWAYS, PATHS AND TRACKS)
 - FIGURE SD 480 GRATED PIT FOR SM2 MODIFIED KERB & CHANNEL
 - FIGURE SD 481 ALTERNATE GRATED PIT FOR SM2 MODIFIED KERB & CHANNEL 'SM2-M' - UPSTREAM PIT ONLY
 - FIGURE SD 496 MODIFIED EXISTING PIT TO GRATED PIT IN VEHICLE CROSSING / LAYBACK
 - FOR HAUNCHED PITS REFER TO IDM STANDARD DRAWING FIGURE SD 410. PITS TO BE HAUNCHED TO COUNCIL STANDARD OPENINGS.
 - STUBS AND PIPE ENDS TO BE BLOCKED OFF TO COUNCIL'S SATISFACTION.
 - ALL GRATED PITS TO HAVE BICYCLE SAFE LOCKDOWN GRATES.
 - ALL GRATED SIDE-ENTRY PITS TO HAVE MIN 100mm THICK CONCRETE APRON BETWEEN GRATE AND ASPHALT. REFER IDM STANDARD DRAWINGS.
 - PITS WITHIN ROAD PAVEMENT, VEHICLE CROSSINGS OR WITHIN 0.75m OF A VEHICLE CROSSING, TO HAVE CLASS D CAST IRON LOCK DOWN LIDS, LID INFILL COLOURED TO MATCH ROAD SURFACE.
 - ALL PITS WITHIN ROAD TO BE CONSTRUCTED WITH 32 MPa CONCRETE WITH SL92 MESH IN WALLS AND BASE.
 - CONTRACTOR TO VERIFY EXISTING SERVICES CONNECTION LEVELS PRIOR TO CONSTRUCTION. ANY DISCREPANCIES MUST BE IMMEDIATELY IDENTIFIED AND THE SUPERINTENDENT NOTIFIED PRIOR TO CONSTRUCTION COMMENCING.

XREF: CAD File: M20170001_0900V170115_WyeRiver_Stormwater/Water/Drafting/V170115-CI-13201-13201.dwg

Rev.	Date	Description	Des.	Verif.	Appd.
3	19/10/18	REVISED TENDER ISSUE	JMN	EH	
2	19/06/18	REVISED TENDER ISSUE	JP	EH	
1	9/05/18	FOR TENDER	JO	EH	



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Drawn J.O.	Date 07/05/18	Client COLAC OTWAY SHIRE
Checked SB	Date 9/05/18	Project WYE RIVER AND SEPARATION CREEK STORMWATER MANAGEMENT SYSTEM
Designed J.O.	Date 07/05/18	DETAILED DESIGN
Verified EH	Date 9/05/18	Title ILUKA AVE DRAINAGE UPGRADE DRAINAGE LONGSECTIONS AND PIT SCHEDULE
Approved	Date	SHEET 2 OF 2
Status FOR TENDER ONLY		NOT TO BE USED FOR CONSTRUCTION PURPOSES
Datum A.H.D	Melways Ref X927.C9	Scale AS SHOWN
Drawing Number V170115-CI-13201	Size A1	Revision 3

Item: 10.9

Contract 2014 - Central Reserve Colac Netball Courts and Lighting Upgrade

OFFICER	Dale Barrow
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Appendix A - Central Reserve Netball Civil Structural Engineering Drawings [10.9.1 - 2 pages] 2. Central Reserve Netball Lighting Plans [10.9.2 - 2 pages] 3. Central Reserve Oval Lighting Schedule [10.9.3 - 1 page]
PURPOSE	For Council to award the tender received for Contract 2014 – Central Reserve Colac Netball Courts and Lighting Upgrade.

1. EXECUTIVE SUMMARY

Council was successful in receiving funding to complete a lighting upgrade (oval and netball courts) and netball court redevelopment at Central Reserve in Colac. This project has received external funding from the State Government through the 'Community Sport Infrastructure Fund – Major Facilities' Program (\$375,164) and the Federal Government through 'Building Better Regions Fund – Round 3' (\$425,000). In addition, Council committed to contributing \$50,000 during the 2019/20 budget process. The total funding contributions received (total project cost) is \$850,164.

This contract is for the reconstruction of the two existing netball courts including a lighting upgrade to competition standard, and an oval lighting upgrade to competition standard for Central Reserve in Colac. Works include an upgrade to the two-court netball facility to bring the courts into line with Netball Victoria compliance requirements including new competition standard lighting. New oval lighting also forms part of the works which will include the provision of lighting levels to competition standard under AFL Victoria Facility Guidelines.

A Request for Tender (RFT) was advertised on the 27 September 2019 seeking responses from suitable vendors to undertake the contract. Eight tender submissions were received by the closing date of 23 October 2019 with three submissions deemed non-conforming. The submissions were evaluated by the Tender Evaluation Panel (TEP) using a set list of disclosed weighted criteria that considered not

only financial value (50%) but also capacity (20%), capability (25%) and local contribution (5%). See Attachment 1 for Tender Evaluation Report.

The evaluation determined that Tuff Group Holdings Pty Ltd (Tuff Group) provided best value for Council. It was compliant with the specifications and passed the mandatory Occupational Health and Safety (OH&S) assessment. Tuff Group provided the most competitive price and this, combined with good results for capacity and capability, made it the preferred vendor.

It is proposed that Council would award the contract by 2 December 2019, following the 27 November 2019 Ordinary Council Meeting, with onsite works scheduled to commence 6 January 2020 and be completed by 29 April 2020 (TBC upon award of the contract).

2. RECOMMENDATION

That Council:

- 1. Awards Contract No. 2014 – Central Reserve Colac Netball Courts and Lighting Upgrade to Tuff Group Holdings Pty Ltd, at the lump sum price referred to in the confidentially distributed document pertaining to this contract.***
- 2. Authorises the Chief Executive to sign the contracts following award of Contract No. 2014 – Central Reserve Colac Netball Courts and Lighting Upgrade.***
- 3. Requests that the Chief Executive ensures the contract price is listed on Council’s website once the steps listed in point 2 have been completed.***

3. KEY INFORMATION

Central Reserve is Colac Otway Shire’s premier recreation reserve and a key facility of the ‘Beechy Precinct’. The reserve attracts approximately 100,000 visitations per year including people of ages. Central Reserve Colac is the home ground for the Colac Football Netball Club, host to the Colac & District Football Netball League finals series, Colac Auskick, Colac Little Athletics, and the Colac District Cricket Association U11’s competition.

This project will improve oval and netball court lighting to competition standard along with the redevelopment of the existing netball courts to meet Netball Victoria facility standards. The current average lux level for Central Reserve oval is 27 lux, which is well below the level required for training (50 lux), let alone competition (100 to 150 lux). The netball courts are non-compliant and do not meet current player run-off standards and the lighting lux does not meet training standards.

Completing this project provides more flexibility in fixturing ‘feature’ matches and will also assist Council in attracting major events, providing significant social and economic benefits to the Colac region. It will build on recent sporting events and reinforce Colac’s reputation as a sporting capital within regional Victoria.

As per the received funding contributions (State, Federal and Local government contributions) and the associated funding agreements, the total funding available to complete this project including the oval lighting upgrades and netball court redevelopment including lighting upgrade is \$850,164.

The Request for Tender (RFT) was advertised through the Colac Herald, Geelong Advertiser, Facebook and online through e-Procure. A total of eight (8) tender submissions were received by the closing

date of 2pm on 23 October 2019. Three non-conforming tenders were received. The compliant submissions were evaluated by the Tender Evaluation Panel using a set list of weighted criteria. Compliant tender submissions were received from:

- BDH Constructions Pty Ltd
- Harris HMC Interiors Pty Ltd
- iDwala Pty Ltd
- Spence Building & Joinery Pty Ltd
- Tuff Group Holdings Pty Ltd (Tuff Group)

All compliant tender submissions were evaluated and scored using the following selection criteria:

Capacity	Weighting
Availability and experience of key personnel	5.0%
Availability of suitable resources including plant and equipment and materials	10.0%
Current commitments	5.0%
Capability	Weighting
Basic financial assessment that demonstrates the Invitees financial capability	5.0%
Understanding of project requirements and outcomes to be delivered; including staging and technical requirements, and/or challenges and opportunities to be addressed	10.0%
Previous experience in completing similar contracts to the required standard	5.0%
Ability to meet project timelines and milestones	5.0%
Local contribution	Weighting
Contribution to the financial, social and environmental wellbeing of the region, in respect to engaging and contracting with local suppliers and sub-contractors	5.0%
Financial	Weighting
Tendered lump sum	50.0%

The Tender Evaluation Panel (TEP) consisted of the following members:

- Project Delivery Coordinator
- Project Manager
- Recreation and Open Space Coordinator

Two (2) of the received compliant submissions were within the available budget.

The reconstruction of netball courts requires specific knowledge and expertise, in particular an appreciation for tolerances in the finished surface design profile along with court and runoff dimensions. In the past, Council has had issues through awarding contracts to companies without such expertise.

The submission by Tuff Group provided the strongest overall proposal. Its score for capacity and capability was underpinned by its previous experience undertaking similar contracts and experience of its key personnel. The company provided a methodology that considered the key risks relating to

the management of the contract and demonstrated to the TEP that it was able to meet the strict project timelines. Tuff Group passed the mandatory OH&S assessment by Council's Risk and OH&S Department which looks at the systems, documents and accreditations of preferred vendors. Tuff Group provided the most competitive price of all submissions, and this, combined with good results for capacity and capability made it the preferred vendor.

Tuff Group's tender is below the available project construction budget for this component of works. This will allow for the possible inclusion of some of the provisional items to ensure a better standard of facility. These include:

- Drinking fountain for netball courts.
- Powder coating of light poles.

The remaining funds within the construction budget will also act as construction contingency i.e. in the event of sub-surface soft spots and/or unsuitable material being encountered during pavement excavation works.

4. COMMUNITY CONSULTATION & ENGAGEMENT

A Project Working Group was established in developing designs for the scope of works for the netball court redevelopment and lighting upgrades for the courts and oval. This group consisted of reserve regular tenant and user group representatives, Sport and Recreation Victoria (SRV) regional coordinator, and state sporting association representatives for netball and football.

The designs for netball court and lighting upgrades have been endorsed by SRV and state sporting association representatives (Netball Victoria) as required under the funding agreement.

Community consultation and engagement is not applicable in relation to the award of the tender. The user groups will be updated following Council's appointment of the preferred vendor.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 2 - Our Places

1. Assets and infrastructure meet community needs.

Theme 3 - Our Community

4. Provision of resources to support physical activity by the community.

Completing these works is in line with the Central Reserve Master Plan.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The tender submission is in accordance with and complies with the netball court redevelopment and lighting upgrade design specifications.

LEGAL & RISK

The tenderers are required as part of their submission to provide the requested documents and company policies so that an assessment can be made for Quality Management, Occupational Health and Safety Management and Environmental Management.

FINANCIAL & BUDGETARY

Council has previously allocated funds in its 2019/20 budget to complete this project. This project was successful in receiving funding from both the State and Federal Governments.

The recommended tender is within the project budget.

7. IMPLEMENTATION STRATEGY

Upon award of the contract, the successful tenderer and unsuccessful tenderers will be notified.

COMMUNICATION

The successful tenderer will be notified by a letter of acceptance signed by the Chief Executive.

Notice of the award of the contract will be published on Council's website.

Letters will also be issued to the unsuccessful tenderers.

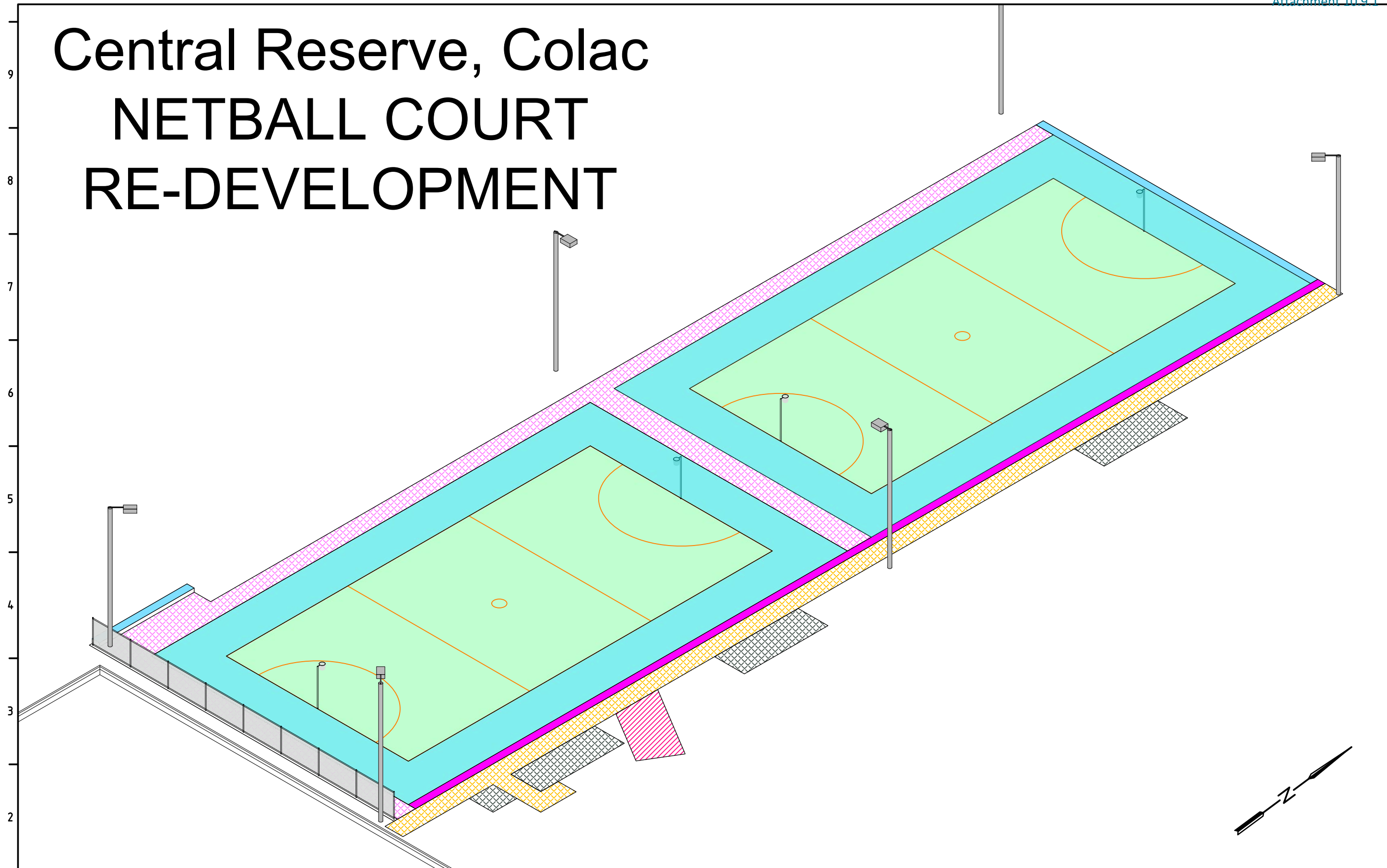
TIMELINE



Upon award of the contract, the works are expected to be completed within 25 weeks. There will be some minor disruption for the tenant user groups, however where possible, the works will be scheduled around ground usage and the site made safe for continued oval usage. Once the contract is awarded to the successful tenderer, the clubs will be made aware of key dates and the timing of the scheduled works.

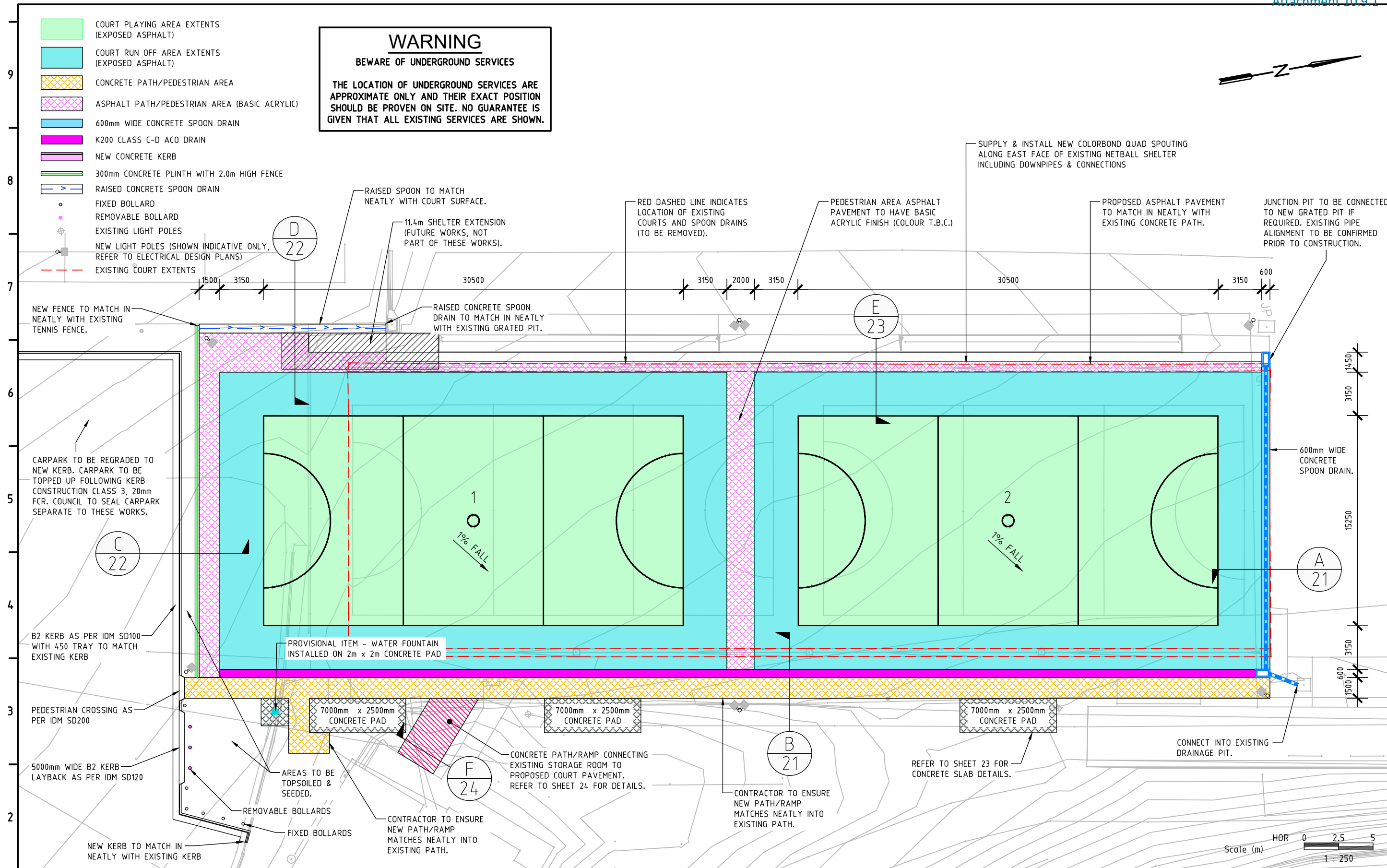
8. OFFICER DIRECT OR INDIRECT INTEREST

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

Central Reserve, Colac NETBALL COURT RE-DEVELOPMENT



 <p>SHANE MUIR CONSULTING ENGINEERS 61 POWELLS AVENUE, EAST BENDIGO, 3550 ABN 35 090 257 855 PHONE: (03) 5444 2741 FAX: (03) 5444 2751 EMAIL: admin@smce.com.au</p>	 <p>2MH Consulting SMCE CONSULTING ARE THE OFFICIAL FACILITY ADVISORY SERVICE FOR TENNIS VICTORIA & NETBALL VICTORIA</p>	CLIENT:	2MH CONSULTING	DEVELOPMENT TITLE:	NETBALL COURTS & CAR PARK KERB	<div style="border: 2px solid orange; padding: 5px; font-weight: bold; color: orange;">ISSUED FOR TENDER ONLY</div>	DRAWN:	J.T.D.	DWG No.	1907009
		SITE ADDRESS:	CENTRAL RESERVE, COLAC	PLAN DESCRIPTION:	ISOMETRIC FACE PLAN		CHECKED:	S.K.M.	COUNCIL	
COPYRIGHT ©							SCALE:	@ A3 AS SHOWN	SHEET:	1 of 26
							DATE:	19/09/19		



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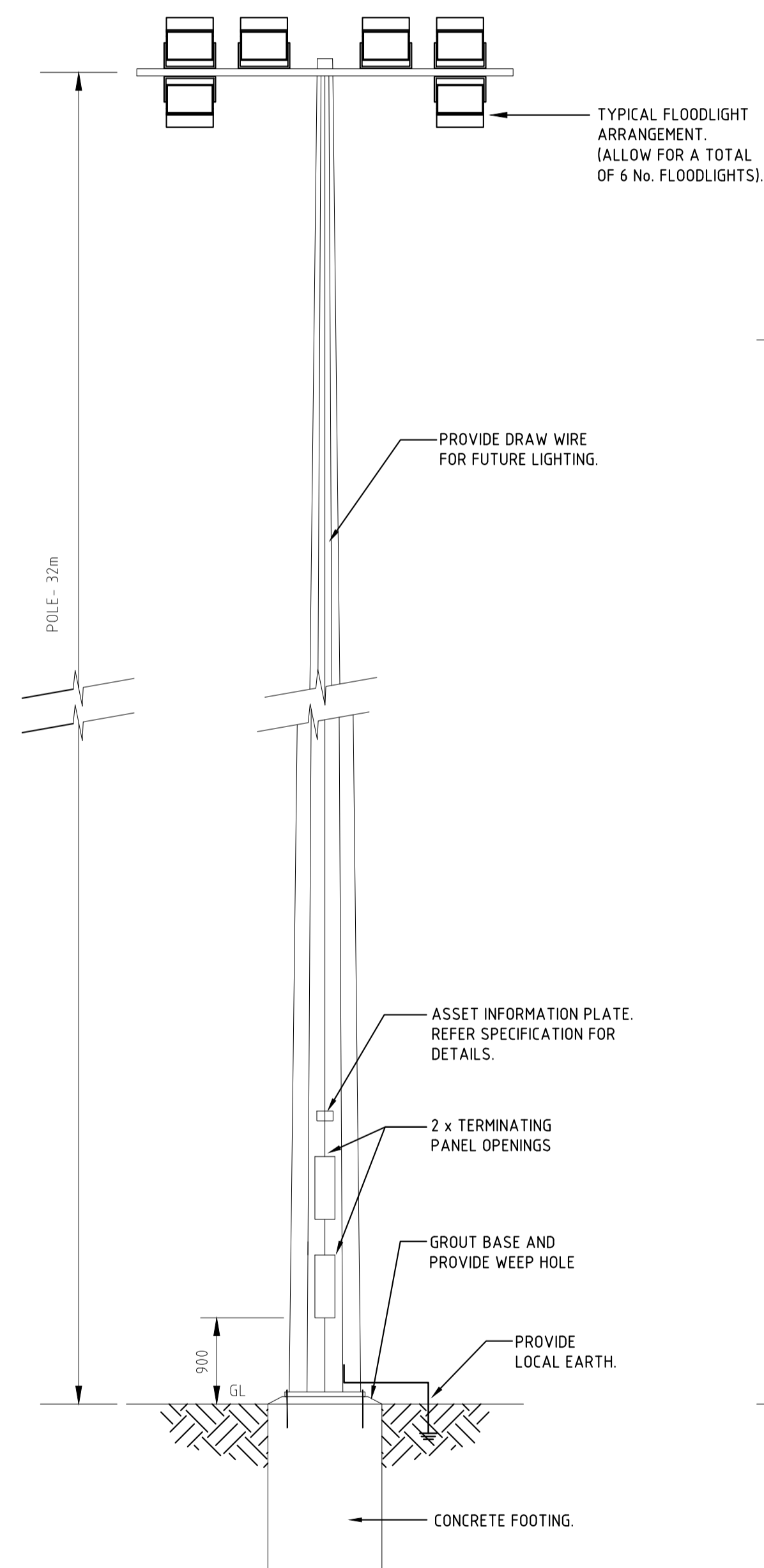
DEVELOPMENT TITLE: **NETBALL COURTS & CAR PARK KERB**

PLAN DESCRIPTION: **NEW OVER EXISTING LAYOUT PLAN**

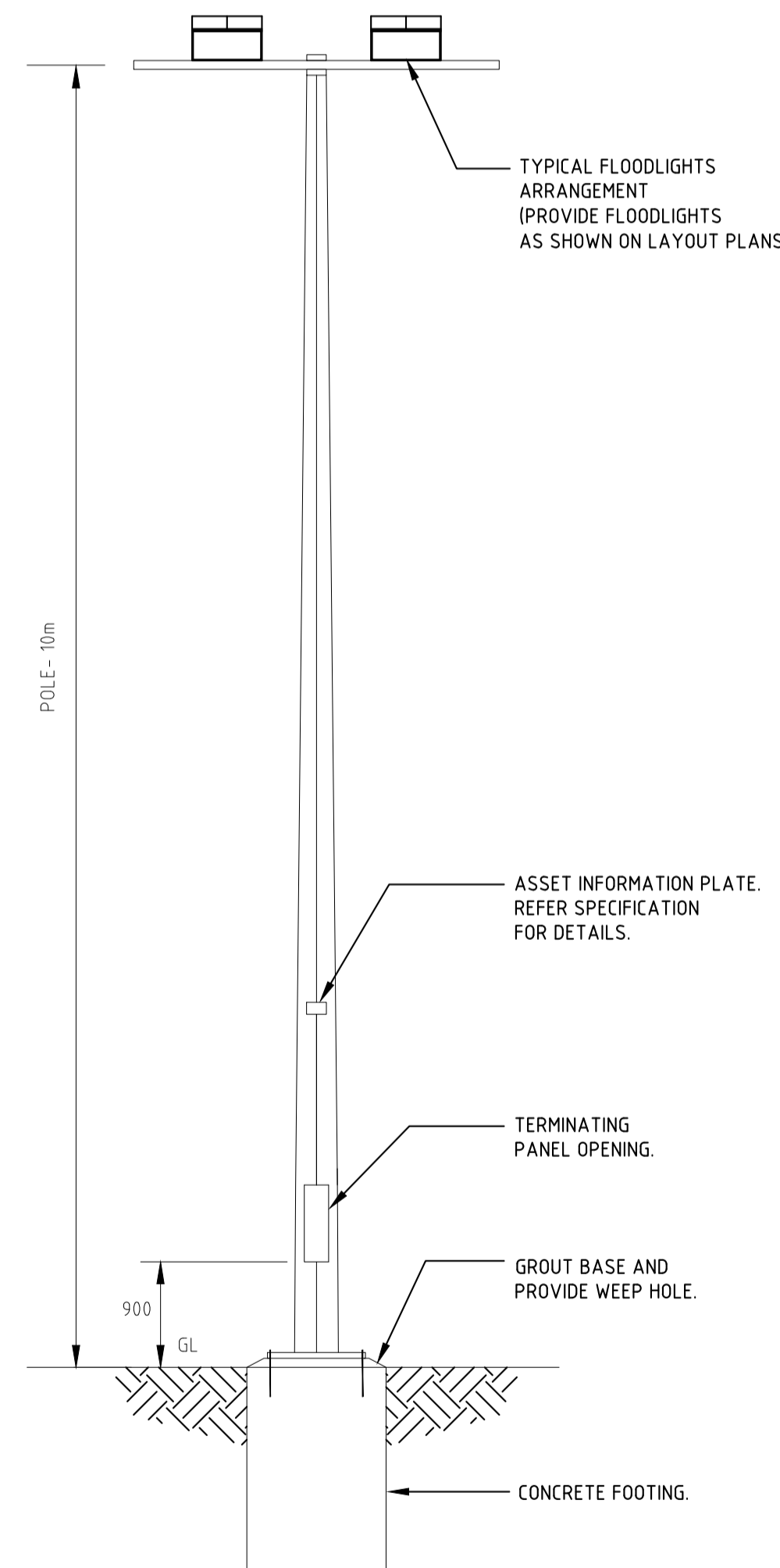
ISSUED FOR TENDER ONLY

DRAWN: J.T.D.
CHECKED: S.K.M.
SCALE: @ A3 AS SHOWN
DATE: 19/09/19

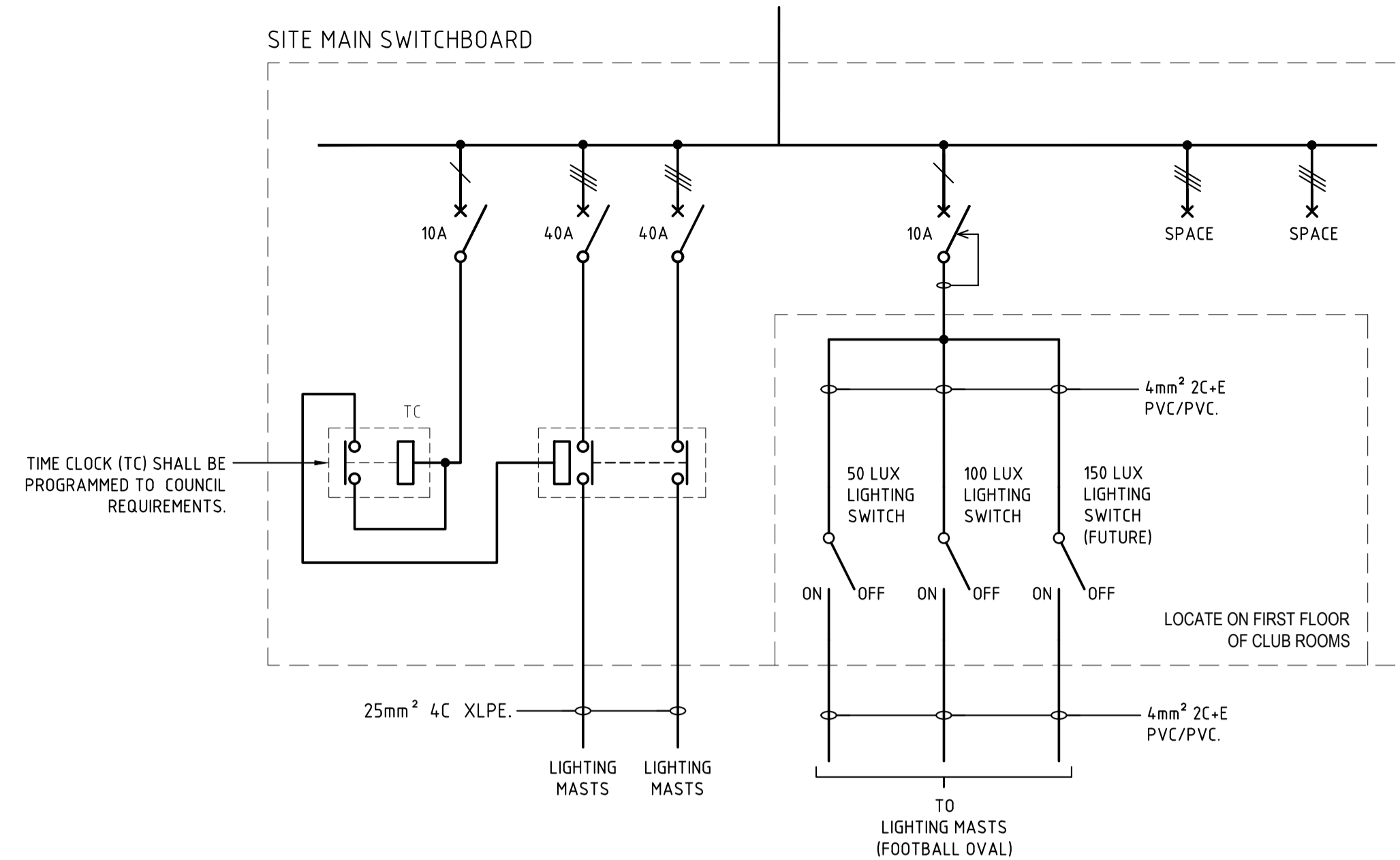
DWG No. 1907009
COUNCIL
SHEET: 4 of 26



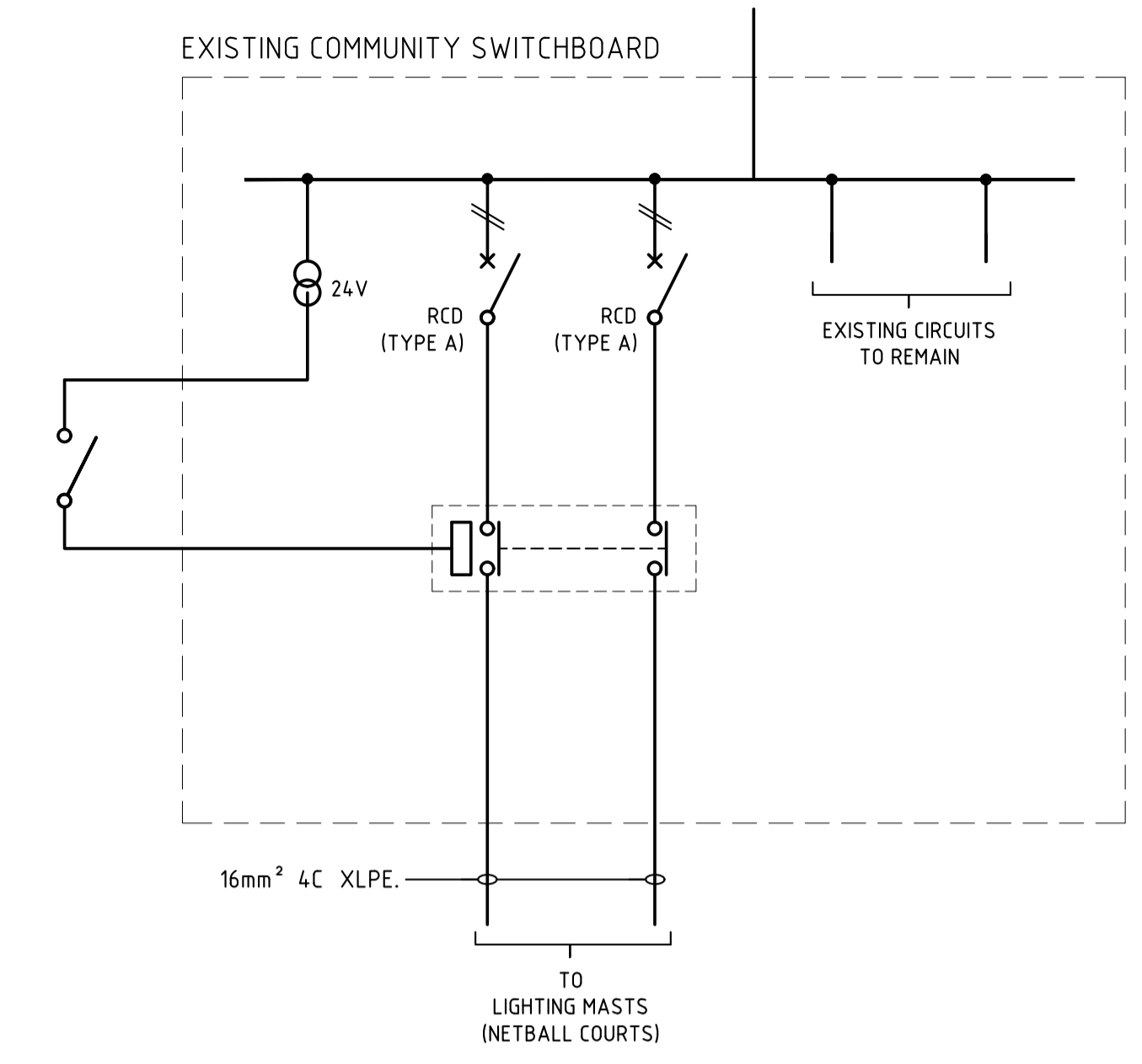
**TYPICAL LIGHTING MAST DETAIL
FOOTBALL OVAL**
NOT TO SCALE



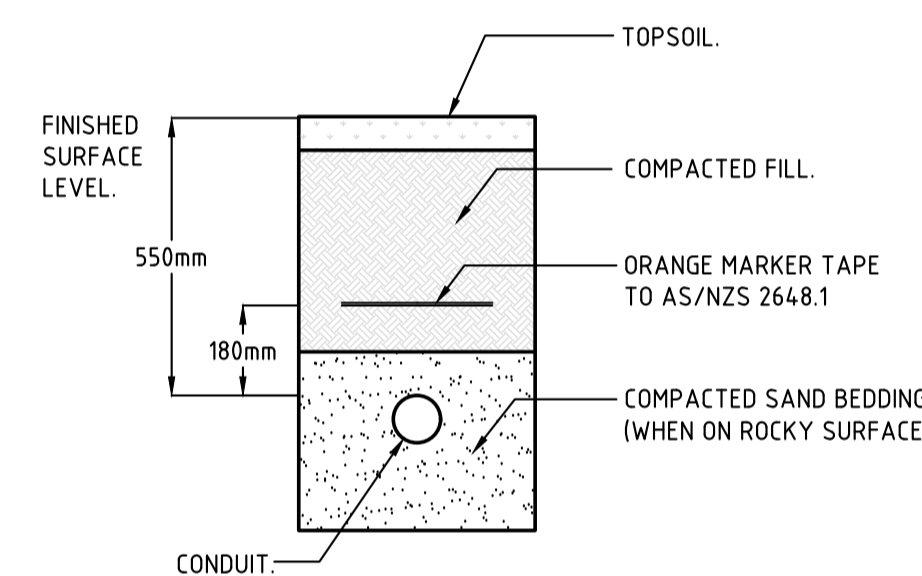
**TYPICAL LIGHTING MAST DETAIL
NETBALL COURTS**
NOT TO SCALE



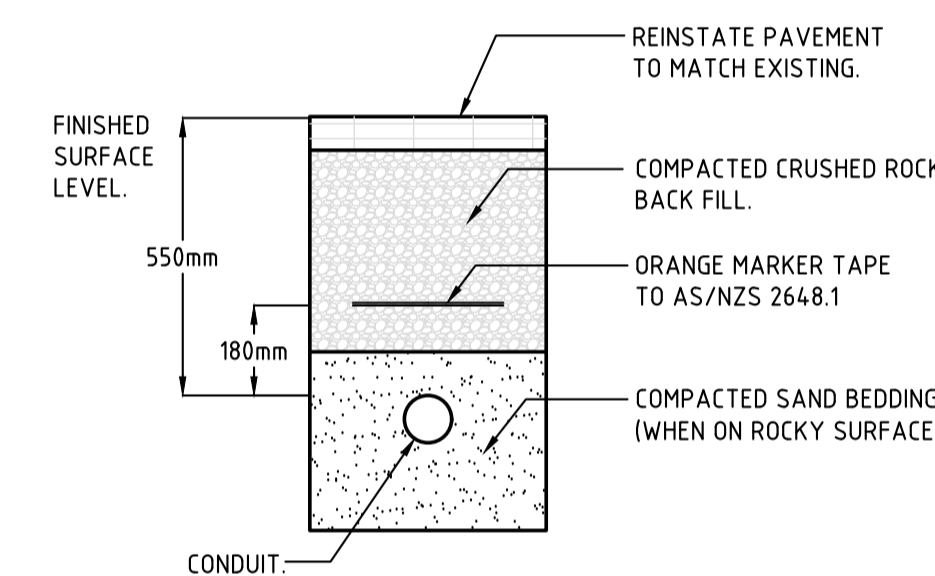
**EXISTING SITE METER AND SWITCHBOARD
SINGLE LINE DIAGRAM**



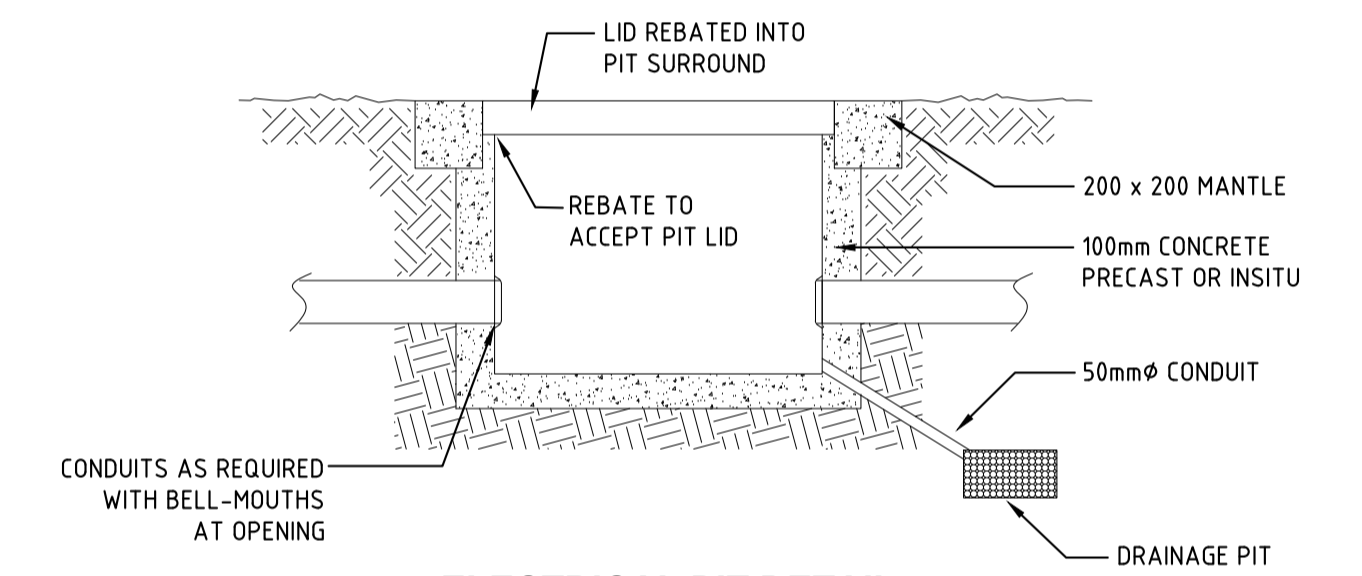
EXISTING COMMUNITY BUILDING SWITCHBOARD
NOTE: LOCATE CONTROL SWITCH IN ROOM OVERLOOKING NETBALL COURTS.



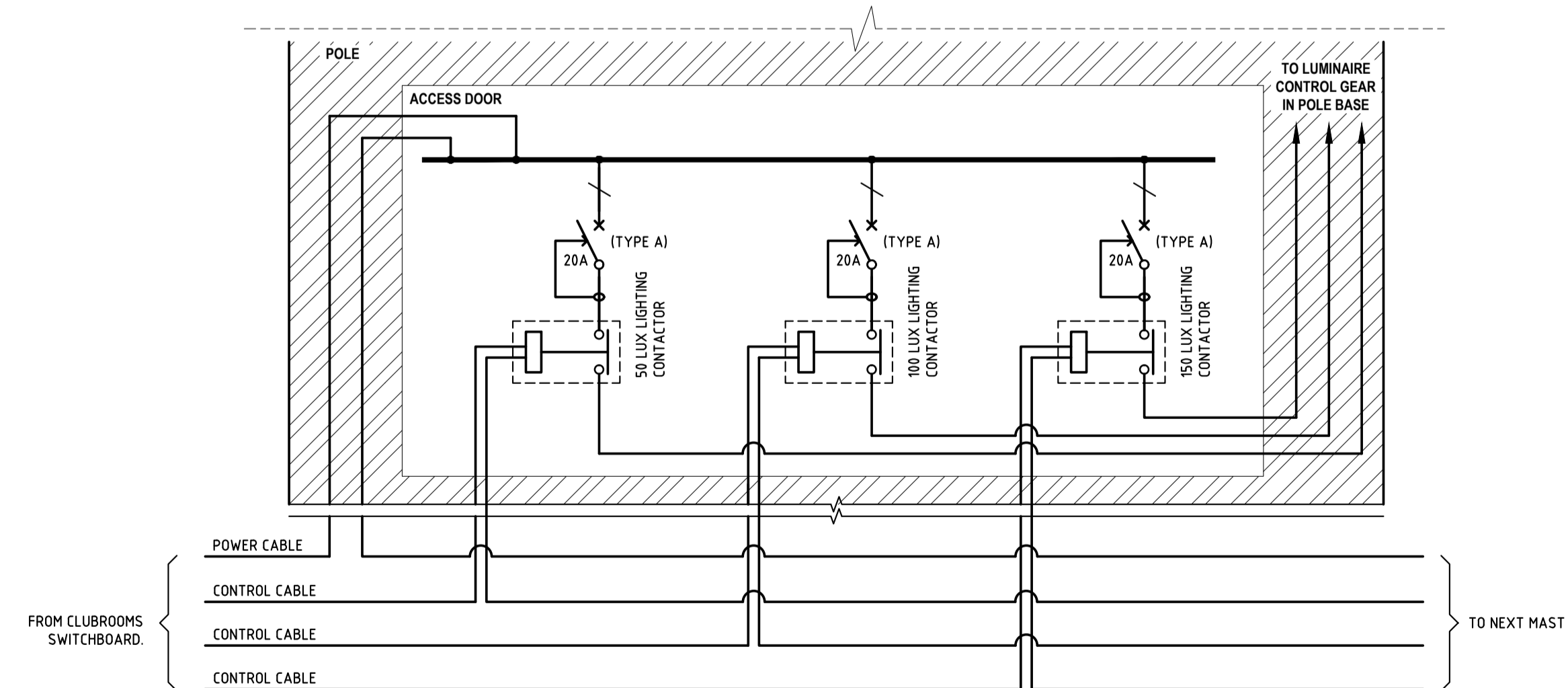
**TYPICAL CONDUIT INSTALLATION
(OUTSIDE PAVED AREAS)**
NOT TO SCALE



**TYPICAL CONDUIT INSTALLATION
(PAVED AREAS)**
NOT TO SCALE



ELECTRICAL PIT DETAIL
NOT TO SCALE



FOOTBALL OVAL - LIGHTING MAST WIRING DETAIL (TYPICAL)
NOTE: PROVIDE CONTACTORS AT EACH MAST IN ACCORDANCE WITH SWITCHING REQUIREMENTS. EACH FLOODLIGHT TO BE WIRED AS SINGLE PHASE.

REVISION	DATE	REV	APP	REVISION	DATE	REV	APP
01	11.09.19	R.H.	W.P.H.				
A	19.09.19	R.H.	W.P.H.				

CONSULTING ELECTRICAL ENGINEERS LIGHTING CONSULTANTS TECHNOLOGY CONSULTANTS
 WEBB AUSTRALIA GROUP (VIC) PTY LIMITED ACN 61 074 585 305
 LEVEL 9, 128 EXHIBITION STREET MELBOURNE VIC 3000 AUSTRALIA
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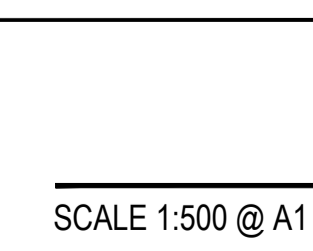


CENTRAL RESERVE
COLAC VIC 3250

PROJECT DETAILS

SCHEMATIC DIAGRAMS
AND DETAILS

DRAWING



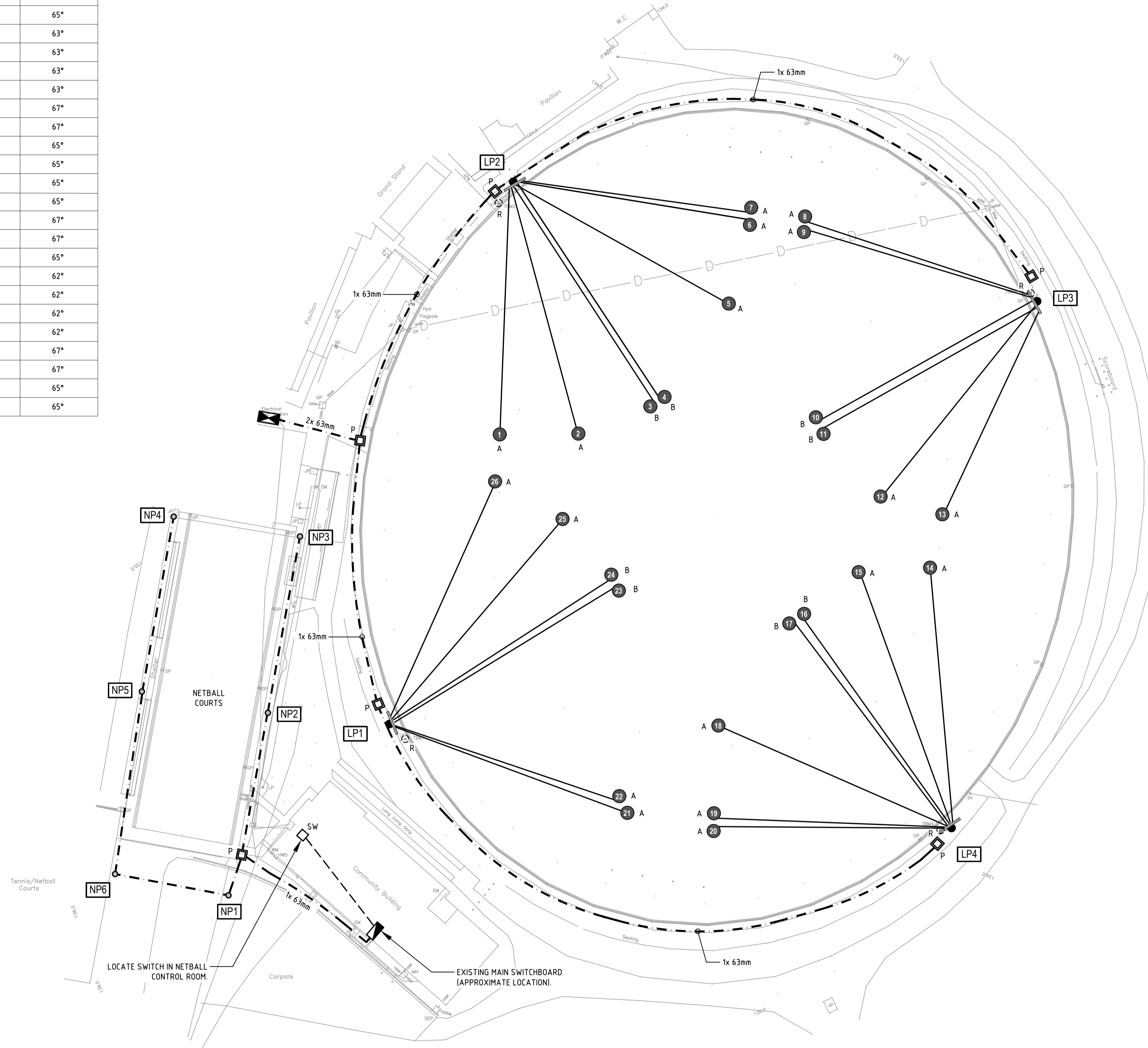
JOB No.	DRAWING No.	D	R	A
O615A	E-300	A.P.	R.H.	W.P.H.
STATUS				REV
TENDER				A

CENTRAL RESERVE

LIGHTING UPGRADE • COLAC VIC 3250

Oval Floodlighting Schedule

FLOODLIGHT No.	LUMINAIRE TYPE	MODE OF OPERATION	ANGLE OF ELEVATION
1	A	50 LUX	65°
2	A	150 LUX	65°
3	B	150 LUX	67°
4	B	50 LUX	67°
5	A	100 LUX	65°
6	A	50 LUX	63°
7	A	150 LUX	63°
8	A	100 LUX	63°
9	A	50 LUX	63°
10	B	50 LUX	67°
11	B	150 LUX	67°
12	A	100 LUX	65°
13	A	50 LUX	65°
14	A	100 LUX	65°
15	A	150 LUX	65°
16	B	50 LUX	67°
17	B	150 LUX	67°
18	A	100 LUX	65°
19	A	50 LUX	62°
20	A	150 LUX	62°
21	A	100 LUX	62°
22	A	50 LUX	62°
23	B	50 LUX	67°
24	B	150 LUX	67°
25	A	100 LUX	65°
26	A	100 LUX	65°



Legend of Symbols

- LUMINAIRE AND DISTRIBUTION TYPE
- LUMINAIRE I.D. NUMBER
- LUMINAIRE AIMING DIRECTION
- 32m HIGH LIGHTING MAST WITH CROSSARM
- 1500W LED FLOODLIGHT WITH NARROW ASYMMETRIC DISTRIBUTION AND LT LOUVRE
LUMINAIRE DETAILS:
"PHILIPS - OPTIVISION BVP527"
CAT. No. BVP527 OUT A35 T30 50K A-NB -LT
- 1500W LED FLOODLIGHT WITH NARROW BEAM ASYMMETRIC DISTRIBUTION AND BL LOUVRE
LUMINAIRE DETAILS:
"PHILIPS - OPTIVISION BVP527"
CAT. No. BVP527 OUT A35 T30 50K A-NB-BL
- LIGHTING MAST IDENTIFICATION NUMBER
- ELECTRICAL PIT C/W CONCRETE LID LABELED "ELECTRICITY" (CLASS B RATED)
- 63mm DIAMETER UPVC / HD CONDUIT (SIZES AND QUANTITIES AS NOMINATED)
- EXISTING POLE TO BE REMOVED - FLOODLIGHTS ARE TO BE SALVAGED - SEE NOTE 1.
- SITE SWITCHBOARD
- LIGHTING CONTROL SWITCHBOARD (NETBALL)



Notes:

- CONTRACTOR TO SALVAGE ALL FLOODLIGHTS AND CONTROL GEAR BOXES AND DELIVER TO COUNCIL DEPOT.
ALL OTHER REDUNDANT MATERIALS ARE TO BE DISPOSED OF OFFSITE.

REVISION	DATE	REV	APP	REVISION	DATE	REV	APP
01	19.03.18	R.H.	W.P.H.				
02	30.08.19	R.H.	W.P.H.				
03	11.09.19	R.H.	W.P.H.				
A	19.09.19	R.H.	W.P.H.				

CONSULTING ELECTRICAL ENGINEERS LIGHTING CONSULTANTS TECHNOLOGY CONSULTANTS
 WEBB AUSTRALIA GROUP (VIC) PTY LIMITED ACN 61 073 585 305
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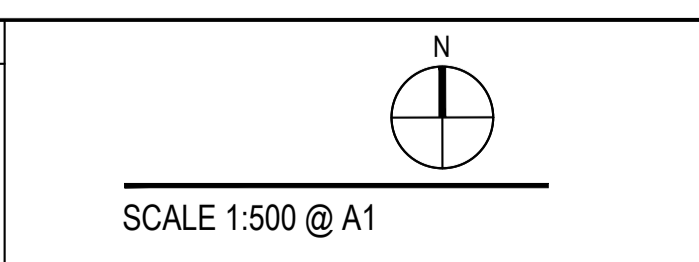


CENTRAL RESERVE
COLAC VIC 3250

PROJECT DETAILS

SITE PLAN
AND OVAL FLOODLIGHTING

DRAWING



JOB No.	DRAWING No.	D	R	A
O615A	E-100	A.P.	R.H.	W.P.H.
STATUS	REV			
TENDER				A

Item: 10.10

Contract 1938 - Provision of General Maintenance Services

OFFICER	Mark McLennan
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	Nil
PURPOSE	To approve and award Contract 1938 – Provision of General Maintenance Services.

1. EXECUTIVE SUMMARY

This contract is for the provision of general maintenance services for Council. The contract is structured as a schedule of rates, panel contract with an initial term of three years with the option of a two-year extension. The contract is subject to rise and fall.

A Request for Tender (RFT) was advertised seeking responses from suitable vendors to undertake the contract. Eight tender submissions were received by the closing date of 19 June 2019.

The submissions were evaluated by the Tender Evaluation Panel (TEP) using a set list of weighted criteria that considered, financial value (30%), capacity (30%), capability (35%) and local contribution (5%).

Invitees were requested to provide prices that were aligned to five districts for Council to rank the best value for money appropriate to each region.

Tenderers who were unable to satisfy OH&S criteria were excluded from contention on this panel.

2. RECOMMENDATION

That Council:

1. ***Awards Contract 1938 – Provision of General Maintenance Services, for a period of three years, and one further extension of two years to the following tenderers at the prices referred to in the confidentially distributed document pertaining to this contract:***
 - a) ***Langdon Contractors Pty Ltd***
 - b) ***Ikon Property Services Pty Ltd***
 - c) ***Adam Hall Builder Pty Ltd***
 - d) ***Rain Enterprises Pty Ltd***
 - e) ***Nowell Jonathon Reuben***
 - f) ***Management, Maintenance & Development Pty Ltd***
 - g) ***Martz Property Maintenance Pty Ltd***
 - h) ***Whitehouse Peter Harrison.***
2. ***Authorises the Chief Executive to sign the contracts following award of Contract 1938.***
3. ***Requests that Council officers engage the tenderers in the order specified in the ranking by district table contained in the confidential attachment to this report. If the tenderer ranked one is not able to perform the service for any reason, then the tenderer ranked second will be engaged. This sequential order process is to be followed until there is a tenderer that is able to perform the service. Should none of the panel members be able to provide the required service, the normal procurement procedure will apply.***
4. ***Authorises the Chief Executive to amend the ranking tables according to performance of contractors as measured through quarterly Key Performance Indicators (KPIs) in the contract.***

3. KEY INFORMATION

The Request for Tender (RFT) was advertised through the Colac Herald, Geelong Advertiser, Facebook and online through e-Procure. A total of eight tender submissions were received by the closing date of 2pm, 19 June 2019. Tenders were opened by the Coordinator Procurement & Contracts and the Acting Procurement & Contract Administrator. No non-conforming or late tenders were received.

The tender is for a three-year panel contract with a possible two-year extension.

Tender Evaluation Panel (TEP)

The TEP comprised of the following Council officers:

Manager Assets & Project Delivery
Building Inclusive Communities Officer
Acting Strategic Asset Coordinator

All members of the TEP completed and signed Guarantee of Confidentiality and Declaration forms, with no conflicts being declared.

Tender Evaluation

An initial assessment of the compliant tenders was undertaken by the Procurement and Contracts team for the completeness of responses and conformance to the following mandatory criteria:

- Submission of the tender by the closing date and in accordance with all lodgement instructions;
- Provision of all the information requested in the RFT; and
- Satisfactory licenses, accreditation and insurances.

The tender evaluation was undertaken using a two-step process. Firstly, tender evaluation panel members, independently, completed an evaluation of the qualitative criteria. Each criterion was scored from zero to ten using the methodology detailed in Table 1.

Table 1: Evaluation scoring system (qualitative criteria).

Result	Description	Score
Excellent	The submission satisfies the section criterion in all respects. The supporting information is comprehensive and complete. All invitation requirements are met.	8-10
Very Good	The submission satisfies the selection criterion in most respects. Majority of the requirements are met. Any non-compliance to the requirements is not critical to the success of the project.	6-8
Good	The submission satisfies the selection criterion to an acceptable degree. There are some minor deficiencies and shortcomings in the detail of the supporting documentation.	4-6
Average	The submission barely satisfies the selection criterion. There are major deficiencies in the detail of the supporting information.	2-4
Poor	The supporting information is insufficient to allow any judgement on compliance, or the supporting information provided demonstrates non-compliance.	0-2

The following qualitative criteria were used in the assessment:

Capacity	Weighting
Experience and qualifications of key personnel.	20.0%
Availability of suitable resources including plant and equipment.	10.0%

Capability	Weighting
Basic financial assessment that demonstrates the Invitees financial capability.	5.0%
Quality management systems.	10.0%
Previous experience in completing similar contracts.	20.0%

Local contribution	Weighting
Contribution to the financial, social and environmental wellbeing of the region, in respect to engaging and contracting with local suppliers and sub-contractors	5.0%

Once the assessments were completed, a tender evaluation panel meeting was undertaken where the quantitative criterion was added to the scoring matrix. The lowest price score is given a score of ten and the others are ranked accordingly. Scores for price are based on the following equation: (Note that the lower the price, the higher the score).

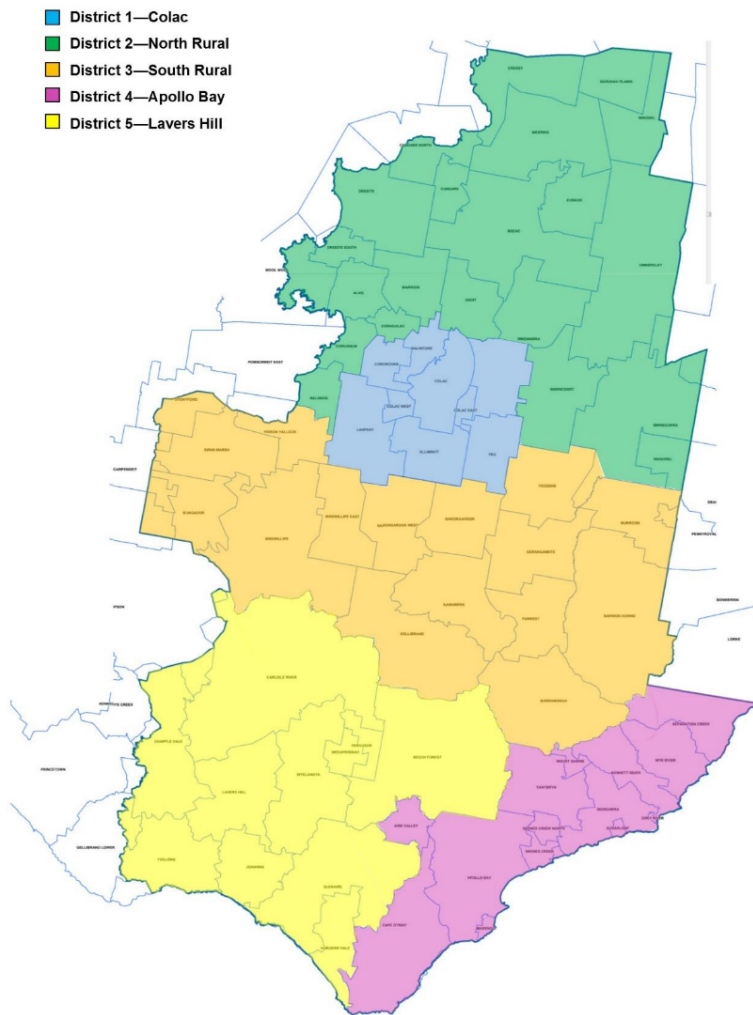
$$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{tender price}}$$

The following quantitative criterion was used in the assessment:

Financial	Weighting
Tendered lump sum	30.0%

Tenderers were requested to provide pricing for each of the following districts:

Colac Otway Shire Council (District Map)



The Coordinator Procurement & Contracts audited the evaluation process and confirmed the process was conducted in a fair and proper manner.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The Request for Tender (RFT) was advertised through the Colac Herald, Geelong Advertiser, Facebook and online through e-Procure.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.

Theme 2 - Our Places

2. Our places are managed for long-term sustainability.

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
2. Openness and accountability in decision making.

Procuring services through a tender process aligns with Council's goal of providing value for money services for our community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

All recommended tenderers provided a suitable environmental plan that will be actively managed by Council staff throughout the contract term.

LEGAL & RISK

All recommended tenderers hold the necessary insurance to comply with Council's requirements and did not declare any non-compliance items in their tender submission. Upon agreement, the contractors will enter into a contract with Colac Otway Shire detailing the terms and conditions of the Agreement.

FINANCIAL & BUDGETARY

The contract does not commit funds to any contractor. However, the contract does govern rates that will be paid if services are required at any stage within the contract duration.

It's anticipated that works required under the contract will mostly be maintenance, operations and capital upgrade.

7. IMPLEMENTATION STRATEGY

Upon Council's approval contracts will be awarded to each of the approved tenderers.

COMMUNICATION

Letters of acceptance and contracts will be issued to each awarded tenderer. The contracts shall be signed by both the contractor and Council prior to the commencement of any works. The awarded contract price will be published on Council's website.

TIMELINE

Contracts will be executed within 30 days of Council Award.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.11

Contract 1948 – Provision of Tree Services

OFFICER	Frank Castles
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	Nil
PURPOSE	To approve and award Contract 1948

1. EXECUTIVE SUMMARY

Colac Otway Shire (COS) frequently require additional support to trim or remove trees. This requirement comes about when the existing Service and Operations (S&O) resource capability is exceeded or the task is outside the skill set of the S&O team.

Tenders were called in order to build a panel of service providers to trim or remove trees. There are multiple requirements for tree maintenance including trimming near power lines, stump removal, removing unsafe limbs etc. As a result, the intention was to generate a schedule of rates for various services, allowing for the location of the work in the Shire.

The tender also sought service providers from across the shire as the response times can be critical and where possible travel expenses can be reduced.

Ten tenders were received, and all are recommended to be appointed to the panel. It is recommended that they be engaged in order of best value service provision.

2. RECOMMENDATION

That Council:

1. ***Award Contract 1948 – Provision of Tree Services, for a period of three years and one further extension of two years, to the following tenderers at the prices referred to in the confidentially distributed document pertaining to this contract:***
 - a) *Robbie D & Pamela A Jamieson*
 - b) *LTW Pty Ltd*
 - c) *Castle, Joseph Clark*
 - d) *PGAB Pty Ltd*
 - e) *Acorn Tree Services Pty Ltd*
 - f) *A1 Tree Solutions Pty Ltd*
 - g) *Tree Synergy Pty Ltd*
 - h) *Nelson's Tree Services Pty Ltd*
 - i) *Gellibrand River Tree Fern Nursery Pty Ltd*
 - j) *Carters Tree Services Pty Ltd.*
2. ***Authorise the Chief Executive to sign the contracts following the award of Contract 1948.***
3. ***Request that officers engage the tenderers in the order specified in the district table which forms part of the confidential attachment to this report. If the tenderer ranked one is unable to perform the service for any reason, then the tenderer ranked second will be engaged. This sequential order process is to be followed until there is a tenderer able to perform the service. Should none of the panel members be able to provide the required service, the normal procurement procedure will apply.***
4. ***Authorises the Chief Executive to amend the ranking tables according to the performance of contractors under the contract.***

3. KEY INFORMATION

Colac Otway Shire does have some capacity to trim and remove trees.

This is restricted to one mobile Elevated Work Platform (EWP) and one mobile woodchipper. Services and Operations staff are restricted with respect to what tasks can be completed, for example Services and Operations staff are not certified to trim near powerlines.

The tender for this contract followed standard procurement rules including advertising the request on E-Procure.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Colac Otway Shire operate to maintain public places to a safe standard. This contract will include the clearance of trees to industry standards for roads and safety standards for public space.

LEGAL & RISK

This contract will enable Colac Otway Shire to adhere to powerline clearance standards.

All tenderers are suitably qualified and have appropriate insurance.

FINANCIAL & BUDGETARY

The engagement of the contractors will be within existing budget.

COMMUNICATION

The successful tenderers will be formally notified by a signed letter from the COS Chief Executive.

Notice of the award of the contract will be published on council web site.

TIMELINE

The service providers will be available to be engaged within two weeks of endorsement.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.12

Contract 1939 – Provision of Electrical Services

OFFICER	Mark McLennan
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	Nil
PURPOSE	To approve and award Contract 1939 - Provision of Electrical Services.

1. EXECUTIVE SUMMARY

This contract is for the provision of electrical services for Council. The contract is structured as a schedule of rates, panel contract with an initial term of three years with the option of a two-year extension. The contract is subject to rise and fall.

A Request for Tender (RFT) was advertised seeking responses from suitable vendors to undertake the contract. Thirteen tender submissions were received by the closing date of 19 June 2019.

The submissions were evaluated by the Tender Evaluation Panel (TEP) using a set list of weighted criteria that considered, financial value (30%), capacity (30%), capability (35%) and local contribution (5%).

Invitees were requested to provide prices that were aligned to five districts for Council to rank the best value for money appropriate to each region.

Tenderers who were unable to satisfy OH&S criteria were excluded from contention on this panel.

2. RECOMMENDATION

That Council:

1. ***Awards Contract 1939 – Provision of Electrical Services, for a period of three years and one extension of two years, to the following tenderers at the prices referred to in the confidentially distributed document pertaining to this contract:***
 - (a) ***Barwon Asset Solutions Pty Ltd***
 - (b) ***Data Power Communications Pty Ltd***
 - (c) ***Griffin Trade Services Pty Ltd***
 - (d) ***JA Brewer & KM Brewer***
 - (e) ***Moran & Bamford Electrical Pty Ltd***
 - (f) ***QA Electrical Pty Ltd***
 - (g) ***Rain Enterprises Pty Ltd***
 - (h) ***Whitehouse Peter Harrison***
 - (i) ***Frith Electrical & Air Conditioning Pty Ltd.***
2. ***Authorises the Chief Executive to sign the contracts following award of Contract 1939.***
3. ***Requests that Council officers engage the tenderers in the order specified in the ranking by district table attached to the confidential section of this report. If the tenderer ranked one is not able to perform the service for any reason, then the tenderer ranked second will be engaged. This sequential order process is to be followed until there is a tenderer that is able to perform the service. Should none of the panel members be able to provide the required service, the normal procurement procedure will apply.***
4. ***Authorises the Chief Executive to amend the ranking tables according to performance of contractors as measured through quarterly Key Performance Indicators (KPIs) in the contract.***

3. KEY INFORMATION

The Request for Tender (RFT) was advertised through the Colac Herald, Geelong Advertiser, Facebook and online through e-Procure. A total of thirteen tender submissions were received by the closing date of 2pm, 19 June 2019. Tenders were opened by the Coordinator Procurement & Contracts and Acting Procurement & Contract Administrator. Two submissions were non-conforming and two submissions did not comply with the occupational health and safety requirements. Nine tender submissions were evaluated. There were no late tenders received.

The tender is for a three-year panel contract with a possible two-year extension.

Tender Panel

The TEP comprised of the following Council officers:

Manager Assets & Project Delivery
Building Inclusive Communities
Acting Strategic Asset Coordinator

All members of the TEP completed and signed Guarantee of Confidentiality and Declaration forms, with no conflicts being declared.

Tender Evaluation

An initial assessment of the compliant tenders was undertaken by the Procurement and Contracts team for the completeness of responses and conformance to the following mandatory criteria:

- Submission of the tender by the closing date and in accordance with all lodgement instructions;
- Provision of all the information requested in the RFT; and
- Satisfactory licenses, accreditation and insurances.

The tender evaluation was undertaken using a two-step process. Firstly, tender evaluation panel members, independently, completed an evaluation of the qualitative criteria. Each criterion was scored from zero to ten using the methodology detailed in Table 1.

Table 1: Evaluation scoring system (qualitative criteria).

Result	Description	Score
Excellent	The submission satisfies the section criterion in all respects. The supporting information is comprehensive and complete. All invitation requirements are met.	8-10
Very Good	The submission satisfies the selection criterion in most respects. Majority of the requirements are met. Any non-compliance to the requirements is not critical to the success of the project.	6-8
Good	The submission satisfies the selection criterion to an acceptable degree. There are some minor deficiencies and shortcomings in the detail of the supporting documentation.	4-6
Average	The submission barely satisfies the selection criterion. There are major deficiencies in the detail of the supporting information.	2-4
Poor	The supporting information is insufficient to allow any judgement on compliance, or the supporting information provided demonstrates non-compliance.	0-2

The following qualitative criteria were used in the assessment:

Capacity	Weighting
Experience and qualifications of key personnel.	20.0%
Availability of suitable resources including plant and equipment.	10.0%

Capability	Weighting
Basic financial assessment that demonstrates the Invitees financial capability.	5.0%
Quality management systems.	10.0%
Previous experience in completing similar contracts.	20.0%

Local contribution	Weighting
Contribution to the financial, social and environmental wellbeing of the region, in respect to engaging and contracting with local suppliers and sub-contractors	5.0%

Once the assessments were completed, a tender evaluation panel meeting was undertaken where the quantitative criterion was added to the scoring matrix. The lowest price score is given a score of ten and the others are ranked accordingly. Scores for price are based on the following equation: (Note that the lower the price, the higher the score).

$$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{tender price}}$$

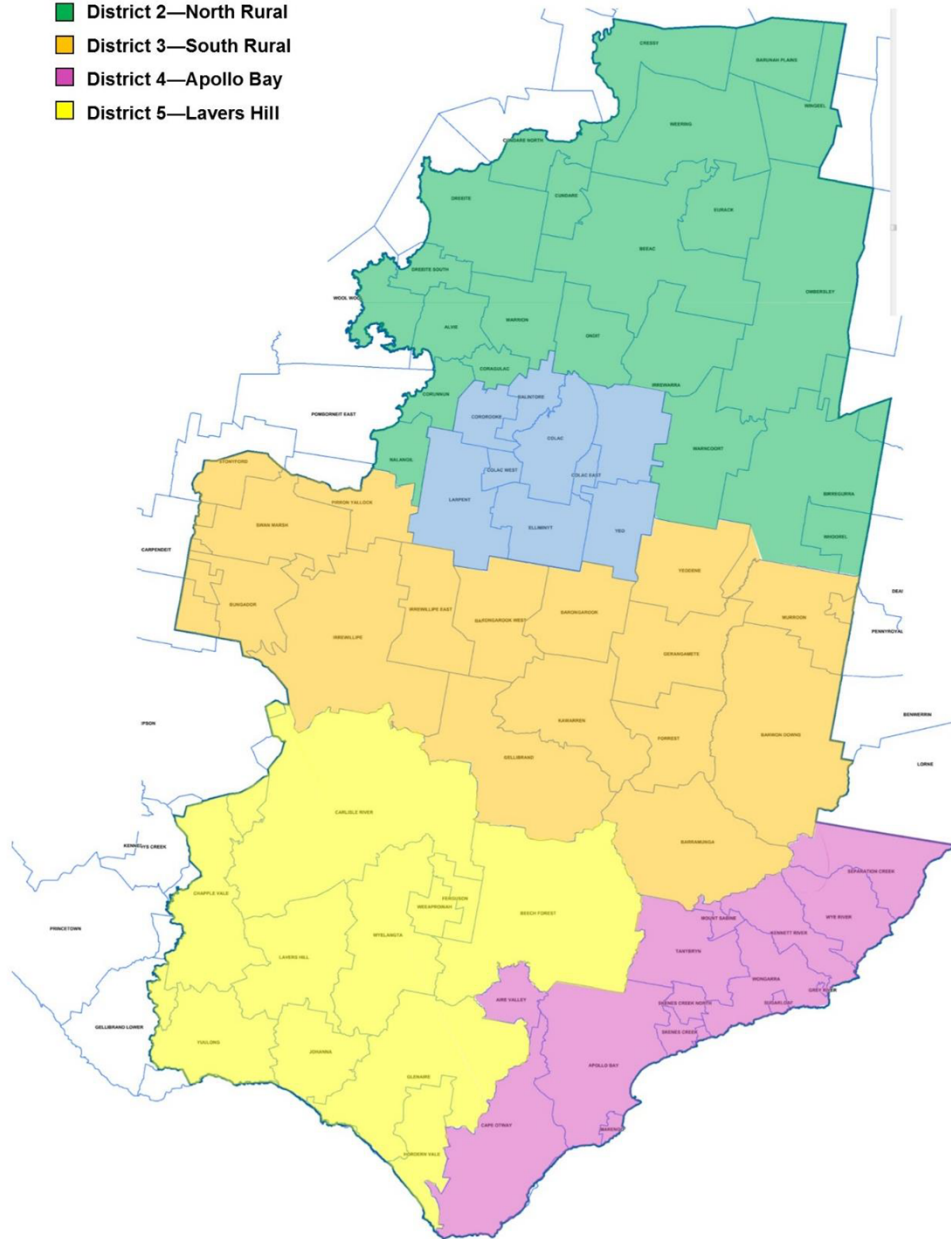
The following quantitative criterion was used in the assessment:

Financial	Weighting
Tendered lump sum	30.0%

Tenderers were requested to provide pricing for each of the following districts:

Colac Otway Shire Council (District Map)

- District 1—Colac
- District 2—North Rural
- District 3—South Rural
- District 4—Apollo Bay
- District 5—Lavers Hill



The Coordinator Procurement & Contracts audited the evaluation process and confirmed the process was conducted in a fair and proper manner.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The Request for Tender (RFT) was advertised through the Colac Herald, Geelong Advertiser, Facebook and online through e-Procure.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.

Theme 2 - Our Places

2. Our places are managed for long-term sustainability.

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
2. Openness and accountability in decision making.

Procuring services through a tender process aligns with Council's goal of providing value for money services for our community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

All recommended tenderers provided a suitable environmental plan that will be actively managed by Council staff throughout the contract term.

LEGAL & RISK

All recommended tenderers hold the necessary insurance to comply with Council's requirements and did not declare any non-compliance items in their tender submission. Upon agreement, the contractors will enter into a contract with Colac Otway Shire detailing the terms and conditions of the Agreement.

FINANCIAL & BUDGETARY

The contract does not commit funds to any contractor. However, the contract does govern rates that will be paid if services are required at any stage within the contract duration.

It's anticipated that works required under the contract will mostly be maintenance, operations and capital upgrade.

7. IMPLEMENTATION STRATEGY

Upon Council's approval contracts will be awarded to each of the approved tenderers.

COMMUNICATION

Letters of acceptance and contracts will be issued to each awarded tenderer. The contracts shall be signed by both the contractor and Council prior to the commencement of any works. The awarded contract price will be published on Council's website.

TIMELINE

Contracts will be executed within 30 days of Council Award.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.13

Contract 1940 - Provision of Plumbing Services

OFFICER	Mark McLennan
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	Nil
PURPOSE	To approve and award Contract 1940 – Provision of Plumbing Services.

1. EXECUTIVE SUMMARY

This contract is for the provision of plumbing services for Council. The contract is structured as a schedule of rates, panel contract with an initial term of three years with the option of one two-year extension. The contract is subject to rise and fall.

A Request for Tender (RFT) was advertised seeking responses from suitable vendors to undertake the contract. Nine tender submissions were received by the closing date of 19 June 2019.

The submissions were evaluated by the Tender Evaluation Panel (TEP) using a set list of weighted criteria that considered, financial value (30%), capacity (30%), capability (35%) and local contribution (5%).

Invitees were requested to provide prices that were aligned to five districts for Council to rank the best value for money appropriate to each region.

Tenderers who were unable to satisfy OH&S criteria were excluded from contention on this panel.

2. RECOMMENDATION

That Council:

1. ***Awards Contract 1940 – Provision of Plumbing Services, for a period of three years and one further extension of two years, to the following tenderers at the prices referred to in the confidentially distributed document pertaining to this contract:***
 - a) ***Leach Enterprises Pty Ltd***
 - b) ***Bushy's Fencing & Plumbing (Colac) Pty Ltd***
 - c) ***D.A. Beretta Pty Ltd***
 - d) ***Luke McLennan Plumbing Pty Ltd.***
2. ***Authorises the Chief Executive to sign the contracts following award of Contract 1940.***
3. ***Requests that Council officers engage the tenderers in the order specified in the ranking by district table contained in the confidential attachment to this report. If the tenderer ranked one is not able to perform the service for any reason, then the tenderer ranked second will be engaged. This sequential order process is to be followed until there is a tenderer that is able to perform the service. Should none of the panel members be able to provide the required service, the normal procurement procedure will apply.***
4. ***Authorises the Chief Executive to amend the ranking tables according to performance of contractors as measured through quarterly Key Performance Indicators (KPIs) in the contract.***

3. KEY INFORMATION

The Request for Tender (RFT) was advertised through the Colac Herald, Geelong Advertiser, Facebook and online through e-Procure. A total of eight tender submissions were received by the closing date of 2pm, 19 June 2019.

The tender is for a three-year panel contract with a possible two-year extension.

The tender is a schedule of rates. Council requested that the tenderers provide prices for routine items such as “Inline water filtration service – Elliminyt – once annually”. Council officers will program the works as they are required based on best value to Council, to the various tenderers on the panel, it is simply that we have prices locked in for certain works.

Tender Panel

The TEP comprised of the following Council officers:

Manager Assets & Project Delivery
Building Inclusive Communities Officer
Acting Strategic Asset Coordinator

All members of the TEP completed and signed Guarantee of Confidentiality and Declaration forms, with no conflicts being declared.

Tender Evaluation

An initial assessment of the compliant tenders was undertaken by the Procurement and Contracts team for the completeness of responses and conformance to the following mandatory criteria:

- Submission of the tender by the closing date and in accordance with all lodgement instructions;
- Provision of all the information requested in the RFT; and
- Satisfactory licenses, accreditation and insurances.

The tender evaluation was undertaken using a two-step process. Firstly, tender evaluation panel members, independently, completed an evaluation of the qualitative criteria. Each criterion was scored from zero to ten using the methodology detailed in Table 1.

Table 1: Evaluation scoring system (qualitative criteria).

Result	Description	Score
Excellent	The submission satisfies the section criterion in all respects. The supporting information is comprehensive and complete. All invitation requirements are met.	8-10
Very Good	The submission satisfies the selection criterion in most respects. Majority of the requirements are met. Any non-compliance to the requirements is not critical to the success of the project.	6-8
Good	The submission satisfies the selection criterion to an acceptable degree. There are some minor deficiencies and shortcomings in the detail of the supporting documentation.	4-6
Average	The submission barely satisfies the selection criterion. There are major deficiencies in the detail of the supporting information.	2-4
Poor	The supporting information is insufficient to allow any judgement on compliance, or the supporting information provided demonstrates non-compliance.	0-2

The following qualitative criteria were used in the assessment:

Capacity	Weighting
Experience and qualifications of key personnel.	20.0%
Availability of suitable resources including plant and equipment.	10.0%

Capability	Weighting
Basic financial assessment that demonstrates the Invitees financial capability.	5.0%
Quality management systems.	10.0%
Previous experience in completing similar contracts.	20.0%

Local contribution	Weighting
Contribution to the financial, social and environmental wellbeing of the region, in respect to engaging and contracting with local suppliers and sub-contractors	5.0%

Once the assessments were completed, a tender evaluation panel meeting was undertaken where the quantitative criterion was added to the scoring matrix. The lowest price score is given a score of ten and the others are ranked accordingly. Scores for price are based on the following equation: (Note that the lower the price, the higher the score).

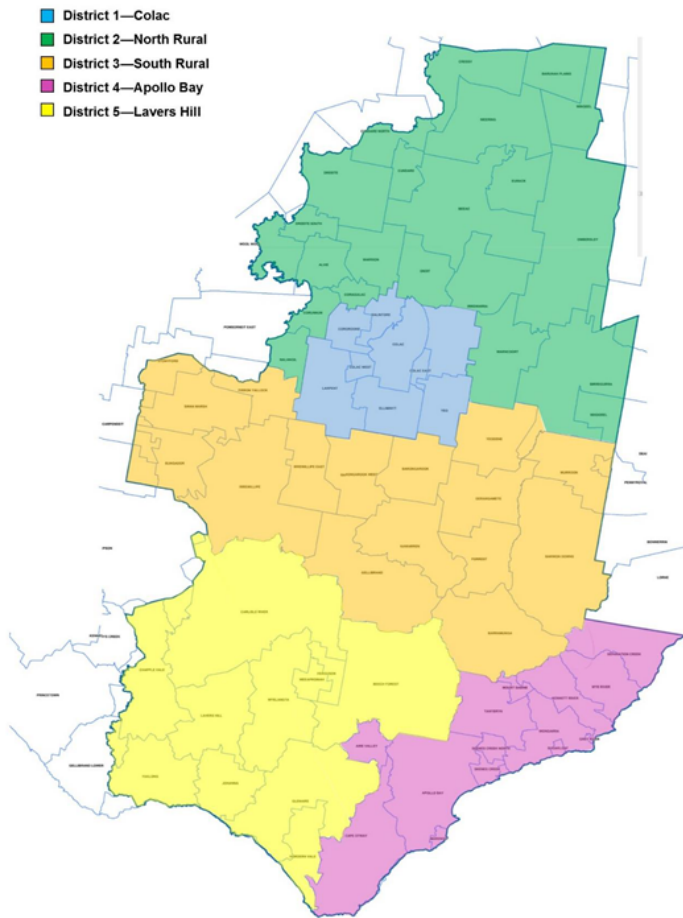
$$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{tender price}}$$

The following quantitative criterion was used in the assessment:

Financial	Weighting
Tendered lump sum	30.0%

Tenderers were requested to provide pricing for each of the following districts:

Colac Otway Shire Council (District Map)



The Coordinator Procurement & Contracts audited the evaluation process and confirmed the process was conducted in a fair and proper manner.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The Request for Tender (RFT) was advertised through the Colac Herald, Geelong Advertiser, Facebook and online through e-Procure.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.

Theme 2 - Our Places

2. Our places are managed for long-term sustainability.

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
2. Openness and accountability in decision making.

Procuring services through a tender process aligns with Council's goal of providing value for money services for our community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

All recommended tenderers provided a suitable environmental plan that will be actively managed by Council staff throughout the contract term.

LEGAL & RISK

All recommended tenderers hold the necessary insurance to comply with Council's requirements and did not declare any non-compliance items in their tender submission. Upon agreement, the contractors will enter into a contract with Colac Otway Shire detailing the terms and conditions of the Agreement.

FINANCIAL & BUDGETARY

The contract does not commit funds to any contractor. However, the contract does govern rates that will be paid if services are required at any stage within the contract duration.

It's anticipated that works required under the contract will mostly be maintenance, operations and capital upgrade.

7. IMPLEMENTATION STRATEGY

Upon Council's approval contracts will be awarded to each of the approved tenderers.

COMMUNICATION

Letters of acceptance and contracts will be issued to each awarded tenderer. The contracts shall be signed by both the contractor and Council prior to the commencement of any works. The awarded contract price will be published on Council's website.

TIMELINE

Contracts will be executed within 30 days of Council Award.

8. OFFICER DIRECT OR INDIRECT INTEREST

The General Manager Infrastructure and Leisure Services has had emergency plumbing work performed at his house by one of the recommended companies. This work occurred during the analysis of tenders. The General Manager Infrastructure and Leisure Services was not a member of the tender evaluation panel.

Item: 10.14

Contract 1950 - Provision of Liquid Waste Removal Services

OFFICER	Mark McLennan
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	Nil
PURPOSE	To approve and award Contract 1950 – Provision of Liquid Waste Removal Services.

1. EXECUTIVE SUMMARY

This contract is for the provision of liquid waste removal services for Council. The contract is structured as a schedule of rates, panel contract with an initial term of three years with the option of a two-year extension. The contract is subject to rise and fall.

A Request for Tender (RFT) was advertised seeking responses from suitable vendors to undertake the contract. Three tender submissions were received by the closing date of 19 June 2019.

The submissions were evaluated by the Tender Evaluation Panel (TEP) using a set list of weighted criteria that considered, financial value (30%), capacity (30%), capability (35%) and local contribution (5%).

Invitees were requested to provide prices that were aligned to five districts for Council to rank the best value for money appropriate to each region.

Tenderers who were unable to satisfy OH&S criteria were excluded from contention on this panel.

2. RECOMMENDATION

That Council:

1. ***Awards Contract 1950 – Provision of Liquid Waste Removal Services, for a period of three years, and one further extension of two years to the following tenderers at the prices referred to in the confidentially distributed document pertaining to this contract:***
 - (a) ***Richardson's Transport (Vic) Pty Ltd***
 - (b) ***Bartlett's Waste Management Pty Ltd***
 - (c) ***Combined Waste Services Pty Ltd.***
2. ***Authorises the Chief Executive to sign the contracts following award of Contract 1950.***
3. ***Requests that Council officers engage the tenderers in the order specified in the ranking by district table contained in the confidential attachment to this report. If the tenderer ranked one is not able to perform the service for any reason, then the tenderer ranked second will be engaged. This sequential order process is to be followed until there is a tenderer that is able to perform the service. Should none of the panel members be able to provide the required service, the normal procurement procedure will apply.***
4. ***Authorises the Chief Executive to amend the ranking table according to performance of contractors as measured through quarterly Key Performance Indicators (KPIs) in the contract.***

3. KEY INFORMATION

The Request for Tender (RFT) was advertised through the Colac Herald, Geelong Advertiser, Facebook and online through e-Procure. A total of three tender submissions were received by the closing date of 2pm, 19 June 2019. No non-conforming or late tenders were received.

The tender is for a three-year panel contract with a possible two-year extension.

Tender Panel

The TEP comprised of the following Council officers:

- Manager Assets & Project Delivery
- Building Inclusive Communities Officer
- Acting Strategic Asset Coordinator

All members of the TEP completed and signed Guarantee of Confidentiality and Declaration forms, with no conflicts being declared.

Tender Evaluation

An initial assessment of the compliant tenders was undertaken by the Procurement and Contracts team for the completeness of responses and conformance to the following mandatory criteria:

- Submission of the tender by the closing date and in accordance with all lodgement instructions;
- Provision of all the information requested in the RFT; and
- Satisfactory licenses, accreditation and insurances.

The tender evaluation was undertaken using a two-step process. Firstly, tender evaluation panel members, independently, completed an evaluation of the qualitative criteria. Each criterion was scored from zero to ten using the methodology detailed in Table 1.

Table 1: Evaluation scoring system (qualitative criteria).

Result	Description	Score
Excellent	The submission satisfies the section criterion in all respects. The supporting information is comprehensive and complete. All invitation requirements are met.	8-10
Very Good	The submission satisfies the selection criterion in most respects. Majority of the requirements are met. Any non-compliance to the requirements is not critical to the success of the project.	6-8
Good	The submission satisfies the selection criterion to an acceptable degree. There are some minor deficiencies and shortcomings in the detail of the supporting documentation.	4-6
Average	The submission barely satisfies the selection criterion. There are major deficiencies in the detail of the supporting information.	2-4
Poor	The supporting information is insufficient to allow any judgement on compliance, or the supporting information provided demonstrates non-compliance.	0-2

The following qualitative criteria were used in the assessment:

Capacity	Weighting
Experience and qualifications of key personnel.	20.0%
Availability of suitable resources including plant and equipment.	10.0%

Capability	Weighting
Basic financial assessment that demonstrates the Invitees financial capability.	5.0%
Quality management systems.	10.0%
Previous experience in completing similar contracts.	20.0%

Local contribution	Weighting
Contribution to the financial, social and environmental wellbeing of the region, in respect to engaging and contracting with local suppliers and sub-contractors	5.0%

Once the assessments were completed, a tender evaluation panel meeting was undertaken where the quantitative criterion was added to the scoring matrix. The lowest price score is given a score of ten and the others are ranked accordingly. Scores for price are based on the following equation: (Note that the lower the price, the higher the score).

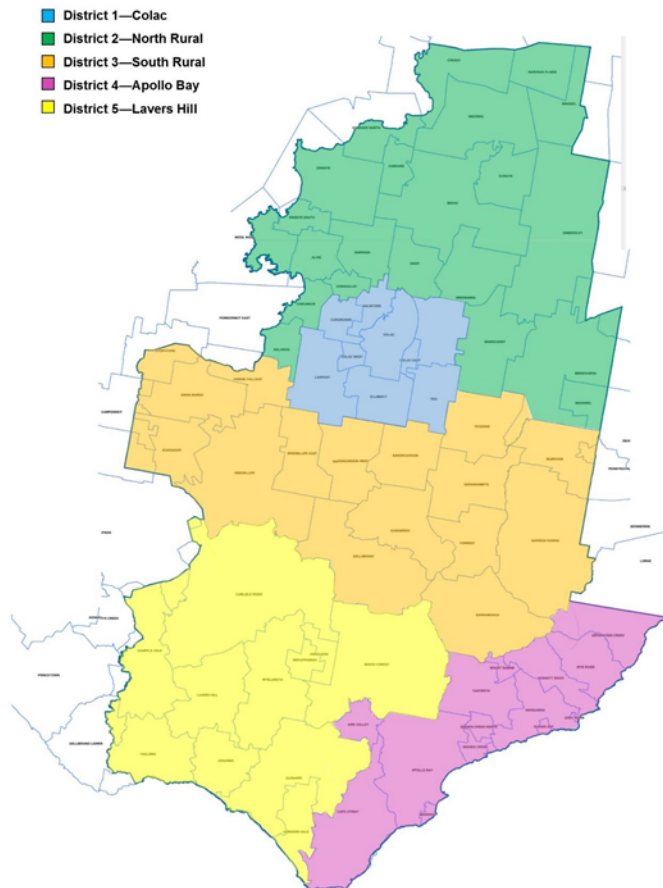
$$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{tender price}}$$

The following quantitative criterion was used in the assessment:

Financial	Weighting
Tendered lump sum	30.0%

Tenderers were requested to provide pricing for each of the following districts:

Colac Otway Shire Council (District Map)



The Coordinator Procurement & Contracts audited the evaluation process and confirmed the process was conducted in a fair and proper manner.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The Request for Tender (RFT) was advertised through the Colac Herald, Geelong Advertiser, Facebook and online through e-Procure.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.

Theme 2 - Our Places

2. Our places are managed for long-term sustainability.

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
2. Openness and accountability in decision making.

Procuring services through a tender process aligns with Council's goal of providing value for money services for our community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

All recommended tenderers provided a suitable environmental plan that will be actively managed by Council staff throughout the contract term.

LEGAL & RISK

All recommended tenderers hold the necessary insurance to comply with Council's requirements and did not declare any non-compliance items in their tender submission. Upon agreement, the contractors will enter into a contract with Colac Otway Shire detailing the terms and conditions of the agreement.

FINANCIAL & BUDGETARY

The contract does not commit funds to any contractor. However, the contract does govern rates that will be paid if services are required at any stage within the contract duration.

It's anticipated that works required under the contract will mostly be maintenance, operations and capital upgrade.

7. IMPLEMENTATION STRATEGY

Upon Council's approval contracts will be awarded to each of the approved tenderers.

COMMUNICATION

Letters of acceptance and contracts will be issued to each awarded tenderer. The contracts shall be signed by both the contractor and Council prior to the commencement of any works. The awarded contract price will be published on Council's website.

TIMELINE

Contracts will be executed within 30 days of Council Award.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.15

Cessation of Chief Executive Appraisal Committee and Otways Tourism Advisory Committee

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	Nil
PURPOSE	To dissolve two Council committees that are no longer required.

1. EXECUTIVE SUMMARY

Each year Council appoints Councillor representation to a number of committees. As part of this process the committees are reviewed by the relevant officers for their performance and relevance against the Council Plan and each committee's objectives. This approach ensures that committees do not operate in perpetuity beyond achieving their purpose. Following this review, it has been determined that two committees should cease to exist:

1. Chief Executive Appraisal Committee;
2. Otways Tourism Advisory Committee.

2. RECOMMENDATION

That Council dissolve the:

1. *Chief Executive Appraisal Committee, noting that the responsibilities of this committee are undertaken by the Chief Executive Officer Employment Matters Advisory Committee which was formed by a resolution of Council at its Ordinary Meeting on 28 November 2018;*
2. *Otways Tourism Advisory Committee.*

3. KEY INFORMATION

Chief Executive Appraisal Committee

At the 28 November 2018 Ordinary Council Meeting, Council resolved to form a Chief Executive Employment Matters Advisory Committee and adopted its draft Terms of Reference. This committee aligns with the requirements that were exhibited in the *Local Government Bill 2018*.

The Chief Executive Appraisal Committee has been replaced by the function of the CEO Employment Matters Advisory Committee, therefore there is no longer any reason for the Chief Executive Appraisal Committee to continue to function.

Otways Tourism Advisory Committee

The Otways Tourism Committee was established by Council resolution at the 25 July 2012 Ordinary Council Meeting to be a forum of coordinated efforts of tourism operators in the Colac Otway Shire, advise Council on issues relating to tourism industry development, tourism marketing and tourism infrastructure requirements within the Colac Otway Shire and to advise Council on regional tourism issues. Over the past few years a number of the local tourism associations that were in existence when the committee was formed have folded and as such, participation in the Otways Tourism Advisory Committee has decreased.

The Otways Tourism Advisory Committee, in its current form, is unable to meet its charter and perform the function that was intended upon establishment. Therefore, it is the officer's recommendation to cease this committee.

It is proposed that the Otways Tourism Committee would be replaced by a six-monthly regional forum that is open to tourism operators within the Colac Otway Shire. It would be structured so that participants are able to openly discuss tourism issues across our region. The forums would be facilitated by Colac Otway Shire officers and the invitation to attend open to all Councillors. These forums would enable a broader picture of tourism issues across the shire to be formed and enable officers to work through possible solutions to the issues raised.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

3. Strengthen partnerships with key stakeholders to benefit the whole community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable

LEGAL & RISK

Not applicable

FINANCIAL & BUDGETARY

Not applicable

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Following the November 2019 Ordinary Council meeting, the members of the Otways Tourism Advisory Committee will be advised of the outcome.

TIMELINE

Not applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.16

Appointments of Councillors to Internal Committees

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	Nil
PURPOSE	To appoint Councillors to Internal Committees

1. EXECUTIVE SUMMARY

The *Local Government Act 1989* acknowledges the need for Special Committees of the Council and Advisory Committees.

The Committees of Council as set out below are recommended in dealing with the business of Council.

2. RECOMMENDATION

That Council, until determined otherwise, appoints the following Councillors to the corresponding committees:

<i>Committee</i>	<i>Council appointed representative/s</i>
<i>Planning Committee</i>	<i>all Councillors</i>
<i>Special Committee</i>	<i>all Councillors</i>
<i>CEO Recruitment Special Committee</i>	<i>all Councillors</i>
<i>Colac Otway Roads Advisory Committee</i>	<i>all Councillors</i>
<i>CEO Employment Matters Advisory Committee</i>	<i>all Councillors</i>
<i>Audit Committee</i>	<i>Cr Stephen Hart and Cr Jason Schram</i>
<i>Central Reserve Advisory Committee</i>	<i>Cr Chris Smith</i>

Committee	Council appointed representative/s
<i>Colac Regional Saleyards Advisory Committee</i>	<i>Cr Chris Smith</i>
<i>Friends of the Colac Botanic Gardens Advisory Committee</i>	<i>Cr Joe McCracken</i>
<i>Lake Colac Co-ordinating Committee</i>	<i>Cr Jason Schram and Cr Chris Smith</i>

3. KEY INFORMATION

The *Local Government Act 1989* acknowledges the need for Special Committees of the Council and Advisory Committees and allows for committees made up of Councillors, Council staff and other persons and any combination of these.

The Committees of Council as set out below are recommended in dealing with the business of Council.

- Planning Committee
- Special Committee
- CEO Recruitment Special Committee
- CEO Employment Matters Advisory Committee
- Colac Otway Roads Advisory Committee
- Audit Committee
- Central Reserve Advisory Committee
- Colac Regional Saleyards Advisory Committee
- Friends of the Colac Botanic Gardens Advisory Committee
- Lake Colac Co-ordinating Committee

In forming the committees, the following guidelines apply to meetings of the committees to ensure communication and accountability to the full Council:

- Mayor to be ex-officio to all committees; and
- All Councillors are able to attend but voting rights are for appointed committee members only.

The following table outlines for each committee its required representation and the current Councillor representative. It is noted that Council Officers attend a number of the committees either as a member of the committee or as an administrative resource person.

Committee	Required representative/s	Details
Planning Committee	all Councillors	The Planning Committee has been established as a Special Committee under section 86 of the <i>Local Government Act 1989</i> and section 188 of the <i>Planning and Environment Act 1987</i> . The committee has the power to determine on planning matters as set down in the Instrument of Delegation.

Committee	Required representative/s	Details
Special Committee	all Councillors	The Special Committee has been established as a Special Committee under section 86 of the <i>Local Government Act 1989</i> .
CEO Recruitment Special Committee	all Councillors	The Special Committee has been established as a Special Committee under section 86 of the <i>Local Government Act 1989</i> .
Colac Otway Roads Advisory Committee	all Councillors	The primary responsibility of the Colac Otway Roads Advisory Committee is to provide comment and feedback to Council in relation to the strategic management of Council's road assets.
CEO Employment Matters Advisory Committee	all Councillors	Primary purpose is to review the performance of the CEO.
Audit Committee	2 Councillors	Consists of 2 Councillors and 2 independent members, with an independent member to be chairperson. The committee is an advisory committee of Council. CEO is non-voting member.
Central Reserve Advisory Committee	1 Councillor	Purpose is to facilitate communication between Council, park users, local police and local residents about matters concerning planning, development, maintenance and operation of the reserve.
Colac Regional Saleyards Advisory Committee	1 Councillor	Purpose is to provide advice on the operations of the centre and make recommendations to Council.
Friends of the Colac Botanic Gardens Advisory Committee	1 Councillor	Purpose is to undertake voluntary projects and to act as an advisory committee for Council.
Lake Colac Co-ordinating Committee	2 Councillors	Purpose is to be a forum to assist Council in the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan. To advise Council on the revitalization and development of Lake Colac.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

3. Strengthen partnerships with key stakeholders to benefit the whole community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable

LEGAL & RISK

Not applicable

FINANCIAL & BUDGETARY

Not applicable

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Following the November 2019 Ordinary Council Meeting, officers will advise the committee (where appropriate) of the Council representative.

TIMELINE

Not applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.17

Appointments of Councillors to External Committees

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	Nil
PURPOSE	To appoint Councillors to External Committees.

1. EXECUTIVE SUMMARY

Council has Councillor and officer representation on a number of committees associated with a variety of interests. This includes managing Council owned or managed facilities, advising Council on issues and representing Council views on regional and state-wide matters.

A number of the committees are not managed by Council and operate under their own charter and determine their procedures, policies and practices. Council involvement is to participate and influence the activities of those external groups where those activities are in the public's interest.

Further to the appointment of Councillors to committees, it is intended that Councillor representation on the Colac 2050 Growth Plan Project Control Group ceases, as this project has been completed.

2. RECOMMENDATION

That Council, until determined otherwise, appoints the following Councillor/s to the corresponding committee.

Committee	Councillor representative/s
<i>Apollo Bay Harbour Precinct Redevelopment Project Control Group</i>	<i>The Mayor and Cr Chris Potter</i>
<i>Australian Local Government Association (ALGA)</i>	<i>The Mayor and Cr Chris Potter as proxy</i>

Committee	Councillor representative/s
Barwon South West Waste and Resource Recovery Local Government Forum	Cr Kate Hanson
Barnard Trust Committee	Cr Chris Smith
Colac Community Library and Learning Centre Joint Use Committee	Cr Stephen Hart
Colac Municipal Aerodrome Advisory Committee	Cr Chris Smith
Colac Road Safety Group	Cr Chris Potter
Community Hub Inc	Cr Brian Crook and Cr Kate Hanson as proxy
COPACC Trust	Cr Joe McCracken and Cr Chris Smith
Corangamite Regional Library Corp	Cr Stephen Hart
G21 Board	The Mayor
Lavers Hill Swimming Pool Committee of Management	Cr Stephen Hart
Mooleric Road Quarry Consultative Committee	Cr Chris Smith
Municipal Association of Victoria	Cr Stephen Hart and Cr Kate Hanson as proxy
Municipal Emergency Management Planning Committee	Cr Chris Potter
Municipal Fire Management Planning Committee	Cr Chris Potter
S.86 Old Beechy Rail Trail Committee	Cr Chris Smith
Ondit Quarry Consultative Committee	Cr Chris Smith
Port of Apollo Bay Consultative Committee	Cr Chris Potter
Rural Council of Victoria	Cr Brian Crook and Cr Kate Hanson as proxy
Rural Financial Counselling Service Vic – Wimmera Southwest (RFC)	Cr Chris Smith
Timber Towns Victoria Committee	Cr Brian Crook
Tirrengower Drainage Scheme Committee of Management	Cr Chris Smith
Weeds Consultative Committee	Cr Chris Smith
G21 Pillar Membership – Arts and Culture	Cr Brian Crook
G21 Pillar Membership – Economic Development	Cr Chris Potter
G21 Pillar Membership – Education and Training	Cr Stephen Hart
G21 Pillar Membership – Environment	Cr Stephen Hart
G21 Pillar Membership – Health and Well Being	Cr Kate Hanson
G21 Pillar Membership – Planning and Services	Cr Brian Crook and Cr Chris Potter as proxy

Committee	Councillor representative/s
G21 Pillar Membership – Sports and Recreation	Cr Jason Schram
G21 Pillar Membership – Transportation	Cr Brian Crook

3. KEY INFORMATION

At intervals determined by Council, Councillors are appointed to various Committees encompassing a broad variety of interests that affect the community. At some Committees, Councillors are supported by the involvement of Council officers.

The table below summarises for each committee the required Councillor representative/s and the current Councillor representative/s.

Committee	Required Councillor Representative/s
Apollo Bay Harbour Precinct Redevelopment Project Control Group	The Mayor and the Deputy Mayor as proxy
Australian Local Government Association (ALGA)	1 Councillor
Barwon South West Waste and Resource Recovery Local Government Forum	1 Councillor
Barnard Trust Committee	1 Councillor
Colac Community Library and Learning Centre Joint Use Committee	1 Councillor
Colac Municipal Aerodrome Advisory Committee	1 Councillor
Colac Road Safety Group	1 Councillor
Community Hub Inc	1 Councillor
COPACC Trust	2 Councillors
Corangamite Regional Library Corp	1 Councillor
G21 Board	1 Councillor
Lavers Hill Swimming Pool Committee of Management	1 Councillor
Mooleric Road Quarry Consultative Committee	1 Councillor
Municipal Association of Victoria	1 Councillor
Municipal Emergency Management Planning Committee	1 Councillor
Municipal Fire Management Planning Committee	1 Councillor
S.86 Old Beechy Rail Trail Committee	1 Councillor
Ondit Quarry Consultative Committee	1 Councillor
Port of Apollo Bay Consultative Committee	1 Councillor
Rural Council of Victoria	1 Councillor
Rural Financial Counselling Service Vic – Wimmera Southwest (RFC)	1 Councillor
Timber Towns Victoria Committee	1 Councillor
Tirrengower Drainage Scheme Committee of Management	1 Councillor
Weeds Consultative Committee	1 Councillor
G21 Pillar Membership – Arts and Culture	1 Councillor
G21 Pillar Membership – Economic Development	1 Councillor
G21 Pillar Membership – Education and Training	1 Councillor
G21 Pillar Membership – Environment	1 Councillor
G21 Pillar Membership – Health and Well Being	1 Councillor
G21 Pillar Membership – Planning and Services	1 Councillor

Committee	Required Councillor Representative/s
G21 Pillar Membership – Sports and Recreation	1 Councillor
G21 Pillar Membership – Transportation	1 Councillor

Cessation of Councillor Appointment to the Colac 2050 Growth Plan Project Control Group

The Colac 2050 Growth Plan Project Control Group was established as part of the Colac 2050 Growth Plan project. As this project is finalised, with the Colac 2050 Growth Plan being adopted at the 28 August 2019 Ordinary Council meeting, this group has no need to meet and therefore Councillor representation is no longer required.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

3. Strengthen partnerships with key stakeholders to benefit the whole community.

The Council Plan states that Council is strongly committed to engaging with and listening to the community. Councillor involvement in various internal committees demonstrates this commitment.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable

LEGAL & RISK

Not applicable

FINANCIAL & BUDGETARY

Not applicable

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Following the November 2019 Ordinary Council meeting, the committees will be advised of their Councillor representative/s.

TIMELINE

Not applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.18

December Planning Committee Meeting

OFFICER	Sarah McKew
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	Nil
PURPOSE	To set a date and time for a Planning Committee Meeting in December 2019

1. EXECUTIVE SUMMARY

Council holds Planning Committee Meetings for the purpose of transacting the planning business of Council. Planning Committee Meetings are open to the public and the community is welcome to attend to observe their elected representatives' consideration of issues.

Governance Local Law 4 requires that Council fixes the date and time of meetings.

It has become apparent that a Planning Committee Meeting is required in December 2019 to consider numerous planning matters. The proposed date and time for this meeting is 12.00pm on 11 December 2019 at COPACC.

2. RECOMMENDATION

That Council confirms a Planning Committee Meeting be held on Wednesday 11 December 2020 at 12.00pm at COPACC, Colac.

3. KEY INFORMATION

Since the dates and times of meetings were set for 2019, it has become apparent that a Planning Committee Meeting is required in December 2019 to consider numerous planning matters. The proposed date and time for this meeting is 12.00pm on 11 December 2019 at COPACC.

4. COMMUNITY CONSULTATION & ENGAGEMENT

By setting this meeting date and time by resolution at the November Ordinary Council Meeting, the community is aware of Council's intention to hold a Planning Committee Meeting in December 2019.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4 - Our Leadership & Management

2. Openness and accountability in decision making.

6. CONSIDERATIONS

Not applicable

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Once resolved by Council, the December Planning Committee Meeting will be advertised in the local press and on Council's website.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.19

Audit Committee Minutes - 11 September 2019

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	1. Audit Committee Meeting - Minutes - Signed - 11 September 2019 [10.19.1 - 9 pages]
PURPOSE	To receive for information the Colac Otway Shire Audit Committee minutes dated 11 September 2019.

1. RECOMMENDATION

That Council receives for information the Colac Otway Shire Audit Committee minutes dated 11 September 2019.



Colac Otway
SHIRE

AUDIT COMMITTEE MEETING

MINUTES

Wednesday 11 September 2019

at 9:00 am

COPACC

95 - 97 Gellibrand Street, Colac Victoria



COLAC OTWAY SHIRE AUDIT COMMITTEE MEETING

Wednesday 11 September 2019

TABLE OF CONTENTS

1	Declaration of Opening of Meeting.....	3
2	Present	3
3	Apologies.....	3
4	Declarations of Interest.....	3
5	Confirmation of Minutes.....	3
6.1	Business arising from the previous meeting	4
6.2	Reporting Responsibilities.....	4
7	Officer Reports	5
7.1	Financial Reporting - Review annual financial and performance statement	5
7.2	Financial Reporting - Review significant accounting and reporting issues - Port of Apollo Bay Special Purpose Statements.....	7
7.3	Other - Review Audit Committee Plan	8

COLAC OTWAY SHIRE AUDIT COMMITTEE MEETING

MINUTES of the *AUDIT COMMITTEE MEETING OF THE COLAC OTWAY SHIRE* held at COPACC on
Wednesday 11 September 2019 at 9:00 am.

MINUTES

1 DECLARATION OF OPENING OF MEETING

2 PRESENT

Mike Said (Chair)

Brian Keane

Cr Jason Schram (Mayor)

Cr Brian Crook

Peter Brown, Chief Executive

Errol Lawrence, General Manager, Corporate Services

Frank Castles, Acting General Manager, Infrastructure & Leisure Services

Ian Seuren, General Manager, Development & Community Services

Sarah McKew, Manager, Governance & Communications

Lyndal McLean, Governance Coordinator

Jason Clissold, Manager, Financial Services

Nick Howard, Finance Coordinator

3 APOLOGIES

Cr Stephen Hart

Andrew Zavitsanos, Crowe Horwath

4 DECLARATIONS OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

- Audit Committee Meeting held on 5 June 2019.

RESOLUTION

MOVED Brain Keane, ***SECONDED*** Cr Jason Schram

That the Audit Committee confirm the minutes from the Audit Committee Meeting held on 5 June 2019.

CARRIED 4 : 0

6.1 BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil

6.2 REPORTING RESPONSIBILITIES

Audit Committee Plan

- Item 8.7(D) Meet separately with External Auditor
- Item 8.7(E) Review the performance of the External Auditor

A Closed Session meeting took place between the Audit Committee members and the External Auditor from 8.45am to 9.00am.



Item: 7.1

Financial Reporting – Review annual financial and performance statement

OFFICER	Jason Clissold
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. In Principle Financial Statements 2018-19 [7.1.1 - 43 pages] 2. In Principle Performance Statement 2018-19 [7.1.2 - 14 pages] 3. Draft 2018-19 Closing Report [7.1.3 - 21 pages] 4. Draft 2018-19 Final Management Letter [7.1.4 - 11 pages]
PURPOSE	To consider the 2018/19 'In Principle' Financial & Performance Statements and to recommend their adoption to Council.

RECOMMENDATION

That the Audit Committee:

1. *Approves, in principle, the 2018/19 Colac Otway Shire Council Financial Statements, subject to any changes that are recommended or agreed by the auditor in accordance with section 132(2) of the Local Government Act 1989;*
2. *Approves, in principle, the 2018/19 Colac Otway Shire Council Performance Statement, subject to any changes that are recommended or agreed by the auditor in accordance with Section 132(2) of the Local Government Act 1989;*
3. *Makes provision for the 2018/19 Colac Otway Shire Council Financial Statements and Performance Statement to be referred back to the Audit Committee for information, if there is any significant change prior to certification; and*
4. *Authorises Cr Jason Schram and Cr Brian Crook to certify the final 2018/19 Colac Otway Shire Council Financial Statements and Performance Statement in accordance with section 132(5)(a) of the Local Government Act 1989.*

ALTERNATIVE MOTION

MOVED Cr Jason Schram, SECONDED Cr Brian Crook

That the Audit Committee:

1. *Approves, in principle, the 2018/19 Colac Otway Shire Council Financial Statements, subject to any changes that are recommended or agreed by the auditor in accordance with section 132(2) of the Local Government Act 1989;*
2. *Approves, in principle, the 2018/19 Colac Otway Shire Council Performance Statement, subject to any changes that are recommended or agreed by the auditor in accordance with Section 132(2) of the Local Government Act 1989;*
3. *Makes provision for the 2018/19 Colac Otway Shire Council Financial Statements and Performance Statement to be referred back to the Audit Committee for information, if there is any significant change prior to certification;*
4. *Authorises Cr Jason Schram and Cr Brian Crook to certify the final 2018/19 Colac Otway Shire Council Financial Statements and Performance Statement in accordance with section 132(5)(a) of the Local Government Act 1989;*
5. *Receives Draft Closing Report and Final Management letter 2018/19 noting:*
 - a. *that there are no high risk findings;*
 - b. *recommendations and Management comments;*
 - c. *that an unmodified audit opinion will be recommended for both the Financial Statements and Performance Statement; and*
6. *Records its thanks to both Council staff and staff of McLaren Hunt Financial Group who were involved with the preparation of the 2018/19 Annual Accounts and Audit Processes.*

CARRIED 4 : 0

Christopher Kol left the meeting at 10.40am.



Item: 7.2

**Financial Reporting –
Review significant accounting and reporting issues –
Port of Apollo Bay Special Purpose Statements**

OFFICER	Jason Clissold
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	1. Draft POAB Financial Statements 28.8.19 [7.2.1 - 13 pages]
PURPOSE	To note the 2018/19 Special Purpose Financial Report relating to the Port of Apollo Bay Management Agreement

RESOLUTION

MOVED Cr Brian Crook, SECONDED Brian Keane

That the Audit Committee notes the 2018/19 Port of Apollo Bay Special Purpose Financial Report, subject to any changes that are recommended or agreed by the auditor to be used to meet the reporting requirements of the Port of Apollo Bay Management Agreement.

CARRIED 4 : 0



Item: 7.3

Other - Review Audit Committee Plan

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	1. Audit Committee Plan - September 2019 [7.3.1 - 2 pages]
PURPOSE	To review the Audit Committee Plan.

RESOLUTION

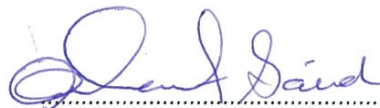
MOVED Cr Jason Schram, SECONDED Cr Brian Crook

That the Audit Committee notes the updated 2019 Audit Committee Plan.

CARRIED 4 : 0

The meeting was declared closed at 10:55 am

CONFIRMED AND SIGNED at the meeting held on 16 October 2019.


.....CHAIR
16/10/19.

Item: 10.20

Authorisation of an Officer under the Planning and Environment Act 1987

OFFICER	Maree Powell
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	1. Authorisation - Ravi Teja Ayyagari - Planning & Environment Act - 2019 [10.20.1 - 1 page]
PURPOSE	For Council to appoint an authorised officer under the <i>Planning and Environment Act 1987</i> .

1. EXECUTIVE SUMMARY

The purpose of the report is for Council to appoint Ravi Ayyagari, Statutory Planner, as an authorised officer under the *Planning and Environment Act 1987*.

2. RECOMMENDATION

That Council:

- 1. Appoints Ravi Ayyagari as an authorised officer pursuant to section 147(4) of the Planning and Environment Act 1987.**
- 2. Notes that the Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.**
- 3. Delegates to the Chief Executive authority to sign and place under Council Seal the Instrument of Appointment and Authorisation.**

3. KEY INFORMATION

BACKGROUND

The *Planning and Environment Act 1987* (the Act) establishes a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.

Various staff members within the Council's Planning, Environment and Community Safety Departments are required to undertake assessments, give advice or investigate various issues in relation to the Act. In order to undertake these assessments legally, particularly during issues of non-compliance, authorisation under the Act is required.

Council has appointed Ravi Ayyagari as a Statutory Planner to fill a vacancy within the planning department. Ravi commenced on 28 October 2019 and requires authorisation under the Act due to the following:

- The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the Responsible Authority.
- Legal advice recommends that authorised officers be appointed by Council using an instrument to address specific authorisation provisions of section 147(4) of the *Planning and Environment Act 1987* versus the broader authorisations of section 224 of the *Local Government Act 1989*.

It is important to note that the broader Instrument of Appointment and Authorisation by the Chief Executive Officer pursuant to section 224 of the *Local Government Act 1989* must also be retained as it appoints the officer's position as an authorised officer for the administration and enforcement of other acts.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not Applicable

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4 - Our Leadership & Management

3. Organisational development and legislative compliance.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Authorisation is required for officers to investigate and enforce planning and land use issues as outlined in this report serve to protect the wider environment in line with the requirements of the planning scheme and *Planning and Environment Act 1987*.

LEGAL & RISK

The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the responsible authority.

FINANCIAL & BUDGETARY

Not applicable

7. IMPLEMENTATION STRATEGY

The attached Instruments of Appointment and Authorisation (*Planning and Environment Act 1987*) come into force immediately upon execution.

COMMUNICATION

Not applicable

TIMELINE

The attached Instruments of Appointment and Authorisation (*Planning and Environment Act 1987*) come into force immediately after the common seal of Council is affixed to the Instruments by the Chief Executive.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



INSTRUMENT OF APPOINTMENT AND AUTHORISATION

(Planning and Environment Act 1987)

In this Instrument “**officer**” means –

RAVI TEJA AYYAGARI

By this Instrument of Appointment and Authorisation Colac Otway Shire Council –

1. Under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

It is declared that this Instrument –

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked

This Instrument is authorised by a resolution of the Colac Otway Shire Council on 28 August 2019.

THE COMMON SEAL of Colac Otway Shire Council was hereunto affixed in accordance with Local Law No 4

.....
Chief Executive

Dated

Item: 10.21

Report from Delegate - Municipal Association of Victoria (MAV) Annual Conference 17 October 2017 & MAV State Council meeting on 18 October 2019

COUNCILLOR	Cr Stephen Hart
ATTACHMENTS	<ol style="list-style-type: none">1. Report from the MAV listing the adopted resolutions at the State Council meeting on 18 October 2019 [10.21.1 - 14 pages]2. Resolutions contained in the agenda for the MAV meeting on 18 October 2019 but not considered [10.21.2 - 7 pages]

1. REPORT FROM DELEGATE

4 November 2019

Colac Otway Shire Council is a member of the MAV as are most, if not all, Councils in Victoria. The MAV's Annual Conference was held on 17 October 2019 and the MAV's State Council meeting was held on 18 October 2019, both in Melbourne.

On 17 October 2019 I, Cr Stephen Hart, attended the MAV Conference and Councillor Services Awards. Cr Chris Smith also attended the Councillor Services Awards.

On 18 October 2019 I attended the MAV State Council meeting. On this occasion I was the only person from Colac Otway to attend the State Council meeting but other Councillors may attend to observe proceedings.

MAV Annual Conference & Councillor Services Awards, 17 October 2019

The conference included various speakers, both political and professional. The Local Government Minister, the Hon. Adem Somyurek, the Leader of the Opposition, the Hon. Michael O'Brien and the Leader of the Victorian Greens, Dr Samantha Ratnam each addressed the Annual Conference.

Other speakers covered the following topics:

- Climate change from a finance and liability perspective;
- Gender and leadership in Local Government;

- Rethinking relationships with Government;
- Age friendly communities;
- Waste and recycling and
- Reconciliation and treaty.

Many of the presentations may be found at the following link:

<https://www.mav.asn.au/events/event-presentations/annual-conference#2019>

The Councillor Service Awards were made in the evening. These recognise long service at 10, 15, 20, 25, 30 and 35 years. Congratulations to Cr Smith who received an award for 15 years' service, the longest serving Colac Otway Shire Councillor in its 25-year history.

MAV State Council meeting on 18 October 2019

Member Resolutions

There were 56 resolutions from member Councils including one 'late' resolution. As there were four resolutions which consolidated matters on similar subjects, it was not necessary to consider all 56 resolutions individually.

It is important that Council's MAV Delegate represent the member Council's position. Colac Otway Shire Council does not always have an explicit position on so many different topics, represented by 56 resolutions. On 12 October 2019 the resolutions were e-mailed to all Councillors inviting comments. This was when I was preparing for the forthcoming meeting. Councillors would have more time to consider MAV State Council resolutions if the agenda was circulated at the time it is received by Council and I suggest that such a process be introduced for future MAV State Council meetings.

The MAV Board and Executive have been considering for some time options to reduce the length of State Council meetings. This has included the possibility of excluding resolutions that don't have 'statewide significance' and excluding late resolutions. What constitutes 'statewide significance' is ill defined and open to interpretation, as became apparent during the State Council meeting.

Procedural resolution

At the start of the meeting a procedural motion was moved to rule out any resolutions that don't have 'statewide significance' or were late. This procedural resolution wasn't mentioned in the agenda although the agenda did identify resolutions considered as not having 'statewide significance' and the late resolution. Whilst the procedural resolution didn't have to be in the agenda this represents a major change in what could be considered at a MAV State Council meeting.

I spoke against the change and suggested that it be introduced at a subsequent MAV State Council meeting as member Councils may not have written their resolutions with this change in mind. The procedural resolution was carried and had the effect of ruling out seven resolutions listed below:

- | | | |
|-----|--|----------------|
| 50. | Powercor Infrastructure Maintenance | Not considered |
| 51. | Advocate the state government to reduce the administrative and legislative compliance burden on small rural cemeteries | Not considered |

52.	North-West City Deal for Melbourne	Not considered
53.	Improved Electrical Transmission in North West Victoria	Not considered
54.	Public transport in regional areas	Not considered
55.	Access to Arts and Culture Facilities	Not considered
L1	Late Motion - Advanced Waste Processing Solution	Not considered

Full text of the excluded resolutions

The full wording of the resolutions which were on the agenda but excluded as a result of the procedural resolution were as follows:

50. Powercor Infrastructure Maintenance

Submitting Council: Moyne Shire Council

Motion:

That the MAV advocate to the state government to ensure that adequate inspection, maintenance and replacement regimes are put in place by Powercor to ensure that its infrastructure is adequately maintained to minimise the potential for fire events and power outages as a result of infrastructure failure.

51. Advocate the state government to reduce the administrative and legislative compliance burden on small rural cemeteries.

Submitting Council: Horsham Rural City Council

Motion:

That the MAV advocate to the state government seeking support for small rural cemeteries to eliminate the responsibilities and challenges with administrative and legislative compliance, in order to reduce the burden on communities in their management of small local cemeteries.

52. North-West City Deal for Melbourne

Submitting Council: Brimbank City Council

Motion:

That MAV writes to the Prime Minister of Australia and Premier of Victoria to welcome the announcement of a new North-West Melbourne City Deal by the Federal Government and call on the Federal and Victorian Governments to engage with all Local Government Areas (LGAs) throughout the North-West as part of developing a fair deal, and considering new projects to invest in.

53. Improved Electrical Transmission in North West Victoria

Submitting Council: Swan Hill Rural City Council

Motion:

That the MAV lobby the State Government to support investment in the upgrade of the electrical transmission lines in North West Victoria.

54. Public transport in regional areas

Submitting Council: Surf Coast Shire Council

Motion:

That the MAV advocates to the state government to improve public transport in Victoria by:

- increasing the frequency of train and bus services to regional areas
- providing better connectivity, with greater connections in regional areas and;
- improving public transport security, parking and facilities.

55. Access to Arts and Culture Facilities

Submitting Council: Maribyrnong City Council

Motion:

That the Municipal Association of Victoria calls on Creative Victoria to develop a plan to suitably fund an equitable provision of cultural infrastructure for the West of Melbourne.

L1 Late Motion: Advanced Waste Processing Solution

Submitting Council: Glen Eira City Council

Motion:

That the MAV:

Write to the State Government expressing disappointment with the State Government directive that the Metropolitan Waste & Resource Recovery Group (in conjunction with 16 Councils) delay the release of an Expression of Interest (EOI) for an advanced waste processing solution and urging the Government to allow the EOI process to proceed.

Attempts to allow resolution 50 and 51 to be considered

50. Powercor Infrastructure Maintenance

At the State Council meeting I moved a 'point of order', in effect, that resolution 50 should be considered as the proper maintenance of power line infrastructure is of statewide significance as it can pose a bushfire risk in different areas of the State. This was rejected on the basis that the inclusion of 'Powercor' in the resolution meant it only applied to those areas with Powercor infrastructure.

No opportunity was given to remove the reference to 'Powercor' at the State Council meeting.

51. Advocate the state government to reduce the administrative and legislative compliance burden on small rural cemeteries.

Another Delegate moved a 'point of order', in effect, that resolution 51 should be considered as the issue of legislative compliance for small cemeteries was relevant throughout the State. This was rejected on the basis that the inclusion of the word 'rural' in the resolution meant that it only applied to small cemeteries in country areas.

No opportunity was given to remove the word 'rural' at the State Council meeting.

The meeting was then closed. Some of the other resolutions, particularly 54 on improving public transport in regional areas, would also have been of interest to Colac Otway Shire Council as the issue is relevant to residents in our municipality.

Need to address how 'statewide significance' is interpreted by the MAV

The term 'statewide significance' has been used to exclude several resolutions relevant to rural Victoria. Does this mean that the issues relating to bushfire risk or improving regional public transport can no longer be pursued at the MAV? If a metropolitan Council brings a resolution dealing with metropolitan rail or the tram network will these also be excluded on the basis that many municipalities in Victoria don't have metropolitan trains or trams?

Council needs to raise this matter, the interpretation of 'statewide significance' with other rural Councils and with the MAV.

Attachments:

1. Report from the MAV listing the adopted resolutions at the State Council meeting on 18 October 2019.
2. Resolutions contained in the agenda for the MAV meeting on 18 October 2019 but not considered.

2. MAV DELEGATE RECOMMENDATION

That Council:

1. ***Notes the report from Council's Municipal Association of Victoria (MAV) Delegate regarding the State Conference on 17 October 2019 and State Council meeting on 18 October 2019,***
2. ***Asks that the list of resolutions for all forthcoming MAV State Council meetings be circulated to all Councillors when received by Council,***
3. ***Notes its concern about how several important resolutions were excluded from the discussion at the State Council meeting on 18 October 2019, especially 50, 51, 53 and 54,***
4. ***Asks the Chief Executive Officer to contact his counterpart at Moyne, Horsham, Swan Hill and Surf Coast regarding how their resolutions were excluded and Council's concern about that process, and***
5. ***Asks the Chief Executive Officer to raise this issue with the MAV's Rural Councils Victoria and the MAV directly with a view to:***
 - a) ***ensuring that issues concerning rural and regional municipalities can still be considered and pursued by the MAV; and***
 - b) ***calling upon the MAV to consult with the Council proposing a motion before ruling that it be excluded.***

Consolidated Motions

Under the MAV Rules 2013, matters submitted by Members for consideration at a meeting of State Council which relate to the same subject may be consolidated into a single matter (Rule 21.1.4).

Below are the Consolidated motions as passed by State Council, together with a list of the motions being consolidated.

Consolidated Motion 1: Landfill levy/Sustainability Fund

Resolution

That the MAV advocates to the Victorian Government to:

- invest the Sustainability Fund in statewide recycling initiatives and new technologies to address the current recycling crisis
- allocate additional funding from the Sustainability Fund to compensate councils for increased kerbside recycling / waste management costs following the shutdown of a SKM Recycling
- improve transparency regarding the distribution and spending of the landfill levy and Sustainability Fund
- use funding from the Sustainability Fund to assist councils to undertake community waste reduction programs and projects
- boost landfill levy funding to the Waste and Resource Recovery Groups across all regions in Victoria to enable them to effectively perform their duties

Motions being consolidated:

Sustainability Fund Allocation - Kingston City Council

Landfill Levy - Boroondara City Council

Recycling Industry funding assistance - Maribyrnong City Council

State Government Landfill Levy – Latrobe City Council

Consolidated Motion 2: Advocate to Prioritise the early delivery of community services and infrastructure

Resolution

That the Municipal Association of Victoria advocate to the Victorian Government to prioritise the early delivery of community services and infrastructure, including transport infrastructure, in order to avoid the costly, and often inadequate, retrofitting of emerging communities and support interconnectivity between roads, public transport and active transport.

Motions being consolidated:

Prioritise Transport in Emerging Communities – Mitchell Shire Council

Early Delivery of Community Services for Emerging Communities – Mitchell Shire Council

Consolidated Motion 3: Climate emergency response

Motion:

That the MAV call on the Victorian Government and Federal Government establish a climate emergency taskforce to identify priority actions and budget commitments to address climate change and advocate for the Victorian Government to:

- Establish a \$1 billion fund for councils to build the resilience of climate change vulnerable communities
- Commit to providing maximum protection for all people, economies, species, ecosystems, and civilisations, and to fully restoring a safe climate
- Mobilise the required resources and take effective action at the necessary scale and speed across Australia
- Transform the economy to zero emissions and make a fair contribution to drawing down the excess carbon dioxide in the air
- Encourage all other governments around the world to take these same actions.
- Amend the Planning and Environment Act to take into account climate risk as a factor in planning schemes and planning decisions
- Introduce mandatory disclosure of energy performance for all buildings at sale or lease
- Mandate minimum energy efficiency performance standards for rental properties
- Provide incentives for low-income home owners to upgrade their homes
- Introduce obligations on energy companies to achieve annual energy efficiency reductions
- Introduce minimum energy performance standards to at least a 7-star NATHERS equivalent and the introduction of an energy usage budget (whole-of-building) for new builds and major renovations of homes
- Increase the resources that the Victorian Building Authority has to address non-compliance
- Provide additional funding to ensure all new social housing complies with minimum energy performance standards and that the energy efficiency existing social housing is improved
- There is an assurance that Victorians will be provided with an affordable and dependable power supply

Motions being consolidated:

Climate Emergency Funding - Maribyrnong City Council

Climate Emergency - City of Darebin

Consolidated Motion 4: Social and affordable housing

Resolution

That the MAV:

Acknowledges the need for 3,000 new social and public housing units to be built every year for ten years in Victoria as identified by the Victorian Homelessness Council and commits to working with the sector to:

- Lobby the State Government to invest in these number of units
- Collaboratively identify suitable sites on public land to assist in reaching this goal.
- Evaluate and determine in conjunction with the State social and affordable housing policy, including social and affordable housing targets
- Work collaboratively with State and Federal Government agencies to directly address local homelessness and housing issues.

Advocates to the State Government to:

- To prioritise increased funding for dedicated crisis housing stock
- prioritise increased funding for urgently needed dedicated crisis housing stock and intensive support services for rough sleepers, including outreach (on street) clinical psychiatric assessments and mental health services; and
- Provide significant, consistent and ongoing funding for social and affordable housing, which includes targeted support to address the needs of our vulnerable community members at risk of homelessness.

Motions being consolidated:

Increased homeless support: City of Stonnington

Affordable and social housing crisis in Victoria: City of Melbourne

Social and Public Housing: City of Darebin

Social Housing Development in the Western Region: Maribyrnong City Council

Strategic Priority Area: Financial sustainability

Sport and Recreation Funding for Grassroot Communities

Submitting Council: Brimbank City Council

Resolution

That Municipal Association of Victoria State Council write to the Minister for Sport to call on the Victorian Government to:

1. Provide increased funding for local community grassroot sport through the Community Sport Infrastructure Fund, Better Pool Fund and Community Sport Loans Schemes and
2. Provide ongoing funding and application timeline certainty around these funds.

Broadening of the Rating Review Strategy

Submitting Council: Mildura Rural City

Resolution

That the Municipal Association of Victoria lobby the State Government to consider broadening the scope of the current Rating System review to include an assessment of the fairness of using Capital Improved Value (CIV) to determine rates and also the inequity between rural councils compared to more financially viable metropolitan counterparts with consideration given to reassessing the criteria applied to the Financial Grants Scheme (FAGS).

Cost Recovery for Properties with Hoarding and Squalor

Submitting Council: Maroondah City Council

Resolution

That the Municipal Association of Victoria State Council calls upon the State Government to amend section 197 (5) of the Public Health and Wellbeing Act to allow Councils the option to recover the costs and expenses from regulatory action and orders by issuing a charge to the land or property that is the subject of the order, along with the existing ability to pursue the person on whom the order is made.

Green Wedge Management Plan funding support

Submitting Council: Nillumbik Shire Council

Resolution

That the MAV advocate to the State Government to create a grant to allow councils in the Green Wedge to apply for funds to help with preserving the Green Wedge and deliver on actions deriving from GWMPs.

Transitional funding support for Council pound and animal shelter services

Submitting Council: Greater Bendigo City Council

Resolution

That the State Government provide urgent funding to cover the transitional costs being incurred by Victorian municipalities to assume the management of their local pound and animal shelters services, as a result of the RSPCA's decision to move away from management these service on behalf of Local Governments.

Strategic Priority Area: Waste & resource recovery

Environmental Equity

Submitting Council: Brimbank City Council

Resolution

That MAV State Council calls upon the Federal and State governments to work with Victorian Local Government Areas (LGAs) to urgently address the environmental equity issues occurring as many local communities are increasingly being expected to absorb the unfair burden of addressing current and legacy environmental problems.

Recycling Facilities

Submitting Council: Mildura Rural City

Resolution

That the Municipal Association of Victoria strongly advocate to the Victorian State Government on behalf of all members as a matter of urgency, that they in conjunction with private enterprise, initiate construction of a number of dedicated Recycling Facilities in regional areas, capable of recycling plastics, paper, steel and other materials, and that the costs be met utilising the waste levy funds the Government is currently holding. Further, it is suggested that each such facility could be dedicated to a separate waste category such as steel or plastic, should this approach be established as a cost saving opportunity.

Waste Management in Victoria

Submitting Council: Maroondah City Council

Resolution

That the Municipal Association of Victoria State Council calls upon the State Government to re-prioritise and re-focus what is critical in the Waste and Resource Recovery space, including:

- Deeming waste and resource recovery as an essential service
- Expanding legislative reform on plastic bags to include the phasing out of problematic single-use plastic products, including plastic wrappings on food at supermarkets
- Establishing a container deposit scheme by legislation in line with other States and Territories
- Advocating to the Federal Government for effective national product stewardship arrangements, including container deposit framework, to drive recycling of drink containers, textiles, polystyrene, paper, cupboard and all electronic goods
- Giving special consideration for those Councils spending a premium to maintain recycling with current contractors, that they are also considered as part of any grant funding
- Establishing consistent marketing tools and techniques that can be shared with the wider community by all Councils - to ensure recycling is not forgotten (other than just consistent bin colours)

- Ensuring that the messaging regarding Food Organics in the Green Bin (FOGO) and Alternative Waste Solutions is clear and well understood - to ensure that these two methods of waste processing are not perceived to be in conflict with one-another

Landfill Levy

Submitting Council: Boroondara City Council

Consolidated

See Consolidated Motion 1

Recycling Industry funding assistance

Submitting Council: Maribyrnong City Council

Consolidated

See Consolidated Motion 1

Recycling holding facilities

Submitting Council: Maribyrnong City Council

Resolution

That the Municipal Association of Victorian call on the Victorian Government to take immediate steps to ensure that all necessary temporary storage facilities are identified and equipped to accept and store recyclable material to mitigate the risk of recyclables being deposited to landfill.

This should include the immediate consultation with local government to identify priority areas and potential sites, and the allocation of suitable funding.

Recycling Crisis

Submitting Council: Moyne Shire Council

Resolution

That the MAV advocate to the state government to take a leadership role in identifying and supporting sustainable solutions for the recycling crisis in Victoria; and

Write to the State Government expressing disappointment with the State Government directive that the Metropolitan Waste & Resource Recovery Group (in conjunction with 16 Councils) delay the release of an Expression of Interest (EOI) for an advanced waste processing solution and urging the Government to allow the EOI process to proceed

State Government Landfill Levy

Submitting Council: Latrobe City Council
Consolidated – see Consolidated Motion 1

Strategic Priority Area: Government relations

Improved State Government consultation model

Submitting Council: East Gippsland Shire Council

Resolution

That MAV advocates for an improved consultation model being currently pursued by the State Government, that local government be seen as an important partner that will be able to provide worthwhile feedback and that the consultation model by State Government should include active involvement and collaboration with local government and provide sufficient timelines that accommodate this model.

Improve and Enhance Maternal and Child Health Child Development Information System (CDIS)

Submitting Council: Boroondara City Council

Resolution

That the Municipal Association of Victoria negotiate additional funding from the Victorian Government to improve and enhance the Maternal and Child Health Child Development Information System (CDIS).

Prioritise Transport in Emerging Communities

Submitting Council: Mitchell Shire Council

Consolidated

See Consolidated Motion 2

Early Delivery of Community Services for Emerging Communities

Submitting Council: Mitchell Shire Council

Consolidated

See Consolidated Motion 2

Strategic Priority Area: Transport & infrastructure

A Minimum Passing Distance (MPD) between Motor Vehicles & Bicycles

Submitting Council: Banyule City Council

Resolution

That the MAV advocates to the State Government to adopt road rules requiring motor vehicles to leave a MPD of one metre in areas with speed limits 60km/h or less, and 1.5 metres in areas with speed limits greater than 60km/h.

Increased Investment in Rail Freight Network

Submitting Council: Moyne Shire

Motion:

That state and federal governments support the priorities of the Rail Freight Alliance Policy Statement and increase investment in the rail freight network.

Aerial Service Authority Cables

Submitting Council: Banyule City Council

Motion:

That the Municipal Association of Victoria advocates the State Government to seek action to remove redundant aerial service authority cables in road reserves to improve visual amenity.

Social and Public Housing

Submitting Council: City of Darebin

Consolidated

See Consolidated Motion 4

Infrastructure Grants

Submitting Council: Nillumbik Shire Council

Resolution

That the MAV advocate to VicRoads to provide clarity and purpose on the value provided to local government agencies as a result of deducting 10 percent administration fees (6 percent for SSRIP - Safe System Road Infrastructure Program - and 4 percent VicRoads Metro regional offices) from infrastructure grants allocated to councils.

Strategic Priority Area: Societal & social policy change

Increased homeless support

Submitting Council: City of Stonnington

Consolidated

See Consolidated Motion 4

Early Childhood Education Funding

Submitting Council: Brimbank City Council

Resolution

That the MAV write to the Prime Minister expressing concern at the lack of funding certainty for the 15 hours of kindergarten and early childhood programs beyond 2020, and call on the Federal and Victorian Governments to undertake a broader whole of early childhood funding review, to help better align federal, state and local strategies, policies and investments for the whole early childhood sector.

Early Years Infrastructure – co-location on Government school sites

Submitting Council: Campaspe Shire Council

Resolution

That MAV work with Department of Education and Training (DET) via the Early Years Compact to clarify DET's position on and method for relocating early years facilities (specifically kindergartens) to existing Government school sites. Further, that Local Government's role in the process is clarified (including co-contribution), where Local Government is asset owner of infrastructure to be relocated.

Skilling Australians fund participation

Submitting Council: Frankston City Council

Resolution

1. That the MAV advocates to the Victorian Government to sign on / join the Federal Government's 'Skilling Australians Fund' which will enable Victoria to receive federal funding to increase the number of high priority pre-apprenticeships and apprenticeships throughout Victoria; and
2. In the event, the Victorian Government again refuses to participate in the scheme/fund, the MAV is to approach the Federal Government about potentially bypassing the State Government and forming bilateral agreements with individual local governments which will enable their participation.

Affordable and social housing crisis in Victoria

Submitting Council: City of Melbourne

Consolidated

See Consolidated Motion 4

Strategic Priority Area: Planning & building

Review of Clause 52.22 of the Victorian Planning Scheme in relation to community care accommodation

Submitting Council: City of Greater Geelong

Motion:

That the MAV write to the Minister for Planning:

- a) requesting a review of Clause 52.22 of Victorian Planning Schemes in relation to Community Care Accommodation to allow for a more transparent process by providing for community input into such development proposals; and
- b) highlighting that the current provisions fail to provide for community consultation in relation to issues around design, height, scale, bulk and neighbourhood character.

Planning for Golf Course Redevelopments

Submitting Council: Kingston City Council

Resolution

That the Municipal Association of Victoria request the Planning Minister ensure that the Golf Course Advisory Committee recognises the important recreational and environmental role of Golf Course land and that these critical values are strongly established in future guidelines for Golf Course Redevelopments.

Building Defects and Regulation of Building Professionals

Submitting Council: Kingston City Council

Resolution

That the Municipal Association of Victoria request the State Government to:

1. Provide more resources to the Victorian Civil and Administrative Tribunal to allow it to create a 'fast track' process to administer the likely growing number of cases for compensation in relation to Domestic and Commercial building disputes.
2. Provide the Victorian Building Authority with greater resources to investigate and where considered appropriate take required action to suspend or remove registrations of professionals who have consistently acted against required legislation.

Building Amendment (Swimming Pool and Spa) Regulations 2019

Submitting Council: Gannawarra Shire Council

Resolution

That the MAV call on the State Government to:

- a) provide suitable funding to Local Government Authorities to develop the necessary systems, processes and resources to implement the Swimming Pool and Spa Safety Standards
- b) provide ongoing funding to resource the increase in statutory obligations imposed by the Swimming Pool and Spa Safety Standards.

Derelict Properties

Submitting Council: Maroondah City Council

Resolution

That the Municipal Association of Victoria State Council calls upon the State Government to amend the existing building regulations to provide Councils the necessary power to require the rectification or ultimately demolition of properties that are in a significant state of neglect and dereliction.

Signage in Public Park and Recreation Zones

Submitting Council: Moonee Valley City Council

Resolution

That the MAV advocates to the State Government, specifically the Minister for Local Government and the Minister for Planning, to amend the Victoria Planning Provisions to apply a less restrictive signage category to our Public Parks and Recreation Zone land to make such signs subject to a VicSmart approval process.

Save Our Red Gums

Submitting Council: Frankston City Council

Resolution

That MAV makes representation to the Premier, the Hon. Daniel Andrews MP, Minister for Energy, Environment & Climate Change, Minister for Planning, Minister for Aboriginal Affairs and all local members of Parliament requesting a special significant classification be placed over the native Red Gum (*Eucalyptus Camaldulensis*) population in the State of Victoria. Of particular importance are the more mature trees ranging in age between 100 years and in excess of 500 years.

Carbon monoxide detectors

Submitting Council: Frankston City Council

Resolution

Due to the needless deaths and injuries suffered by victims of carbon monoxide poisoning the MAV is to advocate to both tiers of government to legislate the mandatory installation of carbon monoxide detectors. As such, all homes built or resold are mandatorily required to have working carbon monoxide detectors operational near bedrooms in in all properties including rented properties such as private rentals, dorms, motels and rooming houses.

Building regulations for NDIS Special Disability Accommodation

Submitting Council: City of Casey

Resolution

To seek support requesting the Minister for Planning to amend the MG 12 in regard to Regulation 89 of the Building Regulations 2018 to include consideration for an increase in front fence heights as being appropriate as a specific need for security and privacy as a critical element of successful operation of a supported residential service.

Cladding and substandard building construction

Submitting Council: Maribyrnong City Council

Resolution

That the Municipal Association of Victorian call on the Victorian Government to conduct a robust investigation into the VBA and its oversight of the Building industry and take immediate steps guarantee that all necessary controls and supervision are in place to eradicate the use of illegal cladding and substandard building construction, future proofing the investment and livelihood of the community.

Strategic Priority Area: Business & digital transformation

Business and Digital Transformation support

Submitting Council: Nillumbik Shire Council

Resolution

That the MAV:

1. Take a leadership role in developing and supporting Councils in efficient and effective Local Government business and digital transformation.

2. Advocate to State Government to provide financial support, in the form of grants, for councils embarking on business and digital transformation to enable it to better deliver on community expectations and enhance service delivery.

Strategic Priority Area: Climate impacts & emergency management

Murray Darling Sustainability of Water

Submitting Council: Mildura Rural City

Resolution

That the Municipal Association of Victoria advocates for its Murray river based communities by calling on a Federal Royal Commission into the management and sustainability of water in the Murray Darling Basin with a full remit to conduct an independent audit on water-saving schemes, trading, ownership, extraction and allocation and with the power to subpoena representatives including politicians, government agencies and peak bodies.

Climate Emergency Funding

Submitting Council: Maribyrnong City Council

Consolidated

See Consolidated Motion 3

Climate Emergency

Submitting Council: City of Darebin

Consolidated

See Consolidated Motion 3

Strategic Priority Area: Population change

Better Population Data

Submitting Council: Swan Hill Rural City Council

Resolution

That the MAV advocate on behalf of all Victorian Councils to the Australian Bureau of Statistics for the development and implementation of a more robust and accurate Australian census methodology.

Motions of state-wide significance not related to the MAV Strategic Plan 2019/21

Supporting Young People

Submitting Council: Maribyrnong City Council

Resolution

That the Municipal Association of Victoria calls on the Victorian Government to develop a collective regional strategy for optimal growth, diversification and desirable service mix within local government youth services responsive to emerging youth and family needs.

Funding for VICSES (Victorian State Emergency Service) volunteer units

Submitting Council: Maribyrnong City Council

Resolution

That the Municipal Association of Victorian call on the Victorian Government to assist in locating and funding suitable fit for purpose sites and facilities for VICSES Volunteer Units across the state.

Child Safe Standards and Councillors

Submitting Council: Glen Eira City Council

Resolution

That the MAV:

1. seek absolute clarity on the requirements for Councillors with respect to the Victorian Reportable Conduct Scheme;
2. updates the model Councillor Code of Conduct to address child safety and wellbeing; and
3. develop a model Councillor Child Safe Policy which addresses:
 - a. Interactions with children and young people
 - b. Processes to be followed in the event a child abuse allegation is made against a Councillor and actions to be taken dependant on the outcome of any subsequent investigation
 - c. Working with Children Check requirements for Councillors
 - d. Child safety and wellbeing training requirements for Councillors.

This is an an extract from the MAV agenda of 18/10/2019 just showing from resolutions 50 on, being the resolutions that were not considered at the State Council Meeting. - Cr Hart



STATE COUNCIL MOTIONS

Motions – October 2019 State Council

50 Powercor Infrastructure Maintenance

Submitting Council: Moyne Shire Council

Motion:

That the MAV advocate to the state government to ensure that adequate inspection, maintenance and replacement regimes are put in place by Powercor to ensure that its infrastructure is adequately maintained to minimise the potential for fire events and power outages as a result of infrastructure failure.

Does the Motion have state-wide Sector Significance?

No

Is the Motion relevant to MAV Draft Strategic Plan 2019/21?

Yes

Climate impacts & emergency management

Is the Motion identical or substantially similar to a motion submitted to State council in May 2018, October 2018 or May 2019?

No

Submitting Council Rationale:

Residents in the South West of Victoria were severely impacted by the 2018 St Patricks Day fires.

The following media report (Warrnambool Standard 14 June 2019) highlights the linkage of fires to Powercor infrastructure :

“A spate of electricity infrastructure fires have again shone a spotlight on the safety of Powercor assets. Statistics provided by the Warrnambool Fire Brigade showed there have been six fires in Country Fire Authority region five caused by electrical infrastructure since the end of March.

Region five covers all or part of the Warrnambool, Moyne, Corangamite and Southern Grampians council areas.

The fires have been reported as Powercor comes under increasing pressure to update its infrastructure maintenance program.

Powercor, which provides electricity to the western part of Victoria, has 550,000 power poles and in 2017 replaced just over 1000.

Most of the poles in the Powercor system are more than 50 years old and the pole supplier says the poles only last for 50 to 60 years.



STATE COUNCIL MOTIONS

Motions – October 2019 State Council

Powercor has committed to replacing 2200 poles this year, although it is unclear if that figure includes double-staked poles which are no longer considered best practice.”

Power outages from failing Powercor infrastructure are also a regular occurrence in South West Victoria and across the state and in addition to the inconvenience they result in considerable productivity losses to business.

51 Advocate the state government to reduce the administrative and legislative compliance burden on small rural cemeteries.

Submitting Council: Horsham Rural City Council

Motion:

That the MAV advocate to the state government seeking support for small rural cemeteries to eliminate the responsibilities and challenges with administrative and legislative compliance, in order to reduce the burden on communities in their management of small local cemeteries.

Does the Motion have state-wide Sector Significance?

No

Is the Motion relevant to MAV Draft Strategic Plan 2019/21?

Yes

Societal & social policy change

Is the Motion identical or substantially similar to a motion submitted to State council in May 2018, October 2018 or May 2019?

No

Submitting Council Rationale:

Horsham has 12 cemeteries across its municipality with 11 of these sitting in small to very small towns or communities. One of these has been managed by Council itself for a significant time with the remainder being individual cemetery trusts established under the Department of Health & Human Services. These trusts have found it challenging to recruit new trustees in communities where population is in decline and is also ageing considerably. Council is not resourced to manage more cemeteries.

The current requirements to manage a small rural cemetery are excessive including the need to manage day to day expenditures, contract in grave diggers, setting of fees, increasing compliance requirements including the need to undergo training by DHHS and the proper management and storage of records in secure and fire compliant conditions. Currently there are only two classes of cemetery Class A&B. The introduction of a further Class C for small rural cemeteries with less onerous compliance requirements or administrative assistance from another tier of government may provide a solution.



STATE COUNCIL MOTIONS

Motions – October 2019 State Council

Local Communities still provide significant volunteer time in the maintenance and presentation of local cemeteries whilst managing fatigue ageing and reduction in volunteer numbers often managed by a very small number of dedicated community minded people. Local cemeteries have significant local history which is important on a much larger perspective often at state and national level.

52 North-West City Deal for Melbourne

Submitting Council: Brimbank City Council

Motion:

That MAV writes to the Prime Minister of Australia and Premier of Victoria to welcome the announcement of a new North-West Melbourne City Deal by the Federal Government and call on the Federal and Victorian Governments to engage with all Local Government Areas (LGAs) throughout the North-West as part of developing a fair deal, and considering new projects to invest in.

Does the Motion have state-wide Sector Significance?

No

Is the Motion relevant to MAV Draft Strategic Plan 2019/21?

Yes

Transport & infrastructure

Is the Motion identical or substantially similar to a motion submitted to State council in May 2018, October 2018 or May 2019?

No

Submitting Council Rationale:

The \$10 billion committed by Federal and State governments toward the Melbourne Airport Rail Link (MARL) is one of the most transformational projects for any Local Government Areas (LGA) across Australia, outside of metropolitan CBD LGAs.

The MARL, combined with the Western Rail Plan (WRP), and Suburban Rail Loop (SRL), will transform the economic and social opportunities for many LGAs across Victoria. In order to leverage all of the opportunities for the entire region, it is vital the Australian and Victorian Government work together with all LGAs in the region, and beyond, in good faith through the new North-West City Deal.

LGAs have a distinct knowledge of their local communities and local area's integration, and can play a valuable role in identifying key projects that require investment, and in facilitating community engagement and support. The new North-West Deal should also be more than a 'ribbon tying exercise' for existing funded projects. Rather it should be an opportunity for LGAs to secure new funding for key note infrastructure projects that complement the MARL.

The Victorian Government's key note investments across the region should also be leveraged accordingly to help secure new funding for key LGA priority projects. Projects that



STATE COUNCIL MOTIONS

Motions – October 2019 State Council

are funded should also seek to provide genuine social procurement and job opportunities to respective local regional businesses and the disadvantaged, both during and post construction phases.

Rather than simply select regions such as Geelong and Melbourne's North West for City Deals to be engaged in; the Federal and Victorian Government should take a more consistent approach across all regions.

All LGAs across the state, should be closely monitoring how the Australian and Victorian Government engage with North-West Region LGAs as part of the new City Deal, in the context of advocating for a broader region by region approach to strategic investments.

53 Improved Electrical Transmission in North West Victoria

Submitting Council: Swan Hill Rural City Council

Motion:

That the MAV lobby the State Government to support investment in the upgrade of the electrical transmission lines in North West Victoria.

Does the Motion have state-wide Sector Significance?

No

Is the Motion relevant to MAV Draft Strategic Plan 2019/21?

Yes

Transport & infrastructure

Is the Motion identical or substantially similar to a motion submitted to State council in May 2018, October 2018 or May 2019?

No

Submitting Council Rationale:

The Murray Valley should be known as the clean energy Valley. Northern Victoria is blessed with an enormous solar resource and in recent times the renewable energy sector has taken advantage of this resource. Northern Victoria has seen the establishment of a significant amount of solar electricity generation and with the power plans already constructed and those that have received planning approval, Northern Victoria expects to see in excess of \$4 billion of investment in the coming couple of years.

There are significant constraints in the electrical transmission system in North West Victoria and this has been identified by the Australian Energy Market operator who is responsible for network planning in Victoria AEMO have recently completed a RIT-T review into transmission in North West Victoria and have identified a significant number of projects that can be undertaken to improve the capacity of Northern Victoria to play its part in Victoria's clean energy future.



STATE COUNCIL MOTIONS

Motions – October 2019 State Council

The Victorian State Government has announced its objective of reducing Victoria's dependence on coal-fired electricity and by providing 50% of Victoria's electrical needs through the generation of renewable energies by 2030.

The Murray Valley with its enormous solar resource is well-placed to assist the State to achieve this objective, but this cannot be done unless there is significant investment in the electrical transmission network to transmit the power generated along the Murray Valley back to the load centres that lie to the south of this region.

Supporting this motion, if implemented by the State will have significant environmental benefits for all of Victoria.

54 Public transport in regional areas

Submitting Council: Surf Coast Shire Council

Motion:

That the MAV advocates to the state government to improve public transport in Victoria by:

- increasing the frequency of train and bus services to regional areas
- providing better connectivity, with greater connections in regional areas and;
- improving public transport security, parking and facilities.

Does the Motion have state-wide Sector Significance?

No

Is the Motion relevant to MAV Draft Strategic Plan 2019/21?

Yes

Transport & infrastructure

Is the Motion identical or substantially similar to a motion submitted to State council in May 2018, October 2018 or May 2019?

No

Submitting Council Rationale:

The rationale for this motion relates to the need for more to be done to ensure communities in regional areas have access to timely and efficient public transport options. As population growth in regional areas continues to rise, it is essential that suitable public transport options are made available to accommodate the growth. The flow on benefits would ensure potentially isolated and ageing communities remain connected to others, and necessary services.



STATE COUNCIL MOTIONS

Motions – October 2019 State Council

55 Access to Arts and Culture Facilities

Submitting Council: Maribyrnong City Council

Motion:

That the Municipal Association of Victoria calls on Creative Victoria to develop a plan to suitably fund an equitable provision of cultural infrastructure for the West of Melbourne.

Does the Motion have state-wide Sector Significance?

No

Is the Motion relevant to MAV Draft Strategic Plan 2019/21?

No

Is the Motion identical or substantially similar to a motion submitted to State council in May 2018, October 2018 or May 2019?

No

Submitting Council Rationale:

The priority for the Government is to boost the creative economy in the West.

The top creative postcodes for Melbourne are found in Melbourne's West and the opportunity to boost the creative output of locally based visual artists and craftspeople, performers, musicians, and writers should be optimised.

Whilst rich in diversity, Melbourne's West is short of cultural infrastructure for local communities to enjoy the level of artistic, performance and learning opportunities taken for granted by many other Melbournians. The shortage of cultural infrastructure means fewer opportunities to develop new jobs, skills, training and learning for new and emerging talents.

Across Melbourne there are more than 20 performance venues that can seat 500 people or more, but not one of these venues is located in Melbourne's West. This severely effects the ability of the region to stage large community events and to attract or present larger-scale professional performances. The lack of a suitable venue excludes Melbourne's West from a large part of the cultural economy. Major performance companies are reluctant to come to the West, excluding the community from enriching cultural experiences. Similarly, our own nationally and internationally recognised artists and cultural organisations of the West are limited by the current available, flexible and affordable spaces



STATE COUNCIL MOTIONS

Motions – October 2019 State Council

Late Motions

L1 Late Motion: Advanced Waste Processing Solution

Motion:

That the MAV:

Write to the State Government expressing disappointment with the State Government directive that the Metropolitan Waste & Resource Recovery Group (in conjunction with 16 Councils) delay the release of an Expression of Interest (EOI) for an advanced waste processing solution and urging the Government to allow the EOI process to proceed.

Submitting Council: Glen Eira City Council

Does the Motion have state-wide Sector Significance?

Yes

Is the Motion relevant to MAV Draft Strategic Plan 2019/21?

Yes, Waste & resource recovery

Is this motion identical or substantially similar to a motion submitted to State Council in May 2018, October 2018 or May 2019?

No

Submitting Council Rationale:

A group of 16 councils from the south east of Melbourne have partnered with the Metropolitan Waste and Resource Recovery Group (MWRRG) to seek proposals from industry for an advanced waste processing solution for household rubbish.

The project will deliver a vital alternative to landfill that will transform how household rubbish is managed by putting it to good use instead of burying it in the ground.

MWRRG is leading the procurement process on behalf of the 16 councils to seek proposals from bidders to design, build and operate an advanced waste processing facility. A Working Group from the Councils has been established and has been working on this project for over 12 months. As part of the procurement process, Expression of Interest (EOI) documents were ready to be released into the market in late September 2019. This step has now been put on hold by the State Government pending the release of its Circular Economy Policy in November 2019.

The delay in the release of the EOI will likely put the procurement process back by close to 6 months. The launch of the Government's Circular Economy Policy does not need to precede the EOI to market.

By delaying this process, the risk of not having a waste processing solution in place before landfills are at capacity increases significantly.

Item: 10.22

Old Beechy Rail Trail Minutes and Assemblies of Councillors notes

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Assembly of Councillors Record - Friends of the Colac Botanic Gardens Advisory Committee - 10 October 2019 [10.22.1 - 1 page] 2. Assembly of Councillors - Council Meeting Preparation - 23 October 2019 [10.22.2 - 2 pages] 3. Assembly of Councillors - Councillor Briefing - 6 November 2019 [10.22.3 - 3 pages] 4. Assembly of Councillors Record- Central Reserve Advisory Committee 6 November 2019 [10.22.4 - 1 page] 5. Assembly of Councillors Record - Friends of the Colac Botanic Gardens Advisory Committee - 11 November 2019 [10.22.5 - 1 page] 6. Assembly of Councillors - CEO Employment Matters Advisory Committee - 13 November 2019 [10.22.6 - 1 page] 7. Assembly of Councillors - Councillor Briefing - 13 November 2019 [10.22.7 - 2 pages] 8. Assembly of Councillors - Lake Colac Advisory Committee - 18 November 2019 [10.22.8 - 1 page] 9. Old Beechy Rail Trail Committee - Meeting Minutes with attachments - 2019 10 September - Confirmed [10.22.9 - 13 pages]
PURPOSE	To report the minutes of the Old Beechy Rail Trail and report the Assemblies of Councillors.

1. EXECUTIVE SUMMARY

ASSEMBLIES OF COUNCILLORS

The Local Government Act 1989 requires that records of meetings which constitute an Assembly of Councillors be reported at the next practicable meeting of Council and incorporated in the minutes of the Council meeting. All relevant meetings have been recorded, documented and will be kept by Council for 4 years. The attached documents provide details of those meetings held that are defined as an Assembly of Councillors.

OLD BEECHY RAIL TRAIL COMMITTEE MINUTES

Colac Otway Shire formed the Old Beechy Rail Trail Committee (OBRTC) on 26 September 2001. The OBRTC was conferred as a Section 86 Committee under the Local Government Act 1989 and delegated the functions, duties and powers set forth in the schedule titled Old Beechy Rail Trail Committee Charter. The Charter was developed as the basis of the Instrument of Delegation to be used by the Old Beechy Rail Trail Committee.

The Old Beechy Rail Trail Committee Charter states that:

- “Minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee” (Item 6.1.1).
- “Confidential minutes of the Old Beechy Rail Trail Committee are to be included in an In-Committee agenda of Council” (Item 6.1.2)

2. REPORTING

1. *The Assemblies of Councillors are reported herewith.*
2. *The Minutes of the Old Beechy Rail Trail Committee 10 September 2019 are reported herewith.*

The Local Government Act 1989 does not require a Council decision.

3. KEY INFORMATION

The following assemblies of Councillors have been held and are attached to this report:

- | | |
|---|------------------|
| • Friends of the Colac Botanic Gardens Advisory Committee | 10 October 2019 |
| • Ordinary Council Meeting preparation | 23 October 2019 |
| • Councillor Briefing | 6 November 2019 |
| • Central Reserve Advisory Committee | 6 November 2019 |
| • Friends of the Colac Botanic Gardens Advisory Committee | 11 November 2019 |
| • CEO Employment Matters Advisory Committee | 13 November 2019 |
| • Councillor Briefing | 13 November 2019 |
| • Lake Colac Advisory Committee | 18 November 2019 |

The following Minutes of the Old Beechy Rail Trail Committee are attached to this report:

- | | |
|-----------------------------------|-------------------|
| • Old Beechy Rail Trail Committee | 10 September 2019 |
|-----------------------------------|-------------------|

4. OFFICER DIRECT OR INDIRECT INTEREST

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



Assembly of Councillors Record

This Form MUST be completed by the attending Council Officer and returned IMMEDIATELY to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting. {See over for Explanation/Guide Notes}

Assembly Details:

Date: 10 / 10 / 19

Time: 7.30 am/pm

Assembly Location: Arts Meeting Room Gellibrand St
(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

In Attendance:

Councillors: Nil, Cr Joe McCracken apology

Officer/s: M ROBINSON, B Rippon (Apprentice), K TOWERS

Matter/s Discussed: October Friends of Colac Botanic Gardens Monthly meeting.

(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

Councillors: Nil

Officer/s: Nil

Left meeting at: 8.45 pm

Completed by: MARK ROBINSON

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Assembly of Councillors

INVITEES: Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Lyndal McLean			
ATTENDEES: Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Lyndal McLean, Melanie Duvé, Alison Martin, Madeleine Bisits, Tamzin McLennan, Jeremy Rudd, Ben McLaughlin			
EXTERNAL ATTENDEES: Nil			
APOLOGIES: Nil			
ABSENT: Cr Smith			
Meeting commenced at 2:04pm			
Declarations of Interest		Item	Reason
Cr Stephen Hart	Having declared a conflict of interest, Cr Hart left the meeting at 2:25pm; returned at 2:27pm.	10.2 Priority Projects – Recommendation 2 of the Revised Officer Recommendation.	Indirect interest – Section 78E Lavers Hill to Crowes and Melba Gully Trail would run along the front of my home property. It may effect my residential amenity.

Time	Item	Attendees
2:04pm – 2:46pm	<p>Ordinary Council Meeting Preparation</p> <p>Cr Hanson attended the meeting at 2:14pm</p> <p>Having declared a conflict of interest, Cr Hart left the meeting at 2:25pm; returned at 2:27pm.</p> <p>Cr Schram left the meeting at 2:38pm; returned at 2:39pm</p>	<p>Melanie Duvé</p> <p>Alison Martin</p> <p>Madeleine Bisits</p> <p>Tamzin McLennan</p> <p>Jeremy Rudd</p>
2:46pm – 2:53pm	Break	
2:53pm – 3:24pm	Ordinary Council Meeting preparation (continued)	<p>Ben McLaughlin</p> <p>Jeremy Rudd</p>
3:24pm	Meeting closed	





Councillor Briefing

Rehearsal Room, COPACC

Wednesday, 6 November 2019

11:00am

Assembly of Councillors

INVITEES:

Cr Smith, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Jason Clissold

ATTENDEES:

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Peter Brown, Ian Seuren, Jason Clissold, Sarah McKew, Doug McNeill, Gary Warrener, Greg Fletcher, Stewart Anderson, James Myatt, Ben McLaughlin, Nick Howard, Suzanne Barker, Simon Clarke, Melanie Duvé, Mark McLennan, Frank Castles, Marni Young, Jeremy Rudd

EXTERNAL ATTENDEES:

John Hearsch (President, Rail Futures Institute), David Hardy (Committee member, Rail Futures Institute), Peter Von (Representative, Rail Futures Institute)

APOLOGIES:

Errol Lawrence

ABSENT:

Cr Smith

Meeting commenced at 11:00am.

Declarations of Interest	Item	Reason
Nil		

Councillor Briefing		
Time	Item	Attendees
11:00am – 12:20pm	Public Transport Rail Solutions Cr McCracken attended the meeting at 11:29am Cr Schram attended the meeting at 11:32am Cr Crook left the meeting at 11:57am and did not return Cr Hanson left the meeting at 12:00pm and did not return	James Myatt John Hearsch David Hardy Peter Von



Councillor Briefing		
Time	Item	Attendees
12:20pm – 12:45pm	Lunch	Sarah McKew James Myatt John Hearsch David Hardy Peter Von
12:45pm - 1:20pm	Break	
1:20pm – 1:29pm	Service and Capital Expense Allocation and rates Distribution Comparison	Jason Clissold Ben McLaughlin
1:29pm – 1:47pm	Compliance - Review Update of the Procurement Policy and Procedure	Ben McLaughlin Nick Howard
1:47pm – 2:25pm	Draft Statutory and Discretionary Reserves Policy Cr Schram left the meeting at 1:48pm	Jason Clissold Nick Howard
2:25pm – 2:40pm	Former Colac High School Site - Consideration of purchase options Cr Schram returned to the meeting at 2:28pm Cr Schram left the meeting at 2:39pm; returned at 2:40pm	Suzanne Barker Doug McNeill Simon Clark
2:40pm – 2:46pm	Council Plan Review 2020 - Timeline	Melanie Duvé Sarah McKew
2:46pm – 3:23pm	Consideration of Contracts: <ul style="list-style-type: none"> Contract 1950 - Provision of Liquid Waste Removal Services Contract 1938 - Provision of General Maintenance Services Contract 1948 – Provision of Tree Services Contract 1939 – Provision of Electrical Services Contract 1940 – Provision of Plumbing Services 	Mark McLennan Frank Castles Jeremy Rudd Marni Young Ben McLaughlin



Councillor Briefing		
Time	Item	Attendees
3:23pm – 3:38pm	General Business <ul style="list-style-type: none"> • Planning Committee Meeting in December 2019 • RDV funding 	
3:38pm	Meeting closed	





Assembly of Councillors Record

This Form **MUST** be completed and saved in TRIM by the attending Council Officer and the original soft copy returned within 1 business day to the Governance Officer. The Governance Officer must provide the original to IMS for filing within 1 business day. A copy of the completed form must be provided for reporting at the next Ordinary Council Meeting. *{See over for Explanation/Guide Notes}*

Assembly Details:

Name of Advisory Committee: Central Reserve Advisory Committee

Date: 6/11/2019

Start Time: 5:15pm

Assembly Location: Central Reserve – Upstairs Pavilion

(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices – Nelson Street, Apollo Bay

In Attendance:

Councillors: Cr Chris Smith

Officer/s: Nicole Frampton – Recreation and Open Space Coordinator;
James Myatt – Economic Development Coordinator.

Matter/s Discussed:

- Facilities and Grounds Maintenance Reports;
- Central Reserve Master Plan implementation – oval lighting and netball court redevelopment project update;
- Central Reserve Bookings – regular users, school bookings and casual bookings;
- Central Reserve Advisory Committee – membership renewal update;
- Central Reserve Naming – Requests for Temporary Naming;
- Oversowing of the oval for 2020 season;
- AFL Pre-season Match – Monday 9 March at 4:40pm.

(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

Councillors: Not Applicable...../...../...../.....

Officer/s: Not Applicable...../...../...../.....

Cr Smith, Mr James Myatt and Mrs Nicole Frampton left at the conclusion of the meeting at 6:18pm

Completed by: Nicole Frampton – Recreation and Open Space Coordinator



Assembly of Councillors Record

This form must be completed by the attending Council Officer and saved in the current Assembly of Council Records folder in Content Manager. A copy of the completed form must be provided to Governance for reporting at the next Ordinary Council Meeting. (Please refer to Assembly of Councillors Record - Explanation / Guide Notes.)

Assembly Details

Advisory committee name: Friends of Colac Botanic Gardens

Date: 14 / 11 / 19

Time: 7:30 am / pm

Assembly Location: Colac Botanic Gardens Tearooms

(eg. COPACC; Colac Otway Shire Offices – 2-6 Rae Street, Colac; Shire Offices – Nelson Street, Apollo Bay)

In Attendance

Councillors: M Cracken / / /

Officer/s: L Towers / /

Matter/s Discussed: - November Friends of Gardens Meeting
- New Venue for Friends Meeting, Scarecrow Day
- Life Membership for Anne Mercer, Spring Hat Sale

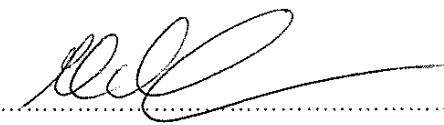
(eg. Discussions with property owners and/or residents; Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay; Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer to page 5 of Assembly of Councillors Record – Explanation / Guide Notes)

Councillors: N.I / /

Officer/s: N.I / /

..... left meeting at: am / pm; returned to meeting at am / pm.

Completed by:  MARK ROBINSON

Assembly of Councillors

INVITEES:

Cr Smith, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Peter Brown, Jo Grainger, Sarah McKew, Peter R Brown

ATTENDEES:

Cr Smith, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Peter Brown, Jo Grainger, Sarah McKew

EXTERNAL ATTENDEES:

Peter R Brown

APOLOGIES:

Nil

ABSENT:

Nil

Meeting commenced at 1:30pm

Declarations of Interest	Item	Reason
Nil		

Time	Item
1:30pm – 3:28pm	CEO Employment Matters Advisory Committee Sarah McKew left the meeting at 1:52pm and did not return Cr Schram left the meeting at 3:01pm and did not return
3:28pm	Meeting closed



Councillor Briefing

Rehearsal Room, COPACC

Wednesday, 13 November 2019

10:00am

Assembly of Councillors

INVITEES: Cr Smith, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Jason Clissold		
ATTENDEES: Cr Smith, Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Peter Brown, Tony McGann, Ian Seuren, Jason Clissold, Sarah McKew, Doug McNeill, Simon Clarke, Bláithín Butler, Helen Evans, James Myatt, Nick Howard, Vicki Jeffrey, Frank Castles, Simone Robertson		
EXTERNAL ATTENDEES: Michael Natoli (Senior Principal – Urban Design, Tract Consultants), Rob Croxford (Croxford Consulting)		
APOLOGIES: Errol Lawrence		
ABSENT: Nil		
Meeting commenced at 10:06am.		
Declarations of Interest	Item	Reason
Nil		

Councillor Briefing		
Time	Item	Attendees
10:06am – 10:32am	Cressy Restructure Plan Overlay	Doug McNeill Simon Clarke
10:32am – 11:19am	Apollo Bay, Skenes Creek and Marengo Community Infrastructure Plan - Presentation	Doug McNeill Simon Clarke Michael Natoli



Councillor Briefing		
Time	Item	Attendees
11:19am – 11:35am	Whipper Snapper Distillery Update	Simon Clarke Bláithín Butler Doug McNeill Helen Evans James Myatt
11:35am – 12:00pm	Strategic Planning Work Program Cr McCracken attended the meeting at 11:38am Cr McCracken left the meeting at 11:57am; returned at 12:00pm	Doug McNeill Simon Clarke
12:00pm – 12:25pm	Quarterly Performance Report July – September Cr Hart left the meeting at 12:02pm; returned at 12:05pm	Jason Clissold Sarah McKew Nick Howard
12:25pm – 1:30pm	Break Cr Hanson attended the meeting at 1:30pm	
1:30pm – 3:28pm	CEO Employment Matters Advisory Committee (please refer to separate Assembly of Councillors) Cr Schram left the meeting at 3:01pm and did not return	
3:28pm – 4:00pm	Break	
4:00pm – 4:16pm	Service Review - Assets & Project Delivery Department Cr Smith attended the meeting at 4:13pm	Rob Croxford
4:16pm – 4:37pm	2020 Australia Day Award Nominations	Vicki Jeffrey James Myatt
4:37pm – 4:45pm	General Business: ▪ Waste tender	Frank Castles Simone Robertson
4:45pm	Meeting closed	



Assembly of Councillors Record

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Assembly Details:

Date: 18.11.19
Time: 1-3 am/pm

Assembly Location: COPACC
(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay

In Attendance:

Councillors: Chris Smith
Officer/s: Stewart Liza Anderson Kennedy
Matter/s Discussed: Late Colac Issues

(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

Councillors: NA
Officer/s:

Left meeting at:
Completed by: STEWART ANDERSON

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OLD BEECHY RAIL TRAIL COMMITTEE MINUTES

Update: Committee Members:

✓	Cr Chris Smith (Chair)	COS Councillor	✓	Tricia Jukes	Land Owner representative
✓	Sue Thomas	Community representative	✓	Philippa Bailey	Community representative
✓	Andrew Daffy	Community representative	A	Cyril Marriner	Community representative
✓	Noel Barry	Friends of the Old Beechy Rail Trail representative	✓	Linda Laurie (proxy)	Department of Environment, Land, Water and Planning representative (DELWP)
✓	Nicole Frampton (minutes)	COS Recreation and Open Space Coordinator			

Non-voting invitees:

Philip Dandy, Anthony Zappelli, Jessica Reid (Parks Victoria), COS Services and Operations,
✓ Madeleine Bisits (COS Manager Arts and Leisure), ✓ Amanda Shepherd (COS Arts and Leisure
Project Officer)

1. Welcome, apologies	
Apologies: Cyril Marriner, Craig Clifford (DELWP), Jessica Reid (Parks Victoria)	
2. Confirmation of previous minutes – 6 August 2019	
Minor amendment to previous minutes – Item 9 Trail Closures – add “ <i>remove an incorrectly placed sign</i> ”. Minutes amended. Moved: Andrew Daffy Seconded: Sue Thomas Carried.	
3. Business Arising from Previous Minutes (see attached)	
Item 3 Discussion: Outstanding Actions will be covered in General Business and will be updated on linked spreadsheet – see attached for update.	
4. Correspondence	
In	
<ul style="list-style-type: none"> 27/8/19 – Email from trail user seeking clarification on current temporary closures – visiting area on weekend with a group of other people (Email forwarded to OBRT Committee members) – Response provided to user 27/8. Note: the expected number of trail users for the weekend reduced from 30 to 10 due to the rail closure. 26/8/19 – OBRT Private Property Risk Assessments received. 8/7/19 – Email from trail user seeking clarification on trail users – Response provided 22/8. There have been a number of phone calls seeking clarification for the closure – the standard response is that the trail is closed from Gellibrand to Ferguson. 	

Out	
<ul style="list-style-type: none"> 27/8/19 – Correspondence to landowners notifying of risk/insurance meeting on 10 September. 	
<ul style="list-style-type: none"> 26/8/19 – Email to Midway seeking update of current works which may impact OBRT. 	
<ul style="list-style-type: none"> 27/8/19 – COS Certificate of Currency provided to P. Bailey for Golden Gumboot event. 	
5. Council Report	
<p>Item 5 Discussion: The September 2019 Monthly Report was presented to the Committee for discussion – see attached. Hardcopy report provided to committee members present at the meeting.</p> <p>Follow up from previous Committee identified items:</p> <ul style="list-style-type: none"> Coram – New gate lock has been ordered and will be installed once received. <p>Committee discussion around the possible re-opening the trail from Gellibrand to Wimba:</p> <ul style="list-style-type: none"> With the weather picking up, will look to re-open the trail from Gellibrand to Wimba. Services and Operations will be inspecting this section of trail in the coming weeks. If this section is to open, then Council will install signage at Gellibrand to inform the users that the trail is closed ahead and that the trail closed from Wimba to Ferguson. This will provide some additional trail for users to walk/cycle but users will be required to complete a return loop from Gellibrand. Will also look at providing a parking area at Wimba for those which would park and ride. Additional signage at Wimba will also be installed. 	
6. Friends Report – Noel Barry	
<p>Update/Discussion:</p> <ul style="list-style-type: none"> No works have occurred due to cold, wet weather. Maggio's Road counter gate – noticed motorbikes using the trail. 	
7. Treasurers Report – Tricia Jukes	
<p>Report provided: As at 31/08/2019, the OBRT Committee Cheque Account statement has a balance of \$7,259.69.</p> <p>Paperwork has been completed for Golden Gumboot event. Grant paid to Committee on 4 September.</p> <p>Committee received \$500 from AKD for support of the Golden Gumboot event.</p>	
8. Working Group Updates	
<ul style="list-style-type: none"> Marketing / Governance / Promotions / Events Working Group <p><u>New Map/Brochure update</u> –</p> <ul style="list-style-type: none"> Nothing to report. Brochure/Map Update: Brochure project on hold until landowner risk assessment report and brochure wording is finalised. Extension to complete brochure until 30/06/20 has been received. 	
<ul style="list-style-type: none"> Maintenance and Future Planning Working Group 	

No meeting held – nothing to report.	
9. General Business	
<ul style="list-style-type: none"> • Trail Closures <ul style="list-style-type: none"> ○ Temporary rail closure signage. Update: Temporary closures still in place. ○ Dinmont to Ditchley closure. Update: This section of the trail remains closed. 	
<ul style="list-style-type: none"> • Private Property Risk Assessments/ Insurance cover for landowners which licence the land to Council for OBRT purposes. Update: Risk assessment reports provided to Council on 26/8. Landowner meeting held prior to today's meeting. <u>Insurance and Licence Agreements – Next Steps</u> <ol style="list-style-type: none"> 1. Finalise what the insurance policy looks like – wording and costs. 2. Once COS has the detail around an appropriate insurance policy, officers will go back to the landowners. 3. Once there is an agreed insurance policy, COS will update the licence agreement and send to landowners for review. 4. Once licence agreement is finalised, get all parties to sign agreement. 5. Update trail signage and brochure based on risk assessment and agreed wording. 	
<ul style="list-style-type: none"> • Colac Station section of the OBRT Update: notification is expected end of October 2019 as to whether the grant has been successful. 	
<ul style="list-style-type: none"> • Midway Plantations A committee member has received correspondence that logging works will commence which will impact the trail. Action: Midway signage – Nicole to work with Midway to develop standard OBRT signage for Midway properties once the landowner risk assessment report has been received. Action: Midway logging works – Nicole to follow up with Midway of any upcoming works which may affect the trail. Update: <i>Midway has been contacted however no return response has been provided.</i> 	NF NF
<ul style="list-style-type: none"> • Humphris land titles – Humphris property/land transfer update Update: Meeting scheduled with landowner on 12/9/19. CS has discussed with R. Humphris. RH content with how things are progressing. 	
<ul style="list-style-type: none"> • OBRT Strategic Vision/Statement Committee/working group update: has not progressed due to time limitations and working on the upcoming Golden Gumboot event. 	
<ul style="list-style-type: none"> • Hunt for the Golden Gumboot – 2019 Event – Saturday 21 September to Saturday 5 October. Update: <ul style="list-style-type: none"> ○ Flyers and posters have been produced and are in the process of being distributed. 	PB

<ul style="list-style-type: none"> ○ Good number of sponsors for this year's event, along with a good range of prizes. ○ Art Competition for this year's event – targeted at secondary school children. Schools have been supportive. Local artist will judge the art competition. Artwork will be displayed at the Gellibrand Hall on 5 October. ○ Publicity – first advertisement will be in the Colac Herald tomorrow; radio ads will commence, event promoted in school newsletters, Colac VIC will have entry forms, OCR is promoting the event, Committee members will attend local markets in the coming weeks to raise awareness of the event, cross promotion of event on Council's website. ○ Need some committee volunteer assistance to help the Gellibrand Store manage the registrations over the weekends during the event – need one or two volunteers to answer any questions. Please notify Philippa if any committee members can assist. ○ Entry forms and registration forms will be included on Facebook. ○ Art Competition applications will be at VIC, Gellibrand Store and Facebook. ○ COS will give this section of trail some extra attention and maintenance during the event. ○ Committee congratulated Philippa for all her work in organising this year's event. 	
<ul style="list-style-type: none"> ● Honour Board for OBRT contributions. Update: Board is coming together. Need to get lettering done. 	AD
<ul style="list-style-type: none"> ● Gellibrand Information Centre Ant infestation – nothing has progressed. AD to get quote. Comments book – being vandalised. Committee discussed some possible solutions including taking a photo of the comments on a monthly basis. 	AD and Friends of Committee
<ul style="list-style-type: none"> ● Bicycle Network – Great Victorian Bike Ride overnight stay at Beech Forest – Friday 29 November 2019. <ul style="list-style-type: none"> ○ Nicole has discussed a clean-up of this section of the trail with Services and Operations. Update: Services and Operations to make concerted effort to clear, tidy and maintain this section of the trail in time for the overnight stay on 29/11. ○ Nicole will liaise further with the property owner in this section who has requested their section of the trail be closed to determine if it could be opened for this event. ○ Committee will consider if they use the overnight stay to promote the OBRT (return visitation). 	
<ul style="list-style-type: none"> ● Section between Maggio's Road (103 Mile Post) and Birnam Station – there are a lot of snakes in this area over summer due to swampy area. Need to look at what signage is in this location to determine if additional signage to inform users' needs to be installed. 	
10. Meeting Dates & Times	
Meeting Closed 10:57am	
<p><u>Next meeting:</u></p> <ul style="list-style-type: none"> ● Tuesday 22 October at 10am to 11:30am; Venue: COPACC Meeting Room 1. Room has been booked from 9am for working group meetings. 	

Meeting Date	Meeting Action	Responsibility	Status	Update / Comments
2019 - 6 August	Midway logging works Action: Nicole to contact Midway for any upcoming works which may affect the trail.	Nicole Frampton	In Progress	Update 26/8/19 - Email sent to Midway requesting an update of proposed works.
2019 - 6 August 2019 - 7 May 2019 - 5 February	Insurance cover for farmers/landowners which licence the land to Council for OBRT purposes. (Private Property Risk Assessments/ Insurance cover for landowners which licence the land to Council for OBRT purposes). 6/8/19 - Action: Nicole to send meeting invites to landowners and committee members once report has been received and meeting date has been confirmed. Action: Nicole to seek clarification on the public liability coverage provided under the licence for landowners of the OBRT. Action: Nicole to seek further clarification on the public liability coverage provided under the current and future licence agreements for landowners of the OBRT. Timeframe: to be resolved in the next month. Motion: "That the Old Beechy Rail Trail Committee requests that Colac Otway Shire commit resources to resolving the licence agreement insurance issue as the top priority and a matter of urgency as the continued use of the trail is in jeopardy, and requests that Council provide a report back to the committee regarding the progress of this resolution". Carried.	Nicole Frampton	In Progress	Update: 10/9/19 - Risk Assessment/Insurance Landowner meeting held on 10/9/19. <u>Proposed Next Steps</u> * Minor adjustments to Risk Assessment report to be made. * Details of Insurance Option 3 to continue to be investigated - those landowners present at the meeting indicated this was their preferred insurance option. * Finalise what the insurance policy looks like - wording and costs. Option 3 proposes a group policy. Need to clarify the wording of the policy first before adding insurance clauses into the licence agreement. * Once COS has the detail around an appropriate insurance policy, officers will go back to the landowners. * Once there is an agreed insurance policy, COS will update the licence agreement and send to landowners for review. * Once licence agreement is finalised, get all parties to sign the agreement. * Update trail signage, website and brochure based on risk assessment and agreed wording. Update 26/8/19 - Individual property risk assessments report received by COS. Update 6/8/19 - Update: landowner risk assessments have been completed (29/7/19). Council waiting landowner risk assessment report, which is expected to be received the week beginning 19/8/19. Preliminary advice received. Further advice has been sought. Letters sent to landowners on 30/05/2019.
2019 - 6 August	Temporary rail closure signage Action: There has been a landowner request to remove a sign from their property. Nicole to discuss further with the landowner and advise Services and Operations to remove requested sign.	Nicole Frampton	Completed	Update 8/8/19 - Requested signage removed.
2019 - 6 August	Coram – gate locks need to be looked at again. Padlock completely gone. Fencing has been damaged. Action: Nicole to discuss with COS Services and Operations.	Nicole Frampton	In Progress	

Meeting Date	Meeting Action	Responsibility	Status	Update / Comments
2019 - 6 August 2019 - 4 June 2019 - 2 April 2019 - 5 March 2019 - 5 February 2018	Humphris Land Titles - Humphris property/land transfer	Nicole Frampton/COS	In Progress	Update 26/8/19: Revised survey work received 29/7/19. Meeting to be scheduled with landowner in coming weeks. Update 4/6/19 - meeting held with Mr Humphris on 3/6/19. Update 7/5/19 - meetin held onsite with Mr Humphris on 15/4/19. Update 2/4/19 - documentation has been received. A meeting with the landowner now needs to be organised. Waiting on the completion of the final survey to enable land transfer. Discussions and updates have been provided to the landowner (Humphris). Nicole and the property department will continue to work with the landowner to get the land transfer completed. Update 5/2/19 - Need to organise an onsite meeting to discuss exactly where the trail goes (Rick, Andrew, Chris, Nicole, Mark and surveyor).
2019 - 6 August 2019 - 4 June 2019 - 5 March 2018	Colac Station section of the OBRT Action: Nicole to send a copy of the submitted application to OBRT Committee members. Action: Interested OBRT committee members to meet and discuss ideas for the Colac Station section of the OBRT. A grant opportunity exists to address CPTED issues and improve the aesthetics of this section of the trail through a State Government grant program – Public Safety Infrastructure Fund. In recent months the existing fence has been extensively damaged again. The project proposes a better style of fencing and will also improve the amenity of area via a range of treatments (signage, maps, planting, opening up site lines) to address the perception of being unsafe.	Nicole Frampton	In Progress	Update 6/8/19 - Application submitted to Department of Justice. Update 4/6/19 - an application will be submitted under the program for works to be completed to address the CPTED issues. Update 2/4/19 - put on hold until the brochure and Golden Gumboot funding application is completed. Nicole to organise a meeting with Chris, Tricia, Sue and Philippa once the OBRT Audit and Management Plan have been completed. To be discussed at the Committee level once a meeting has occurred.
2019 - 6 August 2019 - 4 June	Midway property gate signage Action: Nicole to work with Midway to develop standard and consistent signage for the OBRT to be displayed on Midway property gates.	Nicole Frampton	Not Commenced	
2019 - 4 June	Former Play Equipment which was in Rex Norman Park to be repurposed as a wayfinding sign with OBRT directional signage installed. Motion: "That the OBRT Committee agree to provide in principle support for "Happy Jack" to be installed with directional signage on the southern side of the Otway Tourist Park on the intersection of the Gellibrand community garden walk and OBRT subject to Council approval". Carried.	Andrew Daffy	In Progress	Gellibrand Community House Project - need to seek Council approval for location of the wayfinding sign and the OBRT signage to be included.
2019 - 4 June	Honour Board for OBRT contributions at the Gellibrand Information Centre	Andrew Daffy	Not Commenced	Idea needs to be explored further.
2019 - 7 May	Acknowledgement/Token of Appreciation for Tony Grogan Motion: "That the OBRT Committee approves Andrew Daffy to create a small token of appreciation for Tony Grogan as a founder of the OBRT." Carried.	Andrew Daffy	In Progress	Update 4/6/19: Morning tea was held for Tony Grogan on 21/5/19 at the Gelli Store. Gift is nearly finished being made.

Meeting Date	Meeting Action	Responsibility	Status	Update / Comments
2019 - 7 May	<p>Committee identified items:</p> <ul style="list-style-type: none"> • Start of the OBRT in Colac – directional signage required to show where the trail starts at the Colac Station. Committee identified some confusion as to where the trail starts when you get off the train in Colac. • Committee maintenance – Maggio's Road sign DELWP sign – Nicole to contact Craig Clifford to see if this can be fixed or removed - IN PROGRESS (see update) • Some of the signs are weathered and faded – need to check asset condition audit and order new signs where replacement signs have been identified. • Colac Station section of trail – fences have been damaged again and rubbish dumped in the area. 	Nicole Frampton	In Progress	Email sent to DELWP for follow up of sign replacement - Update: Forest Fire Management staff plan to remove the old sign on Maggio's Road and replace with a new sign. The plan is to complete this job over the next few months.
2019 - 2 April	<p>New Friends of OBRT members</p> <p>Action: That the 'Friends of OBRT' advertise September/October for new members. Action: Noel Barry to develop a list of maintenance works/tasks which members of the 'Friends of OBRT' could complete.</p>	Noel Barry	Ongoing	
2019 - 5 March	<p>Hunt for the Golden Gumboot - 2019 Event Philippa Bailey will coordinate this years event.</p> <p>Motion: "That the Old Beechy Rail Trail Committee applies for funding for the Hunt for the Golden Gumboot 2019 event." Carried.</p>	Philippa Bailey	Completed	Application submitted. Awaiting notification following June OCM.
2019- 7 May 2019 - 5 March	<p>Action: Sign at the Maggio's Road/103 Mile post location has been damaged. Nicole to get Services and Operations to fix. On investigation, this sign is not COS responsibility.</p> <p>Maggio's Road sign DELWP sign – Nicole to contact Craig Clifford to see if this can be fixed or removed - IN PROGRESS (see update)</p>	DELWP	In Progress	<p>Email sent to Services and Operations - this is not a COS sign responsibility - DELWP</p> <p>Update 4/6/19: Email sent to DELWP for follow up of sign replacement - Update: Forest Fire Management staff plan to remove the old sign on Maggio's Road and replace with a new sign. The plan is to complete this job over the next few months.</p>
2019 - 5 February 2019 - 5 March	<p>Midway Plantations – upcoming harvesting and establishment activities – dates for scheduled works.</p> <p>Action: Nicole to contact Midway to confirm the dates for scheduled works.</p> <p>Action: Nicole to inform the committee members once dates for the scheduled works are provided to COS.</p>	Nicole Frampton	Completed	Update: No scheduled works planned will impact on trail users.
2019 - 6 August 2019 - 2 April 2019 - 5 February	<p>OBRT Map/Brochure</p> <p>Action: Meeting to be organised with sub-committee (Tricia, Sue, Philippa). Tricia will organise a meeting with Adrian and the sub-committee re new brochures and format.</p> <p>Motion: "That the OBRT Committee approves the spending of up to \$500 from the OBRT Committee account to use for professional photos." Carried.</p>	Tricia Jukes / Philippa Bailey	Ongoing	<p>Update 6/8/19 - Brochure project on hold until landowner risk assessment report and brochure wording is finalised. Extension to complete brochure until 30/06/20 has been received.</p> <p>Update 5/3/19 - Sue spoke to Adrian re new brochure format and web page.</p> <p>Update: 2/04/2019 - Working group has met a few times about setting up a website and the new brochure for the trail.</p> <p>Update: Meeting scheduled for 4 June prior to Committee</p>
2019- 5 February	<p>Action: Letters of thanks to be sent to Nathan Swain and Bernard Jordan following their recent resignations.</p> <p>Action: Add outgoing members to the list of letters to be sent.</p>	Nicole Frampton	In Progress	Letter/Certificate to be provided to all recent resignations and outgoing committee members.

Meeting Date	Meeting Action	Responsibility	Status	Update / Comments
2019 - 5 February	<p>Committee identified maintenance works:</p> <ul style="list-style-type: none"> * Colac Station - broken yellow marker * Coram - pedestrian and vehicle gate on Forrest St South - a chain has been installed around the vehicle and pedestrian gate restricting access. * Larsons gate - chicane pedestrian gate - committee has requested that this be removed. * Drains and surface of the trail between Gellibrand and Ferguson appears to not been touched. (Frank provided an update of the works completed along the trail) * Many sections with long grass on either side of the trail. * Drains in Fairyland section are clogged/blocked with leaf litter. * Fairyland section fern fronds are too low - low height. * Section between Maxwells Road and Birnam Station needs attention. <p>Action: Nicole to email committee identified maintenance works to COS Services and Operations</p>	COS Service and Op	Ongoing	<p>Coram - chain has been removed. Larson's Gate Chicane Pedestrian Gate has been removed. Services and Operations are conducting weekly inspections of the trail - during these inspections trees are trimmed, vegetation cleared where required.</p>
2018 - 4 December	<p>Donation from Events to go towards OBRT maintenance - Trail preparation for event Committee discussion – perhaps the committee needs to consider that event organisers consider giving a donation to the committee for the use of the trail for events. The donation would be used by the committee for ongoing maintenance of the trail.</p> <p>Action: Committee notes this discussion and will consider requesting a donation for future requests to use the OBRT for events.</p>	Committee	Ongoing	
2018 - 4 December	<p>Friends of OBRT Newsletter Send through any news or project updates to Philip Dandy to be included in the Friends of the OBRT Newsletter. Action: Tricia and Sue to provide updates to be included in the newsletter; eg. market exhibitions, grants, events, etc.</p>	Committee	Ongoing	

Meeting Date	Meeting Action	Responsibility	Status	Update / Comments
2019 - 7 May 2019 - 2 April 2019 - 5 March 2018 - 4 December	<p>Committee Appointments/Membership</p> <p>Motion: "That the Old Beechy Rail Trail Committee request that Council officers work towards, as soon as possible, seeking Council approval to amend the Old Beechy Rail Trail Committee Charter by changing the committee membership to reflect the Committee's proposal of: two (2) Council representatives (one Councillor and one member of Council staff); five (5) Community representatives; one (1) DELWP representative (Department of Environment, Land, Water and Planning); one (1) Landowner representative; and one (1) Friends of the Old Beechy Rail Trail representative; and amend Section 3.3 of the current charter to include "more often as required as called by the chair".</p> <p>Carried</p> <p>Action: That Nicole send letters/emails to the current OBRT Committee representatives and representative organisations informing them of the changes to the Committee membership and inviting interested persons to apply for one of the community representative positions.</p> <p>Motion: "That Tony Grogan, if available, is involved in the OBRT Committee community representative selection process".</p> <p>Carried.</p> <p>Motion: "That the outgoing Old Beechy Rail Trail Committee formally recommends to put forward to Council for endorsement the four nominations received for the community representative OBRT Committee positions."</p> <p>Carried.</p>	Nicole Frampton	Completed	<p>Report presented to 30 January 2019 OCM for consideration</p> <p>- Council endorsed the changes to the OBRT Committee Instrument of Delegation and Charter.</p> <p>Update 5/03/2019: Advertisement placed in Colac Herald (1 March), and requested to be placed in the Apollo Bay News, Birregurra Mail, Apollo Bay website, Otway Light, and Forrest Post.</p> <p>Action Completed - Letters sent to representatives and representative organisations</p> <p>Tony Grogan will be invited to attend selection panel meetings. Motion not required - only 4 community position nominations were received.</p> <p>Report presented to 24 April 2019 OCM for consideration - Council appointed the following nominated members Andrew Daffy, Philippa Bailey, Sue Thomas, Cyril Marriner, Craig Clifford (Proxy Linda Laurie), Tricia Jukes and Noel Barry to the Old Beechy Rail Trail Committee'.</p>
2018 - 4 December	<p>OBRT Risk Assessment Report - Dinmont to Ditchley Closure</p> <p>Motion: "That the Old Beechy Rail Trail Committee reinforces its position that the rail trail section through Humphris (Dinmont to Ditchley) remain closed due to risk factors and until such time as the steep section and the cattle crossing section are rectified in line with the committees expectations, and that the committee request that Council do the appropriate work on the road section to mitigate our risks as identified in the MAV Insurance Risk Assessment Report."</p> <p>Carried.</p>	Nicole Frampton	In Progress	<p>Whilst maintenance works are being completed in this section of the trail, the trail remains closed to users.</p> <p>Council officers are developing a traffic management plan to ensure the Old Beech Forest Road is signposted accordingly during trail closures and diversion to the road.</p> <p>Council has commissioned works to survey a proposed re-alignment of the existing trail to eliminate one of the very steep sections of trail, to improve the gate crossing, and two other steep sections of trail within the Ditchley gully area.</p>
2018 - 4 December	OBRT Audit - Trail Management Plan	Nicole Frampton/COS Assets Department	Not Commenced	This is still being completed.

Meeting Date	Meeting Action	Responsibility	Status	Update / Comments
2018 - 4 December	<p>Old Beechy "Train" rides (by C & M Smith) along the OBRT for the 2018/19 season</p> <p>A Risk Assessment must be provided to Council and reviewed prior to conducting any train rides along the trail on behalf of the committee. The train will be required to operate in accordance with the completed Risk Assessment.</p> <p>The dates of use must be provided to Council prior to using the train along the trail. All bookings will be entered into the OBRT calendar bookings system. This is required to ensure maintenance works can be scheduled around the train's use of the trail.</p> <p>A report will need to be provided to the committee at the conclusion of the trains operating season.</p> <p>Motion: "That the Old Beechy Rail Trail Committee members agree to C & M Smith operating the "train" on behalf of the Old Beechy Rail Trail Committee from December 2018 until the end of May 2019 as detailed above and as per the Risk Assessment and dates of use being provided to Colac Otway Shire prior to the "trains" use of the trail". Carried.</p>	Chris Smith	Not Received	COS has not yet received a completed risk assessment for review. COS has not yet received any dates for the train along the trail.
2018 - 4 December	<p>Crowes Buffer Stop</p> <p>Works will need to be completed to fix the Crowes Buffer Stop.</p>	Committee	Not Commenced	Committee to determine the works required to be completed.
2019 - 2 April 2018 - 4 December	<p>Timber trolley/OBRT information building at Rex Norman Park, Gellibrand</p> <p>Works will be required in the future on both the trolley and the building. If Council is going to undertake any works on this building, the Committee would like to know what is going to happen prior to any works occurring. Noted.</p> <p>Works are required - needs a good clean and some boards need to be replaced. Some signs need fixing, promotional material and old photos need to be protected. Fireplace is being used for rubbish.</p> <p>The building needs a working bee to spruce it up. The Committee is responsible for the upkeep and maintenance of the building. Council would possibly be responsible for the structural elements of the building.</p> <p>The comments book - there are great comments that need to be captured - comments should be photocopied at regular intervals.</p>	Nicole Frampton	Not Commenced	Committee will be updated if works are to be undertaken
2018	Beech Forest to Ferguson maintenance/condition update	Nicole Frampton	Ongoing	Maintenance is being completed to improve this section of trail. Works completed include spraying, vegetation clearance, surface
2018	Outstanding maintenance items	Nicole Frampton	Ongoing	An audit has been completed for the full length of the trail. Maintenance is being completed as per identified works.
2018	Broken trail sign - Gellibrand	Nicole Frampton	Not Commenced	This still needs to be completed. Works will commence once the Coram sign is replaced.
2018	List of land owners (including map) & Licence Renewal update	Nicole Frampton	In Progress	Update 5/2/19 - Letter sent to land owners re Licence Renewal on 21/12/2018. Current Licence Agreement is being reviewed at the moment.

Meeting Date	Meeting Action	Responsibility	Status	Update / Comments
2019 - 4 June 2019 - 7 May 2019 - 2 April 2019 - 5 March 2019 - 5 February 2017	Coram Station Sign Replacement	Noel Barry	In Progress	Works are progressing to complete the replacement sign. Update 7/5/19 - Board finished with letters needing painting Update 2/4/19 - Still progressing but slowly. Update 5/3/19 - Sign was attempted to be painted. Due to the hot weather, the paint job isn't very good and will need redoing. The fascia panel will also now need replacing. Update 5/2/19 - Sign needs painting and will then be finished.



September 2019

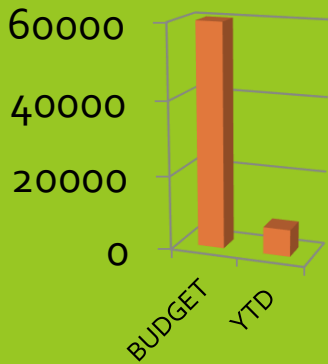
Monthly Report

Summary

In the 2018/19 financial year, \$72,327 was spent completing maintenance along the OBRT. The trail remains closed from Gellibrand to Ferguson whilst Council works with landowners to address their concerns.



Budget Status 2019/20



Works Completed

Weekly inspections of the trail are carried out on the last working day of each week and include clearing of low hanging branches, removal of fallen logs, clearing drainage and inspection of signage.

COS Quality Assurance inspector has completed a review of the surface and drainage, and will generate a works for completion task sheet - Completed inspection from Colac to Gellibrand.



Works Planned

Weekly inspections continue along the full length of the trail, which includes sections of the trail currently temporarily closed.

Concentrated effort in sections for Hunt for the Golden Gumboot event (Kawarren to Gellibrand) and the section proposed to be re-opened (Gellibrand to Wimba).

Council's Quality Assurance inspection – complete Gellibrand to Ferguson inspection in the next week.

Events along the OBRT

Event applications received:

- Nil

Recent Events:

- Nil

Upcoming Events:

- Hunt for the Golden Gumboot (21/9-5/10)

Average Pedestrians per day

August: 10.3

September: 8.8

(open trail sections only)



Trail Count

Merits Received

Media Posts



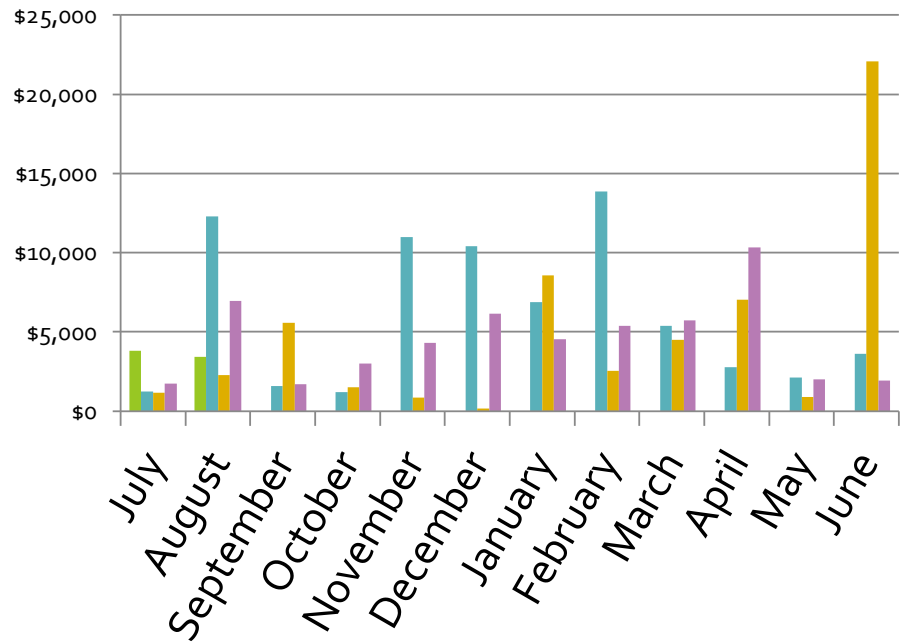
Licence / Landowner Agreements

Purpose of this section is to provide the committee with an update of current and due to expire agreements.

- 14 landowner licence agreements – 5 expired in December 2018. Property owners have been notified that the agreement continues as per existing arrangement.
- 21/12/2018 – Letter sent to all landowners advising that Council is reviewing the licence agreement to ensure it meets today's legislative requirements.
- A draft new licence agreement was received from legal and has been reviewed by Council officers.
- Further advice is being sought in relation to insurance and indemnity clauses and the landowners' coverage.
- A benchmarking investigation of licence agreements for other rail trails has been completed (discussions were held with Bendigo's O'Keefe Rail Trail managers).
- Discussions have been held with trail advisers regarding landowner risk assessments.
- Letter sent to landowners 31/05/2019 providing them with an update.
- Landowner risk assessments have been completed (29/7). Council is waiting to receive the report.
- Risk Assessment Reports provided to Council on 26/8.
- Landowner risk assessment and insurance meeting scheduled 10/9/19.
- Draft licence agreements will be finalised and be provided to landowners for consideration following discussions held on 10/9. The findings of the risk assessments will be considered in the draft agreement.

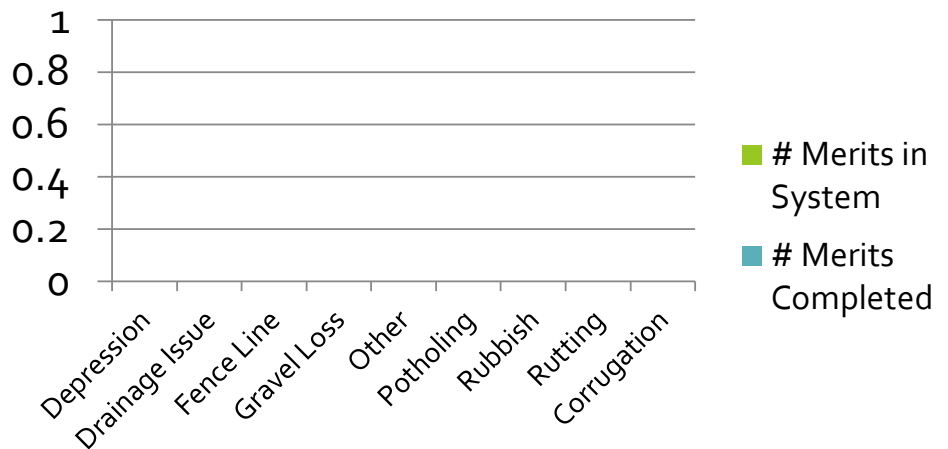
OBRT Maintenance Budget – Monthly Expenditure

■ 2019/20 Budget ■ 2018/19 Budget ■ 2017/18 Budget ■ 2016/17 Budget

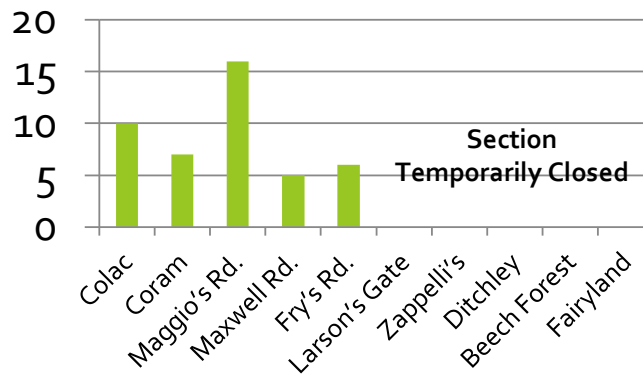


OBRT Merits – Monthly Report

No Open Merit Actions



OBRT Average Pedestrians Per Day



CLOSED SESSION

Recommendation

That pursuant to the provisions of Section 89(2) of the Local Government Act 1989, the meeting be closed to the public and Council move into Closed Session in order to deal with:

<i>SUBJECT</i>	<i>REASON</i>	<i>SECTION OF ACT</i>
<i>Minutes of the Closed Session Council Meeting held on 25 September 2019</i>	This matter deals with personnel matters; and this matter deals with contractual matters; and this matter deals with legal advice.	Section 89 (2) (a), (d) & (f)
<i>Bluewater Project - Post Project Review</i>	This matter deals with contractual matters; and this matter deals with legal advice; and this matter deals with any matter which the Council or special committee considers would prejudice the Council or any person.	Section 89 (2) (d), (f) & (h)