



Colac Otway
SHIRE

ORDINARY COUNCIL MEETING

AGENDA

Wednesday 24 February 2021

at 4:00 PM

COPACC

95 - 97 Gellibrand Street, Colac

Next Council Meeting: 24 March 2021



COLAC OTWAY SHIRE COUNCIL MEETING

Wednesday 24 February 2021

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	Councillor Code of Conduct	6
10.2	Community Engagement Policy - Report and Submissions	36
10.3	Irrewillipe Basin Development Stage 1	82
10.4	Community Sports Infrastructure Stimulus Program	162
10.5	Colac Otway Shire Grants Program 2021-22 - Guidelines Review	171
10.6	Road Management Plan Review.....	198
10.7	Review and Consolidation of Council Policies 18.13 Live Streaming and Recording of Council Meetings & 18.16 Audio Recordings Of Council Meetings	267
10.8	Quarterly Performance Report - October to December 2020	282
10.9	Authorisation of Officers under the Planning and Environment Act 1987	349
10.10	Policy Review - Acquisition and Disposal of Council Property	355
10.11	Notice of Motion - Kennett River - City Deals Project	371
10.12	Notice of Motion - Municipal Rate Waiver for Apollo Bay Mechanics Institute Hall.....	381

10.13 Report of Informal Meetings of Councillors385

COLAC OTWAY SHIRE COUNCIL MEETING

NOTICE is hereby given that the next **COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held at COPACC on Wednesday 24 February 2021 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.

RECORDING AND PUBLICATION OF MEETINGS

Please note: All Council and Committee meetings will be audio recorded and live streamed, 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 the Governance Rules, 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.

A registration system will be in place for the February Council meeting to allow members of the public to attend this meeting. To ensure COVID-19 restrictions are adhered to, the number of people allowed to attend will be capped according to the room size, therefore any person who wishes to attend the meeting must register by contacting the shire before 5:00pm on Tuesday 23 February 2021.

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

A petition requesting that Council erect bollards at the north / west end of Surf Avenue, Skenes Creek has been received from the community. The petition was submitted on two forms and contained a total of 76 signatures, representing 58 individuals as some community members signed both petition forms.

A report responding to the petition will be tabled at the Council meeting to be held on 24 March 2021.

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

- **Council Meeting held on 27 January 2021.**

Recommendation

That Council confirm the minutes of the Council Meeting held on 27 January 2021.

Item: 10.1

Councillor Code of Conduct

OFFICER	Marlo Emmitt
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	1. Councillor Code of Conduct - 20210218 [10.1.1 - 27 pages]
PURPOSE	To consider the Councillor Code of Conduct for adoption

1. EXECUTIVE SUMMARY

The existing Councillor Code of Conduct was adopted by Council on 28 November 2018.

The *Local Government Act 2020* requires Council to develop and maintain a Councillor Code of Conduct that includes the standards of conduct expected to be observed by councillors that are prescribed in the *Local Government (Governance and Integrity) Regulations 2020*. A Councillor Code of Conduct may also include any other matters which the Council considers appropriate.

Under the Act, Council must review and adopt the Councillor Code of Conduct within four months of the general election, being 24 February 2020.

2. RECOMMENDATION

That Council

- 1. *Revokes the Councillor Code of Conduct dated February 2019.***
- 2. *Adopts the revised Councillor Code of Conduct dated February 2021.***
- 3. *Reviews the Code at a Councillor Briefing within 12 months.***

3. KEY INFORMATION

The purpose of this report is to present the revised Councillor Code of Conduct (Code) to Council for adoption.

The Council must adopt a Code within four months of the general election (held on 24 October 2020), to meet the requirements of the *Local Government Act 2020*. In the interim, the existing Code has continued to operate. The revised Code of Conduct must be adopted by Council on 24 February 2021.

Section 139 (2) of the *Local Government Act 2020* states:

- The purpose of the Councillor Code of Conduct is to include the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions as Councillors, including prohibiting discrimination, harassment (including sexual harassment) and vilification.

Councillors have participated in both workshops and briefings to review and develop their Code. During this process, Councillors reviewed the requirements of the *Local Government Act 2020* and the associated *Local Government (Governance and Integrity) Regulations 2020*, and other matters the Council considered appropriate (having regard to best practice examples and other Councillor Codes).

The matters which the Code must include are new mandatory standards of Councillor conduct (conduct standards) and a new internal arbitration process for determining complaints alleging misconduct under the Code.

Section 140(1) states that Council may review or amend the Councillor code of Conduct at any time (once it has adopted their initial Code of Conduct), however, Council can only amend the Councillor Code of Conduct by a formal resolution of the Council passed at a meeting by at least two-thirds of the total number of Councillors elected to the Council.

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

2. Openness and accountability in decision making.
3. Organisational development and legislative compliance.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable.

LEGAL & RISK

Council must be compliant with the *Local Government Act 2020* by 24 February 2020.

FINANCIAL & BUDGETARY

Not applicable.

7. IMPLEMENTATION STRATEGY

The Councillor Code of Conduct comes into effect immediately following formal adoption by the Council.

COMMUNICATION

The Councillor Code of Conduct will be made available on Council's website as soon as practicable following adoption.

TIMELINE

As discussed above, pursuant to the *Local Government Act 2020* the Councillor Code of Conduct is required to be adopted by 24 February 2021.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



COUNCILLOR CODE OF CONDUCT

Adopted by Council: <<INSERT DATE>>





Contents

1. Introduction	3
2. First Nations Acknowledgment	3
3. Purpose	3
4. Scope	3
5. Legislative context	3
6. Councillor Standards of Conduct	3
6.1. Standard 1 – Treatment of others	4
6.2. Standard 2 – Performing the role of Councillor	4
6.3. Standard 3 – Compliance with Good Governance Measures	4
6.4. Standard 4 – Councillor Must Not Discredit or Mislead Council or Public	5
6.5. Standard 5 – Standards do not Limit Robust Political Debate	5
7. Roles and Responsibilities	5
7.1. Role of Council	5
7.2. Role of Councillor	5
7.3. Role of the Mayor	5
7.4. Role and Powers of the Deputy Mayor	6
7.5. Role of the Chief Executive Officer	6
8. Specific Councillor Conduct Obligations	6
8.1. Councillor Values and Behaviours	6
8.2. Council Decision Making	7
8.3. Conflict of Interest	7
8.4. Use of Council resources	7
8.5. Councillor and Staff Interactions	8
8.6. Political Activity	8
8.7. Bullying, vilification and victimisation	8
8.8. Human rights and equal opportunity	8
8.9. Occupational health and safety	9
8.10. Sexual Harassment	9
8.11. Interacting with children and young people	9
8.12. Personal Dealings with Council	10
8.13. Councillor and officer engagement	10
8.14. Gifts, Benefits or Hospitality	10
8.15. Community Diversity	10



8.16. <u>Reporting Unethical Behaviour</u>	10
8.17. <u>Media and Communications</u>	10
8.18. <u>Use of Council Information</u>	11
8.19. <u>Land Use Planning, Development Assessment and Other Regulatory Functions</u> ...	11
9. <u>Dispute Resolution Process</u>	11
9.1. <u>Purpose</u>	11
9.2. <u>Scope</u>	12
9.3. <u>Responsibilities</u>	12
9.3.1. <u>Mayor and Deputy Mayor</u>	12
9.3.2. <u>Councillor Conduct Officer</u>	13
9.3.3. <u>Chief Executive Officer</u>	13
9.3.4. <u>Councillors</u>	13
9.4. <u>Informal Internal Resolution Between Parties to a Dispute</u>	13
9.4.1. <u>Discussion</u>	13
9.5. <u>Formal Internal Resolution Between Parties to a Dispute</u>	13
9.5.1. <u>Interpersonal Disputes and Alleged Contravention of the Councillor Code of Conduct</u> 13	
9.5.1.1. <u>Internal Resolution Discussion</u>	13
9.5.1.2. <u>Internal Independent Mediation</u>	14
9.5.2. <u>Internal Arbitration Process for Breaches of the Prescribed Standards of Conduct</u> 15	
9.5.3. <u>Failure to Participate in Internal Arbitration Process</u>	17
9.6. <u>Application to Councillor Conduct Panel</u>	17
Appendix 1 – Definitions	18
Appendix 2 - Overarching Governance Principles	22
Appendix 3 – Undesirable Behaviours	23
Appendix 4 - Relevant Legislation	24
Appendix 5 - Relevant Council Policies	25
Appendix 6 – Dispute resolution flowchart	26



1. Introduction

The Councillor Code of Conduct (Code) forms part of Colac Otway Shire's Governance Framework, which is set out in the *Local Government Act 2020* (the Act). The primary objective for the Colac Otway Shire Council (Council) is to endeavour to achieve the best outcomes for the local community having regard to the long term cumulative effect of its decisions.

This Code is a public declaration that Councillors of the Council are committed to governing the municipality effectively and will observe the principles of good governance and integrity.

The Code was adopted by Council on 24 February 2021 and is required to be reviewed within four months of a general election.

2. First Nations Acknowledgment

Council proudly acknowledges the Gulidjan (Goole-ee-jan) and Gadubanud (Gad-a-ban-nood) peoples as the traditional custodians of the Colac Otway Region. We acknowledge that the Council is located on and conducts business upon lands of the Gulidjan and Gadubanud people.

We will observe the appropriate protocols for acknowledgement of the original inhabitants of this land. The following Acknowledgement of Council is read by the Mayor (or Chief Executive, as appropriate) at all formal Council meetings and civic receptions prior to commencement of any formal proceedings:

"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."

3. Purpose

The purpose of the Code is to set out the standards of conduct expected to be observed by Councillors in the course of their duties and functions as Councillors, including prohibiting discrimination, harassment (including sexual harassment) and vilification.

4. Scope

This Code applies to the Councillors of the Colac Otway Shire Council.

5. Legislative context

The *Local Government Act 2020* requires Council to develop and maintain a Councillor Code of Conduct that includes the standards of conduct expected to be observed by Councillors prescribed in the *Local Government (Governance and Integrity) Regulations 2020*. A Councillor Code of Conduct may also include any other matters which the Council considers appropriate.

6. Councillor Standards of Conduct

Councillors must comply with the prescribed Standards of Conduct in Schedule 1 to the *Local Government (Governance and Integrity) Regulations 2020*.

A breach of the conduct standards constitutes *misconduct* as defined under the Act.



6.1. Standard 1 – Treatment of others

In performing the role of a Councillor, we will treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that we:

- take positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the *Equal Opportunity Act 2010*
- support Council in fulfilling its obligation to achieve and promote gender equality
- do not engage in abusive, obscene or threatening behaviour in our dealings with members of the public, Council staff and Councillors
- in considering the diversity of interests and needs of the municipal community, treat all persons with respect and have due regard for their opinions, beliefs, rights and responsibilities.

6.2. Standard 2 – Performing the role of Councillor

In performing the role of a Councillor, we will do everything reasonably necessary to ensure that we perform the role of a Councillor effectively and responsibly, including by ensuring that we:

- undertake any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor
- diligently use Council processes to become informed about matters which are subject to Council decisions
- are fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity
- represent the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.

6.3. Standard 3 – Compliance with Good Governance Measures

In performing the role of a Councillor, to ensure the good governance of Council, we will diligently and properly comply with the following:

- any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors
- the Council Expenses Policy adopted and maintained by the Council under section 41 of the Act
- the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act
- any directions of the Minister issued under section 175 of the Act.



6.4. Standard 4 – Councillor Must Not Discredit or Mislead Council or Public

In performing the role of a Councillor, we will:

- ensure that our behaviour does not bring discredit upon Council
- not deliberately mislead Council or the public about any matter related to the performance of our public duties.

6.5. Standard 5 – Standards do not Limit Robust Political Debate

Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.

7. Roles and Responsibilities

7.1. Role of Council

The primary role of Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. Council must perform its role in accordance with the Overarching Governance Principles (refer Appendix 2).

7.2. Role of Councillor

The role of every Councillor is to:

- participate in the decision making of the Council
- represent the interests of the municipal community in that decision making
- contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

In performing the role of Councillor, each Councillor will:

- consider the diversity of interests and needs of the municipal community
- support the role of the Council
- acknowledge and support the role of the Mayor
- act lawfully and in accordance with the oath or affirmation of office
- act in accordance with the standards of conduct
- comply with Council procedures required for good governance.

7.3. Role of the Mayor

The role of the Mayor is to:

- chair Council meetings and be the principal spokesperson for the Council
- lead engagement with the municipal community on the development of the Council Plan
- report to the municipal community, at least once each year, on the implementation of the Council Plan
- promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct
- assist Councillors to understand their role



- take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer
- provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings
- perform civic and ceremonial duties on behalf of the Council.

7.4. Role and Powers of the Deputy Mayor

Where the Mayor is not present but his or her attendance is required to carry out the Mayoral functions or duties, the Deputy Mayor will perform the role of the Mayor and may exercise any of the powers of the Mayor.

7.5. Role of the Chief Executive Officer

The role of the Chief Executive Officer is prescribed in section 46 of the Act, but in general terms the Chief Executive Officer is responsible for supporting the Mayor and Councillors in the performance of their roles and ensuring the effective and efficient management of the day to day operations of the Council.

8. Specific Councillor Conduct Obligations

The following section sets out specific conduct obligations that are agreed by all Councillors.

8.1. Councillor Values and Behaviours

In undertaking our role as Councillors we will uphold the following agreed values of being:

- Community focussed
- Fair and inclusive
- Respectful
- Transparent and open
- Collaborative
- Prepared, efficient and productive
- Strategic, with a view to the future
- Respectful of diversity of opinions and differences
- Supportive of an open and safe environment in which to have robust discussions
- Accountable for delivering results.

In undertaking our roles as Councillors we agree that the following behaviours underpin these values:

- Listening actively and showing respect for one another and our roles
- Greeting each other courteously
- Being prepared when coming together to discuss Council business and engaging with an empathetic approach towards each other's viewpoints
- Maintaining an approach to things with an optimistic perspective
- Acknowledging good work



- Moving on and letting go of things to move forward together.

A list of behaviours we do not want see are included at Appendix 3.

8.2. Council Decision Making

In performing the role of Councillor, we commit to making all decisions impartially and in the best interests of the community. We will actively participate in the decision-making process and appropriately inform ourselves of the matter at hand. We will abide by the Governance Rules, which govern the conduct of Council meetings. Once a decision has been made, we will respect the making of that decision.

We will observe due regard to procedural fairness, the absence of bias in decision-making and will conform with relevant legislation and policies in the consideration of matters, including conflict of interest provisions, and the Councillor Interaction with Council Staff Protocol.

We understand that Council is bound by the decisions made at Council meetings, and that while we may not agree with all decisions made, it is our collective responsibility to ensure the stability of governance in our Shire.

8.3. Conflict of Interest

Each Councillor is required to identify, manage and disclose any conflicts of interest they may have in accordance with sections 126 to 131 of the Act, and Chapter 5 of the Governance Rules.

We acknowledge that we have read and understand these provisions and will abide by them. In the event that we consider that we have an actual or perceived conflict of interest in relation to a matter, we will declare and identify this at the commencement of any discussion on the matter. We will seek advice from the Chief Executive Officer or other appropriate person if we need assistance on interpretation of the legislative provisions.

We understand that the declaration must be in writing, and must be made at any Council meeting, delegated committee meeting or meeting conducted under the auspices of Council, at which the matter is to be discussed. Failure to comply with these provisions may constitute *serious misconduct*.

8.4. Use of Council resources

We commit to using Council resources effectively and economically and in accordance with all Council policies. In particular, we will:

- use Council resources, which may include equipment, information, staff resources, property of any kind and other assets, which have been provided to us only for the purposes of our duties as a Councillor and not for private purposes unless properly authorised to do so
- maintain adequate security over Council property, facilities and resources in our possession or control
- ensure that any claim for expenses that we may make will be in accordance with all legislative obligations and Council policies
- not use public funds or resources in a manner that is improper or unauthorised.



8.5. Councillor and Staff Interactions

The Chief Executive Officer is responsible for managing interactions between Councillors and Council Staff and ensuring the appropriate policy, protocols and practices are in place. Councillors acknowledge that the relationship between Councillors and Council Officers must be one of mutual cooperation and support.

Interactions are guided by the *Council and Staff Interactions – Chief Executive Officer Protocol*.

8.6. Political Activity

We are committed to ensuring that elections conducted by the Colac Otway Shire Council are done so fairly and democratically and in accordance with the highest standards of governance. Where we are a sitting Councillor during an election period we will abide by the requirements of the applicable legislation and the Council-endorsed Election Period Policy (which forms part of the Council's adopted Governance Rules) and, whether or not we are standing for re-election, we will at all times act respectfully towards all candidates for the election.

8.7. Bullying, vilification and victimisation

Council is committed to maintaining a workplace that is free from bullying, vilification and victimisation, where all people are treated with dignity and respect. In performing our role as Councillors, we must take positive action to eliminate victimisation in accordance with the *Equal Opportunity Act 2010*.

We will uphold Council's obligations to support a safe workplace, and will not engage in repeated unreasonable behaviour toward another Councillor or member of Council staff that creates a risk to the health and safety of that other Councillor or member of Council staff.

We will take all reasonable steps to eliminate bullying, vilification and victimisation at Council.

8.8. Human rights and equal opportunity

In performing our role as Councillors we must take positive action to eliminate discrimination in accordance with the *Equal Opportunity Act 2010* and support Council in fulfilling its obligation to achieve and promote gender equality.

We acknowledge the human rights that are protected under the *Victorian Charter of Human Rights and Responsibilities Act 2006* and undertake to exercise our duties in a manner that is compatible with the rights set out in the Charter.

We acknowledge this undertaking extends to all our relationships as a Councillor, including with other Councillors, the Chief Executive Officer and Council employees, as well as any member of the public with whom we may have contact, and any decisions we participate in as a Councillor.

We are committed to treating all people with dignity and respect and recognise that there is no place for unlawful discrimination, harassment (sexual or otherwise), racial and religious vilification and victimisation of any individual. We will:

- take all reasonable steps to eliminate all forms of discrimination at Council
- support Council to fulfil its obligation to achieve and promote gender equality.



8.9. Occupational health and safety

Council is committed to providing and maintaining a safe workplace for all and recognises the provisions of the *Occupational Health and Safety Act 2004* (OHS) apply to Council and Councillors. The Chief Executive Officer has a clear accountability for OHS matters, given their mandate under the Act, and will put policies in place from time to time to ensure a safe workplace for Councillors to carry out their civic duties.

As Councillors, we understand that occupational health and safety is a shared responsibility. Accordingly, we will:

- take reasonable care to protect our own health and safety as well as the health and safety of others in the workplace
- take reasonable care to make sure Council carries out, through the Chief Executive Officer, its general duties to ensure a safe workplace that is without risks to health by ensuring appropriate systems and policies are in place to manage those risks and consider any health and safety implications of Council decisions.

8.10. Sexual Harassment

Sexual harassment is against the law and will not be tolerated under any circumstances. In performing our role as Councillors, we must take positive action to eliminate sexual harassment in accordance with the *Equal Opportunity Act 2010*.

We will not engage in any unwelcome conduct of a sexual nature towards another individual where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the individual harassed would be offended, humiliated or intimidated. We will take all reasonable steps to eliminate sexual harassment at Council.

8.11. Interacting with children and young people

Council prides itself on being a child safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation which governs the protection of children and young people and deals with the failure to report harm, failure to protect and grooming offenses.

Accordingly, we undertake to:

- maintain the highest standards of professional conduct in our attitude, behaviour and interactions with children and young people
- support and maintain Council's commitment to the safety and wellbeing of children and young people and including through any decision we participate in as a Councillor
- take all reasonable steps to protect children and young people from harm, including complying with Council's obligations under State and Federal child protection legislation and the Victorian Child Safe Standards.



8.12. Personal Dealings with Council

When dealing with Council in a personal capacity (for example, as a ratepayer, recipient of a Council service or applicant for a permit), we will not expect or request preferential treatment.

To ensure transparency and fairness, complaints received by Councillors should be treated the same way as ones made to Council officers. We must not seek to direct or influence the complaint handling process.

We are aware the same service standards apply to a Councillor request, as a request for service from a community member.

8.13. Councillor and officer engagement

We have read and understood the requirements of Section 124 of the Act and will not seek to improperly direct or influence members of Council staff in the exercise of their duties. We will follow all procedures and protocols which set out interaction between Councillors and the Chief Executive Officer, senior management and other employees.

8.14. Gifts, Benefits or Hospitality

Councillors should avoid situations that give rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment.

We will comply with Council's Gifts, Benefits and Hospitality Policy and other applicable legislation.

8.15. Community Diversity

Council is committed to providing a welcoming and positive experience for all, regardless of background, culture, nationality, sexual orientation, gender identity or accessibility needs.

8.16. Reporting Unethical Behaviour

Ethical behaviour is an integral part of responsible, effective and accountable government. We acknowledge Council's obligations under the *Public Interest Disclosures Act 2012* to facilitate the making of disclosures of improper conduct by public officers and public bodies, including Council, its employees and Councillors.

We will immediately report to the Chief Executive Officer and/or appropriate integrity body, in line with the Council's Public Interest Disclosures Procedures, any suspected, potential or actual fraudulent, criminal, unethical, corrupt or other unacceptable behaviour that comes to our knowledge. We will participate as required to the best of our ability in any subsequent investigation whether undertaken internally or externally.

8.17. Media and Communications

Councillors have an obligation to effectively and satisfactorily communicate the decisions of Council and to respond to the community as required. To ensure that clear and consistent messages are communicated, the Council's Communications Policy sets out the management of media enquiries, release of information and nominated spokespersons.

Whilst it is understood that it is acceptable for an individual Councillor to publicly state that they did or did not vote in favour of any Council decision (made in open session) and the reasons, each Councillor agrees that this is to be done in a manner which is respectful of Council.



We will:

- respect the roles of Council's official spokespersons
- respect Council's decisions by not actively undermining any decisions which have been made
- not bring Council into disrepute through any of our words or actions
- not speak on behalf of Council without authority
- ensure any personal opinions or views we express publicly are identified as our own and not those of Council
- ensure any communications we make are not offensive, derogatory, insulting or otherwise damage the reputation of Council.

8.18. Use of Council Information

We acknowledge that information which is 'confidential information' within the meaning of section 3 and section 125 of the Act, and Chapter 6 of the Governance Rules may not be disclosed by us except in certain specified circumstances (refer Appendix 1).

We understand that Council information may also be subject to other legislation including the *Health Records Act 2001*, *Privacy and Data Protection Act 2014* and *Freedom of Information Act 1982*. We understand that all briefing material provided to Councillors shall be considered confidential unless that information is otherwise made publicly available by resolution of Council or the Chief Executive Officer.

We will comply with any legislative provisions and Council policies concerning our access to, use of, or disclosure of Council information, whether confidential or otherwise.

8.19. Land Use Planning, Development Assessment and Other Regulatory Functions

The safety and integrity of Council and Councillors in performance of their duty is of primary importance.

We recognise the separation of our roles and responsibilities from those of the Chief Executive Officer and Council officers and as such will abstain from involvement in functions such as the issuing of permits (unless referred to Council for a formal resolution), the consideration of fines, prosecutions and other similar regulatory functions of the Council.

When proposing to meet with a planning permit applicant, either for the purpose of discussing the application or where the application is likely to become controversial, we will seek a meeting via the Planning Manager to ensure a Council planning officer is present.

9. Dispute Resolution Process

9.1. Purpose

This part describes the processes for Councillors who wish to report and resolve a dispute with another Councillor under the Code. Councillors recognise that the democratic process of local government involves holding, and expressing, different and sometimes opposing viewpoints. It is a normal, and vital, function of this process that these different views are shared in a considered and informed way. Although all Councillors strive to engage in positive, constructive and respectful interactions, conflict and/or disputes may arise.



All Councillors recognise that they hold an individual and collective responsibility to resolve disputes in a proactive, positive and courteous manner before they are escalated, to avoid such disputes threatening the effective operation of Council.

The primary purpose of an internal resolution procedure is to provide Councillors with support and mechanisms to resolve conflicts and disputes in a manner that enables them to move forward and establish and maintain effective working relationships. The procedure also provides avenues and guidance for escalating more serious issues and allegations where required.

This procedure:

- is not intended to resolve differences in policy or decision making, which are appropriately resolved through discussion and voting in council and committee meetings
- does not include a complaint made against a Councillor or Councillors by a member or members of Council staff, or by any other person, or a “disclosure” under the *Public Interest Disclosures Act 2012*.

9.2. Scope

This procedure operates alongside, and does not displace, any external avenues provided for by legislation for the reporting and resolution of issues and disputes.

For the purposes of this part:

- This procedure does not deal with allegations of criminal misconduct as they are envisaged to be raised with Victoria Police or other relevant mechanisms.
- Nothing in this procedure prevents an individual Councillor with a specific issue or dispute from pursuing other avenues available to them under the law.

Where members of the public would like to raise a complaint against a Councillor for a possible breach or offence under the Act or this Code, this may be directed to the Local Government Inspectorate or the Colac Otway Shire Councillor Conduct Officer. For the avoidance of doubt, a member of the public may raise a formal complaint through any available channel external to Council as provided by law.

In particular, some allegations of Councillor *misconduct* under this Code may also constitute *serious misconduct* under the Act. In these instances, it is open to Council, a Councillor, or a group of Councillors, to make an application for a Councillor Conduct Panel. For allegations of gross misconduct, Council, a Councillor(s) or members of the public can raise complaints to the Local Government Inspectorate.

9.3. Responsibilities

9.3.1. Mayor and Deputy Mayor

The Mayor and Deputy Mayor have a responsibility to:

- establish and promote appropriate standards of conduct
- support good working relations between Councillors
- support Councillors in dispute resolution.



9.3.2. *Councillor Conduct Officer*

The Councillor Conduct Officer has a responsibility to:

- assist Council in the implementation and conduct of the internal resolution procedure
- assist the Principal Councillor Conduct Registrar to perform the functions specified in section 149 of the Act.

9.3.3. *Chief Executive Officer*

The Chief Executive Officer has a responsibility to:

- ensure that support and assistance is available to all Councillors where it is required
- take all reasonable steps to ensure the consistent and accountable application of this policy across Council
- comply with all relevant legislation as the senior officer within Council administration.

9.3.4. *Councillors*

Councillors as defined in this section have a responsibility to:

- co-operate with any investigation into, or arbitration of, a complaint made under this procedure
- maintain confidentiality regarding any complaint.

9.4. *Informal Internal Resolution Between Parties to a Dispute*

9.4.1. *Discussion*

Before commencing a formal dispute resolution process, the Councillors who are parties to a dispute are encouraged to use their best endeavours to resolve their issue or dispute in a courteous and respectful manner between themselves, stop any behaviour that is causing issues, and to avoid the issue escalating and threatening the effective operation of Council.

Where the issue or dispute remains unresolved or where the circumstances make informal resolution inappropriate, the parties may resort to Council's internal dispute resolution processes set out below.

9.5. *Formal Internal Resolution Between Parties to a Dispute*

9.5.1. *Interpersonal Disputes and Alleged Contravention of the Councillor Code of Conduct*

Interpersonal disputes between Councillors involve conflict where there may be a breakdown in communication, a misunderstanding, a disagreement between Councillors, or strained working relationships. Disputes may also relate to an alleged contravention of the Code.

Interpersonal disputes between Councillors or alleged contraventions of the Code may be managed via:

- a resolution discussion (facilitated by the Mayor or Deputy Mayor)
- mediation with an external mediator (via application to the Councillor Conduct Officer)

9.5.1.1. *Internal Resolution Discussion*

Where Councillors who are in dispute have not been able to resolve their dispute informally between themselves, a party may request in writing that the Mayor or Deputy Mayor (the 'Convenor') convene a confidential meeting of the parties to discuss the dispute. The Councillor



requesting the meeting is to provide the Convenor with the name of the other Councillor and the details of the dispute in writing. They should also notify the other Councillor of the request and provide a copy of the written request to them.

The Convenor or the Councillor Conduct Officer is to ascertain whether or not the other party is prepared to attend the meeting. If the other Councillor is not prepared to attend the meeting, the Convenor is to advise the party seeking the meeting. No further action is required of the Convenor.

If the other Councillor consents to a meeting, the Convenor is to hold a confidential meeting of the parties.

Unless one or both parties are unavailable, this should be arranged within ten working days of receipt of the meeting request.

The Convenor may provide the parties with guidelines in advance of the meeting or at the meeting, to help facilitate the meeting. If the parties cannot resolve the dispute at the meeting, a further meeting may be convened.

The role of the Convenor at the meeting is to assist the parties to resolve the dispute. In the process of doing this they may provide guidance about what is expected of a Councillor including in relation to the role of a Councillor under section 28 of the Act and the Code. The Convenor is to document any agreement reached at the meeting. Copies of the agreement are to be provided to both parties and a copy kept by the Councillor Conduct Officer. Where the dispute remains unresolved, a party may request mediation, or make an application for arbitration (where alleged contravention of the Councillor Conduct Standards apply).

9.5.1.2. Internal Independent Mediation

A Councillor or a group of Councillors may request that their dispute be referred to mediation.

The mediation would be conducted by an external accredited mediator.

The party seeking the mediation is to notify the other party of the request and details of the dispute in writing at the same time that it is submitted to the Councillor Conduct Officer. The Councillor Conduct Officer is to ascertain (in writing) whether or not the other Councillor is prepared to participate in the mediation.

If the Councillor declines to participate in the mediation, they are to provide their reasons for not doing so in writing to the Councillor Conduct Officer. These reasons may be taken into account if the matter is subsequently the subject of an application for a Councillor Conduct Panel.

If the other party agrees to participate in mediation, the Councillor Conduct Officer is to advise the party seeking the mediation, the Mayor and Chief Executive Officer.

The Councillor Conduct Officer will engage the services of an external mediator to conduct the mediation at the earliest opportunity. All parties will cooperate with the dispute resolution process and provide reasonable assistance to the external mediator and the Councillor Conduct Officer.

If the parties cannot resolve the dispute at the mediation meeting, a further meeting may be convened with the consent of both parties. The mediator is to document any agreement reached. Copies of the agreement are to be provided to both parties and the Councillor Conduct Officer.



9.5.2. *Internal Arbitration Process for Breaches of the Prescribed Standards of Conduct*

The internal arbitration process applies to any breach by a Councillor of the prescribed standards of conduct.

An internal arbitration involves a party (the Applicant) to a dispute requesting the Principal Councillor Conduct Registrar to appoint an impartial third party (the Arbiter) to make findings in the relation to allegations concerning another Councillor(s) (the Respondent) and whether they have engaged in misconduct under the Act.

An application for an internal arbitration process to make a finding of *misconduct* against a Councillor can be made by:

- Council following a resolution of Council; or
- a Councillor or a group of Councillors.

The application must:

- specify the name of the Councillor alleged to have breached the conduct standards
- specify the clause of the conduct standards in the *Local Government (Governance and Integrity) Regulations 2020* that the Councillor is alleged to have breached
- specify the misconduct that the Councillor is alleged to have engaged in that resulted in the breach of the conduct standards
- include evidence in support of the allegation
- name the Councillor appointed to be their representative where the application is made by a group of Councillors
- be signed and dated by the Applicant or the Applicant's representative
- be made within three months of the alleged misconduct occurring
- be given to the Principal Councillor Conduct Registrar in the manner specified by the Principal Councillor Conduct Registrar in any guidelines published under section 149(1)(c) of the Act.

After receiving an application, the Councillor Conduct Officer will provide the application to the Councillor who is the subject of the application.

On receiving an application, the Principal Councillor Conduct Registrar will:

- advise the Chief Executive Officer (and the Mayor as appropriate) of the application without undue delay
- identify an Arbiter to hear the application
- obtain from the Arbiter written advice that they have no conflict of interest in relation to the Councillors involved
- notify the parties of the name of the proposed Arbiter and provide them with the opportunity (two working days) to object to the person proposed to be the Arbiter
- consider the grounds of any objection and appoint the proposed Arbiter or identify another Arbiter
- provide a copy of the Application to the Arbiter as soon as practicable after the opportunity for the parties to object to an Arbiter has expired
- after consultation with the Arbiter, advise the Applicant and the Respondent of the time and place for the hearing
- attend the hearing(s) and assist the Arbiter in the administration of the process.



The Principal Councillor Conduct Registrar, after examining an application, will appoint an Arbiter to Council to hear the matter if satisfied that:

- the application is not frivolous, vexatious, misconceived or lacking in substance.
- there is sufficient evidence to support an allegation of a breach of the Councillor Code of Conduct as specified in the application.

In identifying an Arbiter to hear the application, the Principal Councillor Conduct Registrar will select an Arbiter who is suitably independent and able to carry out the role fairly.

The Arbiter must be selected from a panel of eligible persons established by the Secretary to conduct an internal arbitration process.

The role of the Arbiter includes:

- consider an application alleging a contravention of the prescribed standards of conduct
- make findings in relation to the application
- provide a written statement of reasons supporting the findings to the parties at the same time as providing the findings to Council
- recommend an appropriate sanction or sanctions where the Arbiter makes a finding of misconduct against a Councillor.

An Arbiter:

- may find that a Councillor who is a Respondent to an application has not engaged in misconduct
- may find that a Councillor has engaged in misconduct
- may hear each party to the matter in person or solely by written or electronic means of communication
- is not bound by the rules of evidence and may be informed in any manner the Arbiter sees fit
- may at any time discontinue the hearing if the Arbiter considers that the application is vexatious, misconceived, frivolous or lacking in substance or the applicant has not responded, or has responded inadequately, to a request for further information
- will suspend the process during the election period for a general election
- must refer the matter in writing to the Principal Councillor Conduct Registrar if the Arbiter believes that the conduct that is the subject of the application for an internal arbitration process appears to involve *serious misconduct* and would more appropriately be dealt with as an application to the Councillor Conduct Panel under section 154 of the Act.

The Arbiter is to provide a copy of his or her findings and the statement of reasons to:

- Council
- The applicant or applicants
- The Councillor who is the subject of the allegation.
- The Principal Councillor Conduct Registrar.

A copy of the Arbiter's decision and statement of reasons must be tabled at the next Council meeting after Council has received the copy of the Arbiter's decision and statement of reasons and recorded in the minutes of the meeting.

If the Arbiter's decision and statement of reasons contains any confidential information, the confidential information must be redacted before submission to the Council meeting.



If an Arbiter has made a finding of *misconduct* the Arbiter may do any one or more of the following:

- direct the Councillor to make an apology in a form or manner specified by the Arbiter
- suspend the Councillor from the office of Councillor for a period specified by the Arbiter not exceeding one month
- direct that the Councillor be removed from any position where the Councillor represents the Council for the period determined by the Arbiter
- direct that the Councillor is removed from being the chair of a delegated committee for the period determined by the Arbiter
- direct a Councillor to attend or undergo training or counselling specified by the Arbiter.

A Councillor will cooperate with the arbitral process and provide reasonable assistance to the Arbiter.

An application cannot be made for an internal resolution by arbitration during the election period for a general election. Any internal resolution procedure that is in progress is to be suspended during the election period for a general election.

9.5.3. Failure to Participate in Internal Arbitration Process

A Councillor who does not participate in the internal arbitration procedure may be guilty of *serious misconduct*.

9.6. Application to Councillor Conduct Panel

Councillor Conduct Panels may hear an application that alleges *serious misconduct* by a Councillor.

An application for a Councillor Conduct Panel to make a finding of *serious misconduct* against a Councillor may be made by:

- The Council following resolution of the Council to do so;
- A Councillor or group of Councillors; or
- The Chief Municipal Inspector.

An application must be made within 12 months of the alleged serious misconduct occurring.

Applications of serious misconduct are reviewed by the Principal Conduct Registrar and are the subject of a Council Conduct Panel (CPP) process of review.



Appendix 1 – Definitions

Chief Executive	The Chief Executive Officer of the Colac Otway Shire Council
Chief Municipal Inspector	The Chief Municipal Inspector is responsible for investigating and prosecuting possible breaches and offences under the Local Government Act 2020, investigating allegations of Councillor misconduct, serious misconduct and gross misconduct, making an application for a Councillor Conduct Panel to make a finding of serious misconduct against a Councillor and making an application to the Victorian Civil and Administrative Tribunal for a finding of gross misconduct by a Councillor.
Conflict of Interest	A Councillor has: <ul style="list-style-type: none"> • a general conflict of interest in a matter if an impartial, fair minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty. • a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
Conduct Standards	The standards of Councillor conduct prescribed under Schedule 1 to the Local Government (Governance and Integrity) Regulations 2020.
Councillor	All references to 'Councillor' include the Mayor, Deputy Mayor and elected members of the Colac Otway Shire Council except as expressly provided.
Councillor Conduct Panel	A panel established under the Local Government Act 2020 to hear applications and make findings of alleged misconduct or serious misconduct by a Councillor.
Employee	An employee of Council includes all members of staff, contractors and volunteers under the direct control or supervision of the Colac Otway Shire Council.
Gross Misconduct	'Gross misconduct' by a Councillor means behaviour that demonstrates that a Councillor is not of good character or is otherwise not a fit and proper person to hold the office of Councillor, including behaviour that is sexual harassment and that is of an egregious nature.
Improper Conduct	'Improper conduct' includes a failure to disclose a conflict of interest, a breach of confidentiality, the improper direction or influence of staff, the



	improper use of Council resources, or a breach of Council policy under the Code of Conduct by a Councillor.
Misconduct	<i>Misconduct</i> by a Councillor means any breach by a Councillor of the prescribed conduct standards included in this Councillor Code of Conduct.
Councillor Conduct Officer	A person appointed by the Chief Executive Officer to assist Council in implementing its internal arbitration process.
Principal Councillor Conduct Registrar	The Principal Councillor Conduct Registrar receives applications for the establishment of Councillor Conduct Panels under the Local Government Act 2020.
Secretary	Secretary to the Department of Environment, Land, Water and Planning
Confidential Information	<p>Confidential information is defined under section 3(1) of the Local Government Act 2020.</p> <p>(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released;</p> <p>(b) security information, being information that if released is likely to endanger the security of Council property or the safety of any person;</p> <p>(c) land use planning information, being information that if prematurely released is likely to encourage speculation in land values;</p> <p>(d) law enforcement information, being information which if released would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person;</p> <p>(e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;</p> <p>(f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs;</p> <p>(g) private commercial information, being information provided by a business, commercial or financial undertaking that—</p> <p>(i) relates to trade secrets; or</p> <p>(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage;</p> <p>(h) confidential meeting information, being the records of meetings closed to the public under section 66(2)(a);</p>



	<p>(i) internal arbitration information, being information specified in section 145;</p> <p>(j) Councillor Conduct Panel confidential information, being information specified in section 169;</p> <p>(k) information prescribed by the regulations to be confidential information for the purposes of this definition;</p> <p>(l) information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i>.</p> <p>Note: <i>In the interests of transparency, Council may, by resolution, determine to release information to the public even though it is Confidential Information. Refer to Council's Public Transparency Policy for more detail.</i></p>
Vilification	Vilification is behaviour that incites physical harm or hatred, serious contempt, revulsion or severe ridicule of a person or group because of their race or religion. It is unlawful conduct
Victimisation	Victimisation is subjecting, or threatening to subject, someone to reprisal or detriment because they have asserted their rights under equal opportunity law, made a complaint, helped someone else to make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation
Bullying	<p>For the purposes of this Code, "bullying behaviour" is any behaviour in which:</p> <ul style="list-style-type: none"> • a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons • the behaviour creates a risk to health and safety. <p>Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:</p> <ul style="list-style-type: none"> • aggressive, threatening or intimidating conduct • belittling or humiliating comments • spreading malicious rumours • teasing, practical jokes or 'initiation ceremonies' • exclusion from work-related events • unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level • displaying offensive material • pressure to behave in an inappropriate manner. <p>The following are not bullying behaviours:</p>



	<ul style="list-style-type: none"> • maintaining reasonable workplace goals and standards • legitimately exercising a regulatory function • legitimately implementing a council policy or administrative processes.
Serious misconduct	<p><i>Serious misconduct</i> by a Councillor means:</p> <ul style="list-style-type: none"> • failure by a Councillor to comply with the Council's internal arbitration process • failure by a Councillor to comply with a direction given to the Councillor by an Arbiter under section 147 • the failure of a Councillor to attend a Councillor Conduct Panel hearing in respect of that Councillor. • failure of a Councillor to comply with a direction of a Councillor Conduct Panel • continued or repeated misconduct by a Councillor after a finding of misconduct has already been made in respect of the Councillor by an Arbiter or by a Councillor Conduct Panel under section 167(1)(b) of the <i>Local Government Act 2020</i> • bullying by a Councillor of another Councillor or a member of Council staff • conduct by a Councillor that is conduct of the type that is sexual harassment of a Councillor or member of Council staff • the disclosure by a Councillor of information the Councillor knows or should reasonably know, is confidential information • conduct by a Councillor that contravenes the requirement that a Councillor must not direct, or seek to direct, a member of Council staff • the failure by a Councillor to disclose a conflict of interest and to exclude themselves from the decision making process when required to do so in accordance with the <i>Local Government Act 2020</i>.
The Act	All references to 'the Act' are to the <i>Local Government Act 2020</i> .



Appendix 2 - Overarching Governance Principles

A Council must in the performance of its role give effect to the overarching governance principles. (Section 8 & 9 of the Local Government Act 2020).

- 1 The following are the overarching governance principles—
 - (a) Council decisions are to be made and actions taken in accordance with the relevant law;
 - (b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
 - (d) the municipal community is to be engaged in strategic planning and strategic decision making;
 - (e) innovation and continuous improvement is to be pursued;
 - (f) collaboration with other Councils and Governments and statutory bodies is to be sought;
 - (g) the ongoing financial viability of the Council is to be ensured;
 - (h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
 - (i) the transparency of Council decisions, actions and information is to be ensured.

- 2 In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—
 - (a) the community engagement principles;
 - (b) the public transparency principles;
 - (c) the strategic planning principles;
 - (d) the financial management principles;
 - (e) the service performance principals.



Appendix 3 – Undesirable Behaviours

To support and foster good working relationships, Councillors agree they do not want to see the following behaviours:

- Personal vindictiveness
 - Disrespect
 - Hostility
 - Aggression
- Closed mindedness to other people's opinions
- Manipulativeness, game playing and dishonesty
- Rude/abusive behaviour
- Badgering, belittling and put downs
- Being underprepared for meetings.

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Appendix 4 - Relevant Legislation

Local Government Act 2020 (Vic)

Local Government (Governance and Integrity) Regulations 2020 (Vic)

Child Wellbeing and Safety Act 2005 (Vic)

Equal Opportunity Act 2010 (Vic)

Occupational Health and Safety Act 2004 (Vic)

Public Interest Disclosures Act 2012 (Vic)

Sex Discrimination Act 1984 (Cth)

Victorian Charter of Human Rights and Responsibilities Act 2006 (Vic)

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Appendix 5 - Relevant Council Policies

Councillor and Staff Interactions – Chief Executive Officer Protocols

Fraud and Corruption Control Policy

Public Interest Disclosures Procedures

Governance Rules

Election Period Policy (incorporated in the Governance Rules)

Gifts, Benefits and Hospitality Policy

Public Transparency Policy

Council Expenses Policy

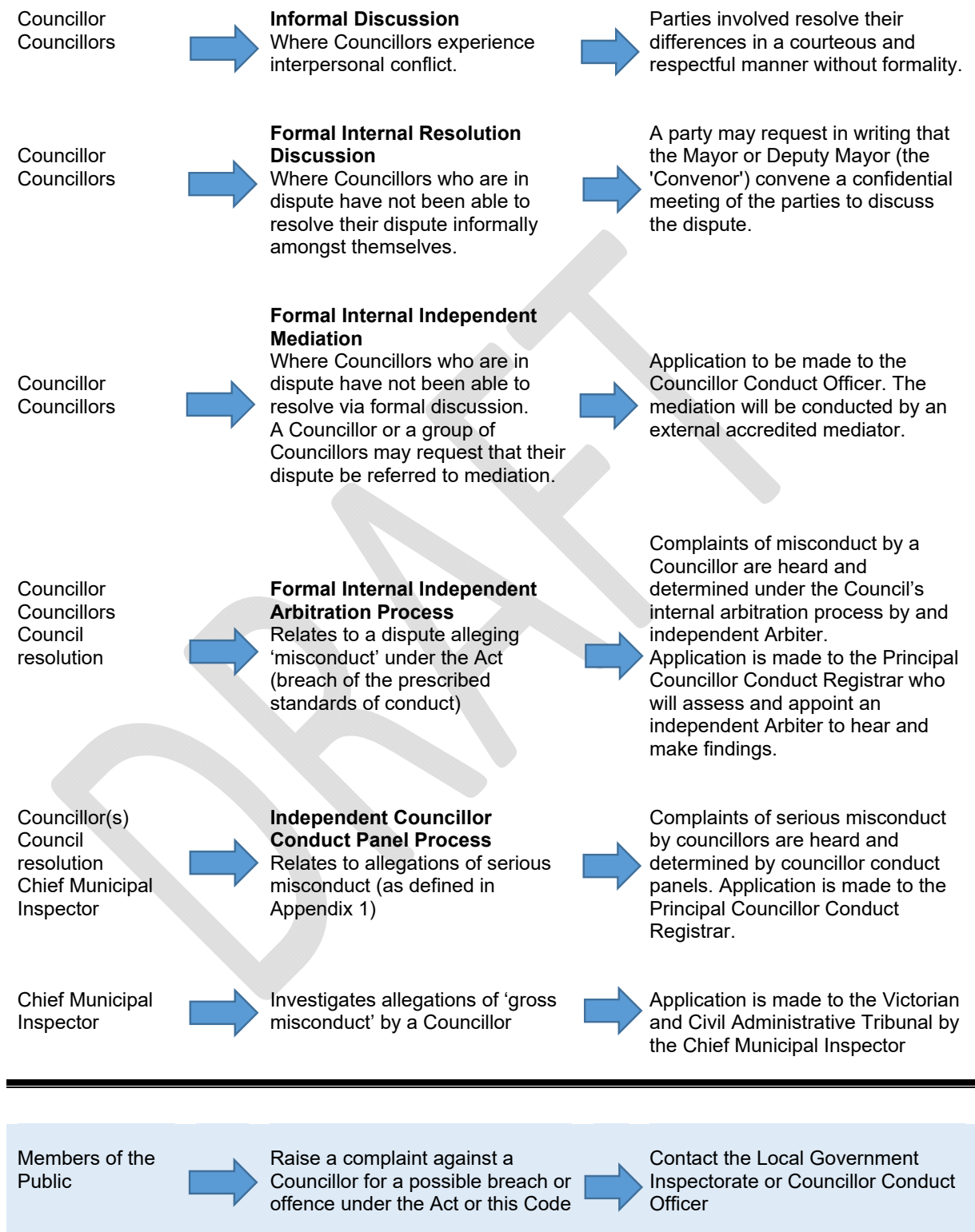
Information Privacy Policy

Complaints Policy

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Appendix 6 – Dispute resolution flowchart



Item: 10.2

Community Engagement Policy - Report and Submissions

OFFICER	Peter Macdonald
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Draft COS Community Engagement Policy (marked up) [10.2.1 - 10 pages] 2. COS Operational Community Engagement Framework- V 4 [10.2.2 - 27 pages]
PURPOSE	To consider submissions to the Draft Community Engagement Policy.

1. EXECUTIVE SUMMARY

Council's current Community Engagement Policy was adopted in 2013 under the *Local Government Act 1989*. The new *Local Government Act 2020* (2020 Act), which introduced substantial changes in relation to the way in which Council is to engage with its community, requires the Council to adopt a Community Engagement Policy on or before 1 March 2021. The objective of this Policy is to formalise Council's commitment to the community on the principles and values that guide its community engagement.

This Policy was developed after reviewing policies from other local government areas, both in Victoria and interstate, and the policies provided by the Victorian Government as best practice. It was also drafted to reflect the requirements of the new 2020 Act.

Section 55 of the 2020 Act prescribes that a Community Engagement Policy must be developed in consultation with the municipal community. Councils must, at a minimum, apply their Community Engagement Policy in the development of the following:

- Community Vision
- Council Plan
- Financial Plan
- Asset Plan.

In addition, the Policy must include deliberative engagement practices capable of being applied to the Community Vision, Council Plan, Financial Plan and Asset Plan.

The 2020 Act contains five principles for community engagement based on the internationally accepted International Association of Public Participation (IAP2) core values. Colac Otway Shire Council's Community Engagement Policy will include the five community engagement principles as described in Section 56 of the Act. The policy must also be maintained over time, and Colac Otway Shire will review this policy on an annual basis.

The Community Engagement Policy also informs the organisational document – Community Engagement Framework. This Framework will provide guidance to Council officers at an operational level on:

- types and levels of community engagement which may vary according to the requirement, purpose or aim of the work being undertaken;
- information on the different levels of community engagement; and
- the issues and actions to be considered for each of these different levels.

At its November 2020 Council Meeting, Council endorsed the draft Community Engagement Policy being placed on public exhibition, for the purpose of seeking feedback from the community. Five submissions were received.

This report summarises the community responses to the exhibition of the draft Community Engagement Policy.

2. RECOMMENDATION

That Council:

- 1. adopts the Community Engagement Policy 2021 in line with the requirements of the Local Government Act 2020 and reviews the policy on an annual basis; and***
- 2. thanks submitters for their feedback and provides a written response to the members of the community who provided submissions.***

3. KEY INFORMATION

The 2020 Act requires the Council to adopt a Community Engagement Policy on or before 1 March 2021. Councils must, at a minimum, apply their Community Engagement Policy in the development of the following:

- Community Vision
- Council Plan
- Financial Plan
- Asset Plan.

A community engagement policy must:

- Be developed in consultation with the municipal community.
- Give effect to the community engagement principles.
- Be capable of being applied to the making of the Council's local laws.
- Be capable of being applied in relation to the Council's budget and policy development.
- Describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required.
- Specify a process for informing the municipal community of the outcome of the community engagement.
- Include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan.
- Include any other matters prescribed by the regulations.

The principles for community engagement refer to **deliberative engagement practices** (s.55(2)(g)). The 2020 Act does not prescribe what deliberative engagement practices are, however a broad interpretation should be taken. The key characteristics of deliberative engagement are considered to be:

- authentic engagement with the community;
- good representation of the community in engagement activities;
- clear demonstration of how all views have been considered;
- accessible and relevant information available to the community to ensure the decision-making process; and
- the community's level of influence is clear in each instance and that participants are fully informed.

Transparency is key to an effective process.

The Community Engagement Policy will guide the operational Community Engagement Framework, which will provide guidance on:

- the types and levels of community engagement which may vary according to the requirement, purpose or aim of the work being undertaken;
- the different levels of community engagement; and
- the issues and actions to be considered for each of these different levels.

The draft Community Engagement Policy was considered by Council at its November 2020 Council Meeting. Council resolved to place the draft Policy on public exhibition seeking feedback from the community. The draft Policy was released for community consultation on 26 November 2020. There were five submissions to the draft Community Engagement Policy as outlined in the below table:

Submission Number	Feedback Themes	Officers Response
Submission 1	<p>Key themes:</p> <ul style="list-style-type: none"> • The density of Council reports and the expectation of Council that the community will understand and comment. • The policy is a huge step in the right direction. • Actions must be attainable and accountable. • The need for trust and commitment both from the community and Council. 	<p>Council officers will review the document in line with the Australian Government Easy Read Guidelines.</p> <p>Council acknowledges that some Council documents are dense and complex by necessity, and we try to help overcome this by summarising documents via media releases, advertisements, social media, executive summaries or face-to-face conversations.</p> <p>The Community Engagement Framework, in conjunction with the Community Engagement Policy, will ensure issues such as trust, accountability, commitment and relationships are addressed and embedded as best practice within Council.</p>
Submission 2	<p>Key themes</p> <ul style="list-style-type: none"> • Consultation processes need to be managed in regard to timeframes for responses, particularly from community organisations. • Council needs to build a positive relationship with the community. • Staff receive training and professional development in the implementation of the IAP2 principles to ensure community engagement is well coordinated. • The document itself is OK. • Evaluation is important for community engagement practices as well as the effectiveness of the policy. 	<p>Council acknowledges that the policy was exhibited during a busy time for our community. Unfortunately, the short timelines imposed by the 2020 Act required Council to exhibit the document over the December/January period in order to have it adopted by 1 March 2021.</p> <p>Council is genuinely committed to improving its community engagement practices, and the policy, together with the operational framework, will help embed best practice community engagement within Council. A training program will be rolled out across the organisation to ensure staff understand how to implement community engagement in line with IAP2.</p> <p>Evaluation is discussed in the policy as a core part of any community engagement program.</p>

Submission Number	Feedback Themes	Officers Response
Submission 3	<p>Key themes</p> <ul style="list-style-type: none"> • Layout is difficult to read, font size too small. • Policy is jargonistic. • Community meetings are integral to engagement. • The acknowledgement of sourcing of references and how will the references be updated. 	<p>Council officers will review the document in line with the Australian Government Easy Read Guidelines; and font size has been increased. Page numbers have been added.</p> <p>All references within the policy are readily available online.</p> <p>Officers will undertake to review references on a quarterly basis.</p>
Submission 4	<p>Key themes:</p> <ul style="list-style-type: none"> • Requires community to be able to engage with Council and the policy does not address this. • Agreeance with the adoption of IAP2 as the framework for community engagement, it should not constrain Council from exploring and implementing more innovative means of community engagement that delivers better outcomes for Council and the community. A commitment to such a process should be incorporated into the policy statement. • A suggestion that Council introduce and make provision for online petitions similar to the one set up by the Commonwealth and Victorian Legislative Council. • The process of dealing and deciding on some matters only at Council meetings rather than between meetings. Council should embrace the full benefits of technology to deal with matters in a more efficient and timely manner. 	<p>Amendment to Principle 5 makes it clear that community engagement program design needs to be responsive to community needs.</p> <p>Policy Statement has been amended to capture the importance of seeking to improve engagement opportunities in partnership with the community.</p> <p>At an operational level, Council is exploring online and interactive community engagement platforms as part of its commitment to continually improving its community engagement.</p> <p>There are legislative requirements that prevent Council from making key decisions outside formal Council meetings. Council does try to delegate operational matters to officers where possible to ensure operational decisions can be expedited.</p>
Submission 5	<p>Key Themes:</p> <ul style="list-style-type: none"> • The LGA 2020 provides the opportunity for local Councils to engage with their communities meaningfully and integrate community input into Council decisions. This meets an important need to address the shortcomings of the current 	<p>The Community Engagement Framework, in conjunction with the Community Engagement Policy, will ensure these issues are addressed. As part of the framework, an operational toolkit has been developed to assist staff.</p>

Submission Number	Feedback Themes	Officers Response
	<p>decision-making processes exercised by Councils.</p> <ul style="list-style-type: none"> • Submitter reinforced a need for engagement to not be bureaucratic (ticking boxes); and suggested the draft can be improved to elevate community engagement and participation to collaborate and empower rather than merely inform and consult. • Communities are entitled to know about Council plans in advance transparently and participate in constructing them. • The draft should focus on higher levels of community engagement; collaborate and empower. Engaging with the community should be part of everybody's role at Council. • Submitter commented on Purpose, Objectives, Scope, Type and Form of Community Engagement and Responsibility of Council, CEO and Management and Council Officers when undertaking Community Engagement. • Submitter suggested monitoring and auditing of community engagement activities should be the responsibility of a permanent panel made of ten community volunteers, Strategic Engagement Manager, in addition to two councillors, the Mayor and the CEO. • Submitter suggested Council develops a '<i>Community Engagement Management Procedure</i>' to inform implementation of the policy. • To ensure the effective application of these engagement principles and processes, a '<i>Community Engagement Toolkit</i>' should be developed to provide guidance for Council employees. 	<p>The policy and framework outline a requirement for officers to consider the level of engagement required for each activity, ranging from inform through to empower; and staff will receive training to ensure they select the appropriate level of engagement for the activity.</p> <p>The Act requires deliberative community engagement for the Community Vision, Council Plan, Asset Plan and Financial Plan. Planning is in place to ensure Council's engagement activities for these plans meet the Act's requirements. The Policy outlines other circumstances where higher level engagement will be undertaken.</p> <p>An operational framework, which includes a community engagement toolkit, has been developed to help officers design engagement activities with purpose and objectives in mind.</p> <p>The establishment of a Monitoring and Audit Panel is not a requirement of the Act and not something Council has the resources to administer. With the implementation of the Community Engagement Policy and Framework, there is a commitment to working with the community to establish the parameters of the community engagement and to evaluate the outcomes.</p> <p>Additional information has been added in the objectives section of the policy to better define what Council aims to achieve through community engagement activities.</p>

Submission Number	Feedback Themes	Officers Response
	<ul style="list-style-type: none"> The procedure should be - open and inclusive, create mutual trust and respect and be accountable, be clear and concise, commit to consideration and feedback, allocate adequate skills and resources. 	

The feedback received through the submissions has been assessed and a number of changes have been made to the draft Policy, which is now presented to Council for final adoption.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The draft Community Engagement Policy was exhibited for six weeks and community members were invited to review the Policy and provide feedback via submissions.

The draft Policy was made available to the community on Council's website and our community was informed about the opportunity to review and comment through a variety of mediums including:

- Media release
- Social media
- Print media
- Direct contact and meetings with key community organisations and representative groups if requested
- Email to a range of community organisations for sharing with their members and networks.

Stakeholder groups were also directly contacted and asked to respond. These groups included:

- Neighbourhood Houses
- Community Hub Inc.
- Township Community groups and Progress Associations
- Chambers of Commerce
- U3As
- Positive Ageing Ambassadors
- Arts Groups.

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.

Theme 2 - Our Places

1. Assets and infrastructure meet community needs.
2. Our places are managed for long-term sustainability.

Theme 3 - Our Community

1. Increase social connection opportunities and community safety.
5. Foster an inclusive community.
6. Community planning informs provision of Council services and social infrastructure.

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
2. Openness and accountability in decision making.
5. Communicate regularly with our community and involve them in decision-making.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The Draft Community Engagement Policy will influence all aspects of Council's business in that it:

- Gives effect to the community engagement principles.
- Can be applied to the making of the Council's local laws.
- Can be applied in relation to the Council's budget and policy development.
- Describes the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required.
- Specifies a process for informing the municipal community of the outcome of the community engagement.
- Includes deliberative engagement practices which must include and address any matters prescribed by the regulations and be capable of being applied to the development of the:
 - Community Vision
 - Council Plan
 - Financial Plan
 - Budget
 - Asset Plan
 - Municipal Health & Wellbeing Plan.
- Includes any other matters prescribed by the regulations.

LEGAL & RISK

The adoption of the Community Engagement Policy by 1 March 2021 is mandatory for Council under the *Local Government Act 2020*.

FINANCIAL & BUDGETARY

There are no financial implications on the development of the Community Engagement Policy. However, the 2020 Act's requirement for increased deliberative community engagement and to take a more strategic approach to involving the community in Council's decision making will require Council to direct more resources towards community engagement activities. Deliberative community engagement is resource and money intensive and this will have to be factored into Council's future financial planning.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Once the Policy is adopted it will be:

- Emailed to those who made submissions thanking them for their feedback and identifying where changes have been made.
- Published on Council's website.
- Communicated to staff.
- Staff training will be rolled out in 2021 to ensure staff understand their obligations under the new Policy, as well as Council's commitment to continually improving its engagement practices.
- Communicated to the community via print, radio and social media.

TIMELINE

- Policy adopted at Council Meeting – 24 February 2021
- Media release and policy published on website – 26 February 2021
- Submitters contacted – 26 February 2021
- Staff training March-April 2021

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



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Colac Otway Shire Council

Community Engagement Policy

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COUNCIL POLICY

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1. PURPOSE

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This policy outlines the principles and commitments that underpin Council’s approach to community engagement.

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Policy Principles

The Local Government Act 2020 Section 56 establishes five community engagement principles applicable to Council. As required by Section 55 of the Act, this policy gives effect to these principles.

Principle 1: A community engagement process must have a clearly defined objective and scope.

Council will:

- Develop community engagement plans in accordance with this policy.
- Identify and document the purpose of community engagement processes and the benefits sought.
- Allocate appropriate funding and time to engagement planning and implementation.

Principle 2: Participants in community engagement must have access to objective, relevant and timely information to inform their participation.

Council will:

- Provide accurate and impartial information about intended projects or decisions for consideration.
- Provide information with sufficient notice for community members to consider how they may be affected by proposed decisions or plans and to make arrangements to be involved in engagement processes.
- Provide opportunities, as appropriate, for community members to come together to learn and share information, and have meaningful and informed deliberations.

Principle 3: Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement

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Council will:

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- Make reasonable endeavours to identify stakeholders at the commencement of all relevant projects and determine the level to which different groups may be affected by decisions or plans.
- Select communication methods which will ensure relevant parties are informed about engagement activities and opportunities to influence council decisions.
- Encourage and support the inclusion of a diverse range of perspectives, and ensure the consideration of all relevant interests including minority groups and those people belonging to socially, culturally and linguistically diverse communities.

Principle 4: Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.

Council will:

- Make reasonable adjustments to remove barriers to participation in engagement processes, including consideration of accessibility needs, information formats, communication channels, language and a variety of engagement methods and opportunities.
- Use supportive communication such as media releases, advertisements, social media, executive summaries and face-to-face conversations to precis and explain more complex Council documents that are subject to community engagement.

Principle 5: Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

Council will:

- Identify the appropriate level of engagement according to the International Association of Public Participation P2 (IAP2) Framework.
- State the level of influence available, and highlight the negotiable and non-negotiable elements of any community engagement process.
- Articulate how community perspectives will be incorporated into decision making and the nature of decisions to be made. This will include being responsive to community needs and feedback, which at times might necessitate amendments to community engagement design.
- Be open to community-led engagement or engagement that takes a partnership approach with community groups.
- Share what has been learned and what actions or decisions have resulted from an engagement process.

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2. OBJECTIVE

The objective of this Policy is to formalise Council’s commitment to the community on the principles and values that guides its community engagement.

This ensures:

- Better project and service delivery outcomes,
- Improves the quality of policy being developed,
- Builds a more resilient relationship with the community,
- Enhances reputation and checks that council is meeting local needs,
- Increases understanding of community issues,
- Better shared partnerships and networks.
- That complex issues and emerging issues are dealt with effectively,
- The opportunity for a diversity of voices to be heard,
- Communities are able to identify priorities for themselves and own the solutions.

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3. SCOPE

This Policy applies to Councillors, Council Officers, contractors and volunteers.

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4. DEFINITIONS

In this Policy, the following words and phrases mean:

“Act” means the *Local Government Act 2020*.

“Chief Executive Officer” includes an Acting Chief Executive Officer.

“Municipal community” includes-

- (a) people who live in the municipal district of the Council; and
- (b) people and bodies who are ratepayers of the Council; and
- (c) traditional owners of land in the municipal district of the Council; and
- (d) people and bodies who conduct activities in the municipal district of the Council.

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“Municipal District” means the district under the local government of a Council.

▲ “Council” means Colac Otway Shire Council.

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“Community Engagement” means the process in which Council and the municipal community connect with each other to exchange views, ideas and information to (i) inform decisions (ii) build capacity and (iii) strengthen relationships.

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“Deliberative Engagement” is the process of consulting/engaging with communities by providing them with:

1. the information they need to come to an informed view about the relative merits of potential future; decisions, actions, projects and/or programs that will or may affect them;
2. a forum in which to consider and discuss the issues and options associated with the above;
3. an opportunity to make their considered views known to the individuals and organisations ultimately responsible for the decisions, actions, projects and/or programs that they have been consulted about.

“International Association for Public Participation Australasia (IAP2)” IAP2 is a leading organisation in public engagement practice and has a series of tools which support the delivery of engagement, specifically core values, public participation spectrum, code of ethics for public participation practitioners, and quality assurance standards.

“IAP2 Spectrum of Participation” defines the level of participation and the public’s role in an engagement process ranging from inform, consult, involve, collaborate and empower.

“Municipal District” means the municipal district of Council.

“Officer” means a member of Council staff, and includes the Chief Executive Officer.

5. POLICY STATEMENT

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▲ Colac Otway Shire Council is committed to ensuring that community engagement is integrated into Council core business to support decision making, build relationships, strengthen communities and seek improvement opportunities in collaboration with the community.

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This includes a commitment to ensuring staff are appropriately trained and resourced to carry out community engagement in line with this policy, the Local Government Act 2020 and the IAP2 principles.

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The need and scope of community engagement should be assessed at the planning stage of any project or initiative, when:

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- a change in service, activities, user group or major infrastructure is considered
- an issue is raised and requires a decision
- more information or evidence is required
- there is an opportunity for stakeholders to influence a Council project or its outcome.

Council will determine the level of community engagement based on a wide range of factors, including but not limited to:

- Who is impacted by the project or decision.
- The extent of the impact on the community.
- Consideration of community concerns and priorities.
- Consideration of project timeframes and resources.
- An identified genuine need to engage.
- Legislative, mandated or regulatory requirements.

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Other factors may also influence the level of community engagement undertaken such as budget limitations and need for urgent decisions in times of emergency.

Public Exhibition

A period of six weeks will be the standard public exhibition time for council documents requiring community feedback, unless determined otherwise by Council.

The implementation of this Policy will be through the Colac Otway Shire’s operational Community Engagement Framework.

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This framework will assist Council to:

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- Understand local community needs and desires.
- Better meet those needs.
- Tap into local knowledge and expertise.
- Have a more informed community.
- Encourage and enable the community to participate in decision making.
- Develop partnerships with local communities and organisations.
- Meet the requirements of legislation, policies and procedures.

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Deliberative engagement practices

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Colac Otway Shire believe that all community engagement should be based on the following principles:

Inform our community

It is essential when engaging our community that they have sufficient information to enable participation. This could include providing specific information about a project or broader information about Council’s priorities or responsibilities.

It could also include information on the constraints such as budget impacts or time. Providing this type of information will help our community to understand the reasons Council makes certain decisions in current and future projects. When informing the community, it is important to write in plain English, without the use of technical terms or jargon.

Consult before decision making

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For much of the work Council does it is important to talk to the community before decisions are made. If decisions have already been made it is important that we inform the community of the reasons why the decision was made. This in turn, will assist the community to understand issues faced by Council when developing or implementing projects.

Do not over-consult

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There may be times where sufficient research and consultation has already occurred about the project. In this instance you need to be careful not to over-consult and you need to inform people about the work that was previously undertaken and the findings.

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Over-consultation often results in the comment: “we’ve already told you what we want, why are you asking us again?”

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This can be avoided by utilising existing research and findings of other consultations that Council or other agencies have conducted. It may still be appropriate to confirm the needs or issues you are already aware of.

In many instances it may also be appropriate to undertake joint consultations with other areas of Council or other agencies to minimise repeat consultations.

Be upfront and open

Be clear about intentions, the decision making processes and be open about issues and constraints. Share this information with community members so they can be more involved in the process. A transparent process allows the project to stand up to scrutiny from the community and Council throughout the project.

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Ongoing communication

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Communicate regularly to keep the community informed on progress with a project: delays, issues or milestones. It is also important to always explain the process and why and how it was decided. In all communication be careful not to create unrealistic expectations.

Provide clear explanations of the nature of the project including constraints and decision making steps.

Provide feedback

It is essential to provide feedback to our community after consulting with them. People have given their time and knowledge and it is important to recognise this by keeping them updated.

Community members appreciate feedback about how their input is to be utilised; the next steps of the project and if there is further opportunity for input. This is particularly important when there are vastly different opinions within our community.

In many instances, we will need to provide feedback through various stages of the project. To be able to provide feedback to people who have been involved it is essential to keep accurate records of participants and to utilise this information throughout the life of a project.

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Evaluate

Evaluation is always important. It allows us to see what we did well and/or what things we could improve for the future. Did we get the information we needed? Did the community feel they were listened to? Did both Council and the community feel it was a positive experience?

Evaluating a project allows us to improve our planning and implementation for future projects. It is always extremely useful to share the evaluation results with other Council staff so we can learn from the experience. This helps to build capacity within the organisation and helps Council to avoid repeating mistakes.

Be representative

Colac Otway Shire has a diverse population, including large numbers of young families and people from non-English speaking backgrounds. Any work you do with the community should be representative of the total community (unless targeting a specific community / age / gender etc).

Council will undertake deliberative engagement in the following circumstances:

1. Where it has a legislated obligation (including Community Vision, Council Plan, Financial Plan and Asset Plan); or
2. Where it resolves that it wants its decision-making on a matter or initiative to be informed by this model of community engagement.

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There is no single design for deliberative public engagement. Therefore, Council's deliberative engagement practices will be tailored in accordance with this policy to meet the:

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- specific aims and objectives of the engagement
- needs of participants
- needs of the decision or policy-makers
- requirements of any relevant regulations.

Once designed, the deliberative engagement elements will be documented in a community engagement plan, and will include the following as a minimum:

- The purpose and objectives of the exercise (why and how);
- The intended outcomes (what will be achieved);
- The people who should be involved (specialists, decision-makers and public participants), and their potentially different needs and aspirations; and
- The context (social, political, historical, policy) into which the process will fit.

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Where Council is undertaking deliberative engagement, the community engagement plan will be available on Council's website.

As part of Council's commitment to effective deliberative engagement practices, Council will:

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- Provide a clear remit to the deliberative group.
- Ensure participants have access to neutral, balanced information from a range of different sources, to allow in depth conversation and understanding of this issues involved.
- Ensure the process is representative.
- Allow the time needed to deliberate on complex information, and weigh up options and ideas.
- Give the deliberative group a high level of influence over outcomes or decisions.
- Embed community engagement practices into the organisation and ensure that all Councillors and Council have received appropriate professional development in community engagement.

6. REFERENCES

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- Local Government Act 2020
- Planning and Environment Act 1987
- Essential Services Commission Act 2001
- Public Health and Wellbeing Act 2008
- Road Management Act 2004
- Victorian Disability Act 2006

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- Equal Opportunity Act 2010
- Gender Equality Act 2018
- Victorian Aboriginal Heritage Act 2006
- Victorian Aboriginal Heritage Amendment Act 2016
- Traditional Owner Settlement Act 2010
- Multicultural Victoria Act 2011
- Department of Premier and Cabinet – Public Engagement Framework (2020)

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7. HUMAN RIGHTS CHARTER

This Policy has been assessed against the *Charter of Human Rights and Responsibilities Act 2006* as being consistent with that Act and, in particular, as promoting the rights of members of the Community:

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13.1 not to have their privacy interfered with (section 13); and

13.2 take part in public life (section 18), by having the opportunity to:

- 13.2.1 participate in the conduct of Council’s affairs; and
- 13.2.2 have access to Council and Council Information.

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8. MONITORING, EVALUATION AND REVIEW

Council will review this Policy periodically to ensure that it continues to reflect the expectations of the Community with respect to the availability and accessibility of Council Information.

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9. DOCUMENT CONTROL

Policy owner	General Manager	Division	Development and Healthy Active Communities
Adopted by Council	MONTH 2020	Policy Number	
File Number		Review date	August 2024, or sooner if required

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Colac Otway

S H I R E

Operational Community Engagement Framework 2020





IMPLEMENTATION FRAMEWORK

Organisational coordination and delivery

The Community Engagement Framework will be implemented in the following ways:

- All Council staff and teams will have responsibility for delivering community engagement processes.
- Council's Executive Management Team will oversee the process to ensure that the Framework is delivered effectively and cost efficiently.
- Council's Executive Management Team will oversee the delivery and reporting of the Framework. This will be through Council's reporting processes.
- To ensure that there is a whole of organisation approach to implementation, the Executive Management Team will be supported by a cross functional team with representatives drawn from the various units

That the cross functional team will champion community engagement processes by:

- Establishing an Intranet page that provides information on useful contacts within Council, examples of survey forms, reports on previous engagement processes and other resources drawn from each unit.
- An occasional series of training presentations where Council (and other) staff will share their experiences and learnings from community engagement processes.

Council reports where appropriate will include a heading Community Engagement that will describe how the community were engaged in the development of that report, policy, plan, project, facility (etc.). That this will include a description of the engagement processes used and the total number of people engaged (so that a collective total of people engaged across Council can be assessed each year).

Introduction

Community engagement happens whenever a Council employee communicates with one or more members of the community. It includes everyday interactions such as staff speaking with community members in the street or reserve, over the phone, by email, over the counter, in letters and at stalls during community events. Community engagement also includes information on Council's website and in the local newspaper. When we communicate with community members as part of our job, we represent Council. The way we engage with the community reflects on Council.

Community engagement is also about encouraging and supporting local people to participate and be involved in Council decision making processes regarding the development and operation of Council policies, plans, facilities and services.

This framework should also be read in conjunction with the Colac Otway Shire's Community Engagement Policy.

This policy states:

Colac Otway Shire Council is committed to ensuring that community engagement is integrated into Council core business to support decision making, build relationships, strengthen communities and seek improvement opportunities.

The need and scope of community engagement should be assessed at the planning stage of any project or initiative, when:

- A change in service, activities, user group or major infrastructure is considered.
- Consideration of major policy decisions.
- An issue is raised and requires a decision.
- More information or evidence is required.
- There is an opportunity for stakeholders to influence a Council project/initiative or its outcome.

The level of community engagement based on a wide range of factors, including but not limited to:

- Who is impacted by the project or decision.
- The extent of the impact on the community.
- Consideration of community concerns and priorities.
- Consideration of project time frames and resources.
- An identified genuine need to engage.
- Legislative, mandated or regulatory requirements.

Other factors may also influence the level of community engagement undertaken such as budget limitations and need for urgent decisions in times of emergency.

What is community engagement?

The word 'community' is a very broad term used to define groups of people; whether they are stakeholders, interest groups, citizen groups, etc. A community may be a geographic location (community of place), a community of similar interest (community of practice), or a community of affiliation or identity (such as industry or sporting club).

'Community engagement' is therefore a planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest, or affiliation or identify to address issues affecting their well-being. The linking of the term 'community' to 'engagement' serves to broaden the scope, shifting the focus from the individual to the collective, with the associated implications for inclusiveness to ensure consideration is made of the diversity that exists within any community'.

Types and levels of community engagement vary according to the requirement, purpose or aim of the work being undertaken. This Tool Kit provides information on the different levels of community engagement and guidance on the issues and actions to be considered for each of these different levels.

Community engagement can take many forms and the International Association for Public Participation (IAP2) has developed the 'IAP2 public participation spectrum' to help groups define the public's role in any public participation process.

IAP2 Spectrum of Public Participation defines the level of participation and the public's role in an engagement process ranging from Inform, Consult, Involve, Collaborate and Empower. IAP2 is a leading organisation in public engagement practice and has a series of tools which support the delivery of engagement, specifically core values, public participation spectrum, code of ethics for public participation practitioners, and quality assurance standards.

Good community engagement will lead to:

- Better project and service delivery outcomes.
- Improving the quality of policy being developed.
- Building more resilient relationship with the community.
- Enhancing reputation and check council is meeting local needs.
- Increased understanding of community issues.
- Better shared partnerships and networks.
- Dealing with complex issues and emerging issues.
- Opportunities for a diversity of voices to be heard.
- Communities who are able to identify priorities for themselves and own the solutions.



Why is it important to engage the community?

The Community Engagement Framework will assist Council to:

- Understand local community needs and desires and make informed decisions based on an understanding of these needs.
- Better meet those needs.
- Tap into local knowledge and expertise.
- Have a more informed community.
- Encourage and enable the community to participate in decision making.
- Develop partnerships with local communities and organisations.
- Meet the requirements of legislation, policies and procedures.

Council staff assists Councilors in their decision making by providing:

- Professional advice based on staff qualifications, training and experience.
- Information gained from community engagement processes to provide Councilors with additional information to assist them in their decision making.

Council staff implements the policy positions developed and adopted by Council and Councilors. Community engagement requires Council staff to work in partnership with the community to implement solutions or deliver services together.

Councils are legislatively required to engage with their communities.

Community engagement processes will underpin our work.

Council will undertake our engagement processes in transparent and accountable ways working with communities, residents and stakeholders to determine the best way to communicate and provide timely feedback on our response to their input.

Our commitment to community engagement

We value input for the planning and delivery of policies, community services, strategies and plans. It helps us to ensure our work is relevant, appropriate and effective. We acknowledge that often stakeholders have differing views and needs which we will take into account.

- We will provide a clear description of the project and the opportunities for involvement. For people to be involved, they first need to understand the issue, then how their feedback can be made and considered. To do this our engagement needs to be carefully considered and planned.
- We will provide good information to community members who are impacted by the project that is objective, relevant and timely.
- We will ensure we hear from a good representation of the community who are impacted by the project and make it as convenient as we can. We will attempt to use a range of engagement techniques so that we can maximise the numbers of people who can be involved. This may include multiple events or techniques. We will provide appropriate and accessible mechanisms so the community can participate if they wish.
- We will provide community members with feedback in relation to their contributions. All feedback will be considered and participants kept informed on the outcomes of these considerations.
- Our engagement will be based on mutual respect. This will be demonstrated through our engagement processes and the value we place on community involvement. We expect this to be reciprocated and the community to respect the diversity of views raised in any engagement.
- Council is a stakeholder too. We recognise that our own officers are key stakeholders whose views also need to be sought. We are committed to ensuring effective internal engagement as well as community engagement.

Community Engagement Tool Kit

This section provides a step by step guide for Council staff when undertaking an engagement process. It includes:

- A set of guiding principles to inform Council staff in their engagement.
- A six step process to guide your engagement.
- A list of engagement strategies to choose from.
- A work plan pro form for you to complete when drafting your Community Engagement Plan.
- Methods and Techniques for Community Engagement.

GUIDING PRINCIPLES

1. INFORM OUR COMMUNITY

It is essential when engaging our community that they have a clear description of the project and sufficient information to enable participation. This includes specific information about the project, broader information about Council's priorities or responsibilities as well as information on the constraints such as budget impacts or time. When informing the community it is important to write in plain English, without the use of technical terms or jargon.

2. CONSULT BEFORE DECISION MAKING

For much of the work Council does it is important to talk to the community before decisions are made. If decisions have already been made it is important that we inform the community of the reasons why the decision was made. This in turn, will assist the community to understand issues faced by Council when developing or implementing projects.

3. DON'T OVER-CONSULT

There may be times where sufficient research and consultation has already occurred about the project. In this instance you need to be careful not to over-consult and you need to inform people about the work that was previously undertaken and the findings. Over-consultation often results in the comment: "we've already told you what we want, why are you asking us again?" This can be avoided by utilising existing research and findings of other consultations that Council or other agencies have conducted. It may still be appropriate to confirm the needs or issues you are already aware of. It may also be appropriate to undertake joint consultations with other areas of Council or other agencies to minimise repeat consultations.

4. BE UP FRONT AND OPEN

Be clear about intentions, the decision making processes and be open about issues and constraints. Share this information with community members so they can be more involved in the process. A transparent process allows the project to stand up to scrutiny from the community and Council throughout the project.

5. ONGOING COMMUNICATION

Communicate regularly to keep the community informed on progress with a project: delays, issues or milestones. It is also important to always explain the process and why and how it was decided. In all communication be careful not to create unrealistic expectations.

6. WE ARE NOT ALWAYS THE EXPERTS

Whilst Councillors and Council staff have a wealth of knowledge and experience on local issues, so does our community. It is important that we respect community experience, views and opinions, and engage community members in our processes.

7. PROVIDE FEEDBACK

It is essential to provide feedback to our community after consulting with them. People have given their time and knowledge and it is important to recognise this by keeping them updated.

Community members appreciate feedback about how input has been used; the next steps of the project and if there is further opportunity for input. This is particularly important when there are vastly different opinions within our community.

In many instances we will need to provide feedback through various stages of the project. To be able to provide feedback to people who have been involved it is essential to keep accurate records of participants and to utilise this information throughout the life of a project.

8. EVALUATE

Evaluation is always important. It allows us to see what we did well and/or what things we could improve for the future. Did we get the information we needed? Did the community feel they were listened to? Did both Council and the community feel it was a positive experience?

Evaluating a project allows us to improve our planning and implementation for future projects. It is always extremely useful to share the evaluation results with other Council staff so we can learn from the experience. This helps to build capacity within the organisation and helps Council to avoid repeating mistakes.

9. BE REPRESENTATIVE

Colac Otway Shire has a diverse population, including large numbers of young families and people from non-English speaking backgrounds. Any work you do with the community should be representative of the total community (unless targeting a specific community / age / gender etc).

Six Steps To Community Engagement

STEP ONE

Understand the project.

Prepare a what, why, when, where, who and how of the the Project to determine the level of community engagement required.

STEP TWO

Identify the level of impact on the community.

- Who is affected?
- What is the area that is affected?
- Identify the level of impact and who can sign off on your engagement plan.

STEP THREE

Identify type of engagement and select strategy.

Is it to?

- Inform
- Consult
- Involve
- Collaborate
- Empower

STEP FOUR

Develop your engagement plan.

Develop your engagement plan, discuss with colleagues and present for approval to Manager.

STEP FIVE

Conduct your engagement.

Once all considerations and plans have been made, conduct the community engagement activity.

STEP SIX

Provide feedback.

This is undertaken after you have implemented your engagement processes or key stages of your engagement process.

STEP ONE

Understand the project.

In order to select the appropriate engagement processes and tools you need a solid understanding of all elements of the project. This includes utilising existing research and findings of other consultations that Council or other agencies have conducted. At this point an assessment on whether or not community engagement should take place is made. For those projects that fall under legislation staff is required to undertake the process outlined in the legislation and at this stage this legislated process will take precedence over the Tool Kit.

However, there may be some elements of the Tool Kit that can be implemented in conjunction with the legislative requirements. For any project you need to know the following:

WHAT is your project?

What are the objectives of this project?

What is the outcome for council? What is the end result?

You must be clear about what your objective and outcome is because you will need to come back to it to measure the success of your project and the community engagement strategies you have used.

Does your project fall under legislation?

If so, the legislated requirements will take precedence over the Tool Kit. However, where you can, you should use the strategies outlined in the Tool Kit.

Does your Team/Manager/General Manager understand your project objective and outcomes?

Are there political issues you need to be aware of?

Does this need to go to Executive Management Team (EMT) or Council?

Have you made any assumptions that you need to test?

Have you gathered/researched information on previous or similar projects (either at Council or through other search mechanisms)?

WHY are you doing the project?

Is this an action in the Delivery Program/Operational Plan and will you have reporting deadlines?

Is it because of legislation, policy, procedure or another formal requirement?

Is it because it meets a community need, a Council resolution or a request from another organisation?

Is there other information that you need to refer to or take into consideration?

WHEN will you do the project?

What is the appropriate form of community engagement? Does your timeframe take this into account?

Think about the timeframe of your project and when does community engagement come into the process.

Does your timeframe fall into the timeframe of other key projects at Council that you may be able to combine aspects of the work?

Are there key issues that need to be addressed by a certain time, and if so can your project be delivered in stages?

WHERE your project will impact.

Where your project impact? is it a neighbourhood, town, or Shire?

The scope of your community engagement and the types of engagement tools you will use will be determined by the area of impact you determine.

WHO will your project impact?

Will your project impact a particular group in the community, geographic area, a cultural group, an age group, a particular person?

It is important to also note that often people fit into a number of groups in the community.

Do you need to provide interpreters or translated information?

Have you identified all the stakeholders, including resident groups, businesses, other government departments, community/sporting organisations etc.?

Council's on line demographic profiles will allow you to look at population characteristics for the whole shire (or to project ahead by 5, 10 (etc.) years. These can be accessed on the Council Intranet and Internet pages.

HOW does the project link to other projects across Council and the City?

Does your project link to other Council or Community projects, and will you be doubling up (or be able to consult together and minimise impact on the community)?

Could you combine your project with another Council initiative? Check with your Manager and colleagues regarding who you should be liaising with.

It is important that you also recognise and understand legislative requirements and existing Council policies and procedures that need to be adhered to. All Council's policies and procedures are available on Council's Intranet.



STEP TWO

Identify the level of impact the project has on the community (and if you need to develop a community engagement plan).

In order to know what level of impact your project will have you need to think about two key things:

1. Who is affected? and 2. What is the area that is affected?

The level of impact chosen will have an impact on the level of documentation and method of consultation required (i.e. will a Community Engagement Plan be required).

The table below outlines four levels of impact and a brief description of each:

Level of Impact	Brief Description	Is a Community Engagement Plan Required?
Level 1 (High LGA)	High level of impact on the whole or a large part of the Colac Otway Shire.	Plan Required.
Level 2 (Lower LGA)	Lower level of impact on the whole or a large part of the Colac Otway Shire.	Plan is optional. However, consider the community benefits and economies that a Plan could deliver.
Level 3 (High Local)	High level of impact of a local nature, on a local area, a specific community or target group.	Plan Required.
Level 4 (Lower Local)	Lower level of impact of a local nature, on a local area, a specific community or target group.	Not required. Follow standard practices and work instructions.

An approval sign off processes is required for your Community Engagement Plan.

You may also wish to seek the advice regarding the methodology you have proposed.

Projects that are being planned at a local level may also impact on projects being run at an LGA level (and vice versa).

If you are unsure on what level of impact your project may have or what other projects you might need to connect with it is suggested that you liaise with your Manager and other relevant staff.

Where legislation requires a particular consultation process to be followed the legislated process will take precedence over this Tool Kit.

Following are the criteria for determining this level of impact, including examples. There may be times when your project meets some of the criteria, but not all. It is up to you to be flexible and use your judgement to decide the most appropriate level.



	Level 1	Level 2
Criteria for Determining Level of Impact.	<p>High LGA High level of impact on the whole or a large part of the Colac Otway Shire.</p> <ul style="list-style-type: none"> • A project that impacts a substantial and significant range of the community (area or people). • High level of real or perceived positive or negative impact, or risk across the LGA. • Potential for a high risk controversy and/or conflict across the LGA. • Likely high level of interest from the community. • Any significant impact on attributes that are considered to be of value to the whole of the shire. • Potential high impact on state or regional strategies or directions. • Any impact on the health, safety or wellbeing of the broader community 	<p>Lower LGA Lower level of impact on the whole or a large part of the Colac Otway Shire.</p> <ul style="list-style-type: none"> • Some lower level real or perceived positive or negative impact or risk across the LGA. • Potential for some controversy or conflict across the LGA. • Potential for some (although not significant) impact on state or regional strategies or directions.
Examples of Projects/ Initiatives.	<ul style="list-style-type: none"> • Council's annual budget and its components such as Fees & Charges. • Development or upgrading of district or regional facilities • Changes to Colac Otway Shire wide services or service levels e.g. Resource management • Significant policies/plans/strategies such as: <ul style="list-style-type: none"> • Council Plan • Municipal Health and Wellbeing Plan • Community Infrastructure Plans • Environment Sustainability Strategy • Recreation and Open Space Strategy 	<ul style="list-style-type: none"> • Revising the Capital Works Program. • Minor modifications to fees and charges. • Minor changes to service delivery.

	Level 3	Level 4
Criteria for Determining Level of Impact.	<p>High Local High level of impact of a local nature, on a local area, as specific community or target group.</p> <ul style="list-style-type: none"> • High level of real or perceived positive or negative impact or risk on a local area, specific community or user groups of a facility or service. • Significant change or loss to any facility or service to a specific community/target group. • Potential for a high risk controversy and/or conflict in the local community. 	<p>Lower Local Lower level of impact of a local nature, on a local area, a specific community or target group.</p> <ul style="list-style-type: none"> • Lower level of real or perceived positive or negative impact or risk on a local area, small community or target group of a specific activity or service at a local level. • Slight change or loss to any facility or service to a local community / target group. • Low or no risk of controversy or conflict in the local community.
Examples of Projects/ Initiatives.	<ul style="list-style-type: none"> • Removal or changes to a local facility, service or facility such as public toilets, roads and parks. • Planning for new or upgraded local area facilities and services. • Proposed major works on local facilities or infrastructure 	<ul style="list-style-type: none"> • Implementation of a small localised community project for example developing a new program in a leisure or community centre. • Minor maintenance to a local facility (park, road, footpath)

STEP THREE

Identify the primary type of engagement and select a strategy

There are a number of types of engagement techniques. The scale, scope and impact of the project will determine the level of engagement. Your community engagement process will fall into one or more of these five categories:

- Inform
- Consult
- Involve
- Collaborate
- Empower

Your community engagement process will fall into one or more of these five categories. Community engagement is a fluid process and depending on your project you may need to move between different types of engagement throughout the life of your project.

It is also important that you understand when you should engage. Is it at the concept stage when nothing has been decided and there is little or no information? Or is it at the decision stage when you have some information and you need to work with that information? Or is it at the implementation stage when it is usually just for information purposes only? Informing the community about your engagement processes and the options they have to become involved is important. Therefore, the 'provide information' type of engagement should always be implemented as a first step regardless of the type of engagement selected as the primary type.

Recognising and understanding legislative requirements and existing or upcoming Council policies and procedures that need to be adhered to is important. It is your responsibility to decide on the type of engagement you will undertake for your project. Your decision should be based on the objective of the project and the outcomes you need. By involving the community at an early stage in your project you will address concerns and limit the possibility of problems or issues arising at a later stage.

The following provides details of each engagement type and examples of when you may use them.

Inform

Letting people know what is happening with a Council project and/or process.

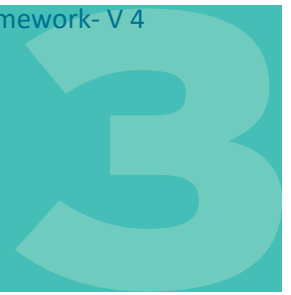
When is it appropriate?

- When Council has a standard design it wishes to use.
- When a decision has been made due to regulations or a project has very limited impact on the community.
- Information flow should occur throughout the life of a project.

PROVIDE INFORMATION

To provide the community with balanced and objective information to help them understand a problem, alternatives, opportunities or solutions:

- Add information to Council webpage
- Issue Media Release
- Include in Mayors column
- Include in Shire Newsletter
- Provide information to Council staff (intranet or GM Circular)
- Letter box drop neighbourhood
- Write to key stakeholders / direct mail out
- Place information in „on hold „ telephone message
- Write to key stakeholders / direct mail out
- Place article in community newspapers or new resident kits (new release areas)
- Produce a fact sheet / brochure
- Translate fact sheet
- Develop display - Shopping Centre outreach
- Develop display - Foyer Council buildings
- Develop display - Festival or Event



Consult

The community provide comment and input (and their input is taken into consideration)

When is it appropriate?

- When there is an opportunity for the community to be involved and Council has already identified a number of options.
- When consultation time is limited.

Involve

The community are involved throughout the whole process to ensure that their concerns and aspirations are consistently understood and considered.

When is it appropriate?

- When no decisions have been made and there is sufficient time and opportunity for the community to be involved.
- At the start of a project before any decisions have been made.
- When there are a number of possible options available.
- When the project is likely to have a significant community impact.

CONSULTATION

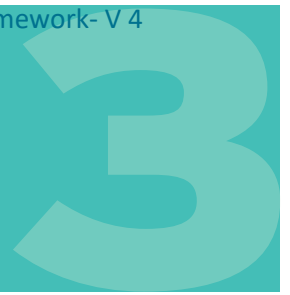
To obtain community feedback on alternatives/decisions:

- Consult within Council
- Public exhibition, inviting submissions
- Hold public meeting / forum
- Conduct a focus group or workshop (smaller and more interactive than public meeting)
- Community auditing/profiling
- Provide interpreters (if requested) at public meetings or forums
- Invite feedback through networks and e-mail lists
- Make a presentation at existing forums and community organisation meetings and obtain feedback
- Use Council website to obtain feedback, survey or general comments
- Interview (face to face), telephone, shopping centres, listening posts, vox-pops.
- Provide suggestion boxes in foyers of Council buildings
- Interview people at existing events
- Use creative arts consultation techniques (art works, photography, theatre)
- A survey is distributed seeking community feedback

INVOLVEMENT

To work directly with the community throughout the process to ensure that community concerns and aspirations are consistently understood and considered:

- Public or neighbourhood meeting
- Community Conference
- Establish an advisory/steering committee
- Develop a partnership agreement/memorandum of understanding with partner agencies
- Attend meetings of appropriate community and business organisations and develop partnerships
- Draft designs are developed and made available for community comment (for participants involved in earlier parts of the engagement as well as general community). These are displayed in local shopping centre and on line for comment.



Collaborate

A partnership is formed with the community (and local organisations) in each stage of the decision making process including the development of alternatives and identification of the preferred solution.

When is it appropriate?

- Where the issue is not the sole responsibility of Council (either statutory or in by influence).
- Where there are insufficient resources to undertake a project and the assistance of partnership organisations makes the project more viable.
- Where the development of partnerships will have long term benefits on the operational and maintenance regimes and increased community ownership.

Empower

Placing the final decision making in the hands of the community.

When is it appropriate?

- Where a community wishes to be the decision maker on how a resource is used with council support.

Open Space Example.

- A community's hall requires revitalisation and the community:
 - Plans the community engagement process.
 - Facilitates the community engagement to develop the revitalisation scope and plan.
 - Implements the plan.
- Council provides support and expertise on request.

COLLABORATION

To collaborate with the community in each aspect of the decision including the development of alternatives and identification of the preferred solution:

- Public or neighbourhood meeting
- Establish an advisory committee
- Develop a partnership agreement/memorandum of understanding with partner agencies
- Attend meetings of appropriate community and business organisations and develop partnerships
- Undertake design workshop to develop design for park, centre, etc.
- Citizen Panels
- A meeting of community members and relevant community and Government organisations agencies is called and agrees to work together to oversee the development of a project.
- A Partnership Agreement is signed between the partners describing how the partners will work together.

EMPOWERING

- To place the decision making in the hands of the community
- Council will support the implementation of the community decision



STEP FOUR

Develop your community engagement plan.

This section seeks to assist in the development of your community engagement plan. It is suggested that you discuss it with colleagues before presenting it for approval through your Manager and Council processes.

Colac Otway Shire Community Engagement Plan:

Name of project: _____

File number: _____

Responsible officer: _____ Ext: _____

Brief description of project and the impact on the community:

When will the project occur, and when will the engagement happen?

What other Colac Otway Shire plans, projects or services will your project impact on (and you will need to become familiar with)?

List the key Colac Otway Shire and community stakeholders (people and organisations) you will need to engage:

What level and types of community engagement will you use?

Are there any hard to reach community members you will need to engage (and how do you plan to)?

What Colac Otway Shire permissions / policies will you need to use (e.g. Media, Insurance, event)?



Step	Resources Required	Budget	Who is Responsible to Impliment	Specific Approvals Required. <i>Eg. Media</i>	Key Milestone (Outcome)
1. Understand the Project.					
2. Identify Level of Impact.					
3. Select the Engagement Strategy					
4. Develop Engagement Plan.					
5. Conduct your engagement					
6. Provide Feedback to Community.					

Approved: _____ Date: _____

STEP FIVE

Conduct your engagement.

5

Once all considerations and plans have been made, it's time to conduct the community engagement activity.

There are the five community engagement principles that need to be checked off before commencing, they are:

1. CLEAR SCOPE & OBJECTIVE

2. GOOD INFORMATION

3. GOOD COMMUNITY REPRESENTATION

4. GOOD SUPPORT (NO BARRIERS)

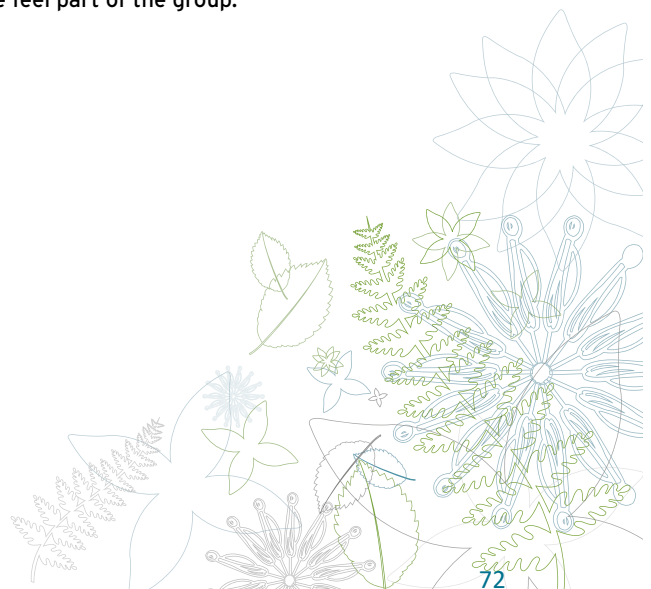
5. INFORMATION ABOUT THE LEVEL OF INFLUENCE ON COUNCIL DECISION

To meet these principles, and deliver a successful engagement activity, it is essential to:

- Write a clear, concise summary of the Project and the process for the engagement that is easily accessible by the community
- A one-pager or poster that can be distributed via letterbox drop, mailout or put in shop windows.
- Put this information on Council website.
- Communications on social media (Facebook).
- Prepare your background information that you will use for the engagement. Do you need maps, plans, technical reports, or other detailed information such as costings etc.
- Ensure you have communicated with all stakeholders impacted by the Project and that you have good representation. Talk to Council's Communications team about letting the community know when and where they can have their say. re. inviting community to participate.
- Ensure that there are no barriers to participation (talk to the Community Engagement team about this).
- Ensure you tell participants how their views will heard, and what you will do with them.
- Think about how you will record and report on the engagement activity.
- Provide feedback to participants.

Other practicalities for engagements you might need:

- Book a hall / meeting room
- Organise catering / tea coffee if required
- If conducting online meetings, practice hosting an online meeting
- Provide a warm welcome. Give people the chance to get used to the setting. Name tags and/or introductions make people feel part of the group.



STEP SIX

Provide feedback to your community



This is undertaken after you have implemented your engagement processes or key stages of your engagement process.

It is important when working with the community to provide feedback to those people who have participated in your project.

This will not only increase their understanding of the process and the decisions but will also improve your relationship with the community, which will assist you in future projects.

In order to provide ongoing feedback to the community it is important to maintain accurate records and databases of who participated in the consultation process. This will assist you to make contact with people involved throughout the life of a project.

The most appropriate way to provide feedback to participants is by direct letter or email.

Some other ways you can provide feedback to the community include the following:

- General flyer
- Information on website
- Through the local media
- Holding a meeting
- Newsletter.

Some of the things you may want to provide feedback on, include the following:

- Outcome of the process
- Changes to the agreement or plan
- Date and content of a Council Report
- New information.



SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

The following section outlines a broad range of methods and techniques for engagement events - the appropriateness, strengths and weaknesses of each are indicated.

ARTS & CREATIVITY

Some forms of community engagement are particularly good at encouraging participation and generating interest and ideas.

These include:

- **Photography:** disposable cameras can be given to people of all ages to capture their likes and dislikes in an area. The results can be exhibited to generate further discussion or to promote additional events.
- **Vox Pox:** short, snappy interviews with people in different locations and at different times (radio or television). Like photographs the results can be displayed and discussed more widely.
- **Songs, poems, artwork:** invite people to submit (possibly for a prize) a song, poem or art piece which describes their area, changes they would like to see, their ideal home or environment.
- **TV game shows:** adopt and adapt popular TV game or quiz shows to generate interest and ideas, test local knowledge and/or understanding of project plans and processes.

Strengths

- Suitable for all age groups.
- Interactive and engaging.
- Enables participants to express their creativity.
- Can help develop a common vision.
- Can be exhibited to generate further discussion.

Weaknesses

- Participants confidence in their creative skills.
- Often a large space is required to exhibit or display results.
- It may be difficult to interpret participant's ideas.

Appropriateness

Art and Creative methods are appropriate where you want to involve local people in expressing their views and generating ideas in a participative approach. They are a useful technique for engaging with people of all ages through education or school programmes, local community forums and resident or interest groups. They may be beneficial at the beginning of a community planning process to generate interest and raise awareness of the process.

COMMUNITY MAPPING

Maps and photographs of an area or specific location are used to illustrate how people view their area: What they like or dislike or improvements they would like to see.

Ideas are generated in small group discussions and recorded on 'post-its' or pre-prepared cards. Discussions should be facilitated to help people explore issues, build consensus or identify areas of conflict.

Strengths

- Stimulates discussion.
- Can build a sense of community ownership.
- Can help people see and understand their community in different ways.

Weaknesses

- Can generate ideas which are not possible to implement.
- It may be difficult to interpret participants' ideas.
- Participants need to be familiar with the local area.

Appropriateness

Community mapping is a useful way to engage people of all levels of capability. A variety of aspects can be mapped including land use, community assets, facilities, and transport options to develop a snapshot of an area. Mapping can be carried out using a variety of materials from chalk to sand depending on the situation.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

PUBLIC MEETINGS

Public meetings provide an opportunity to consult large numbers of people. Meetings can be organised to allow for small group discussions with oral feedback.

There are often opportunities for participants to set or influence the agenda and to ask questions. From our experience small groups are an essential element of public meeting to engage people effectively.

Strengths

- Enables large numbers of people to have their say.
- Provides an opportunity to explain processes, give information and gather feedback.
- Demonstrates openness and transparency.
- Can attract publicity or be used as a launch event.
- Enables participants to develop networks.

Weaknesses

- Unlikely to be representative - not everyone has the time or inclination to attend.
- Attendance is often low unless people feel personally or deeply concerned.
- Some people are likely to be inhibited from speaking in a large group.
- Traditional formats can limit audience contribution and lead to conflict.
- If confrontational it may lead to poor media publicity.

Appropriateness

As part of a series of community engagement events they can be a valuable way of sharing information and demonstrating openness and transparency.

WORKSHOPS & FOCUS GROUPS

Workshops and focus groups allow people to discuss their ideas in an open and relaxed atmosphere. Workshops can take a variety of formats.

They can be designed to exchange information; to discuss the strengths, weaknesses, opportunities and threats of an idea or project; to obtain ideas and innovative thinking for a way forward for a project; or they can be specifically geared towards prioritisation and the production of an action plan. Focus groups by contrast are designed to specifically concentrate on a single issue or a programme of topics.

Strengths

- Encourages active discussion in a welcoming environment.
- Time and resource efficient way of identifying and clarifying key issues.
- Conflict can be more easily handled in a small group.
- Can be designed for a specific purpose.
- Can be directly targeted at excluded or 'hard to reach groups' for example young people or ethnic minorities.

Weaknesses

- With small groups, it is difficult to be sure all stakeholders or interests are represented.
- Workshops can be dominated by articulate and confident individuals if not carefully facilitated.
- Requires experienced facilitators.

Appropriateness

Workshops and Focus Groups are useful methods for encouraging discussion among those who may feel less confident in a larger group.

The main benefit is that participants or certain interest groups can be targeted and therefore those often excluded from a wider engagement exercise can be identified and invited to attend this type of event.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

FORUMS

A forum is a regular meeting of people who represent a group or organisation and may be issue or area based.

Those involved typically comprise members of civic, political, professional, economic or social groups from a local area.

Strengths

- Regular events help to maintain momentum, commitment and enthusiasm and encourages wider participation as the activities of the forum develop.
- Can be an effective way of involving excluded or hard to reach groups by creating an arena directed towards the concerns of specific groups.
- Can address specific local concerns.

Appropriateness

Forums can be a useful way of involving groups who are traditionally excluded from decision-making processes, for example young people.

However, it is often the 'usual suspects' or those who are already involved in local groups who will participate.

Weaknesses

- Often comprise representatives from existing groups rather than individuals from the community.
- May become 'talking shops' rather than action-oriented.
- Potential for them to become rule-bound and bureaucratic.
- Potential for confusion or conflict over the respective roles and responsibilities of local representatives.

WEB BASED ENGAGEMENT

There are a variety of web based engagement processes to choose from such as online discussion forums and blogs, Facebook, online surveys, social networking, ratings and voting and digital interactive TV.

Web based activities enable people to choose where, when and for how long they want to participate.

Strengths

- People can choose a convenient time and place to participate.
- Particularly useful for those who may be homebound e.g. carers, elderly people, parents with young children.
- Can create debate and exchange of views.
- Cost Effective
- Can reach large numbers of people.
- Less time consuming than attending a workshop or public meeting.

Appropriateness

Web based processes may work best as part of a package of methods.

Weaknesses

- Some techniques may require a moderator to manage comments, this can be expensive and time consuming.
- Excludes those without access to the internet.
- Needs to be publicised to generate interest.
- Some people may feel intimidated.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

ROUNDTABLE/ CONSENSUS BUILDING

Roundtable discussions can be used as a tool for consensus building.

They have multi-stakeholder involvement, operate by consensus and can generate co-operation to promote the environmental, economic and social sustainability of a community. The basic premise is that all participants, from business interests to the local community, are equal.

There is no leader but there may be a chair or facilitator. The key factors to consider are sectoral representation; selection and duties of members; size (usually between 16 to 24 members); facilitators; budget and the decision-making processes.

Strengths

- People are brought together as equals.
- Encourages open discussion and helps break down barriers.
- Confronts issues rather than people.
- May produce innovative solutions.
- Aims to create 'win-win' situations, rather than 'win-lose' scenarios.

Weaknesses

- Their composition normally precludes wider participation e.g. academics and professionals.
- Requires considerable preparation.
- Requires highly-skilled facilitators.
- Open to dominance by powerful elites or social groups.

Appropriateness

Roundtables benefit from bringing people together as equals who engage in open discussions.

STREET STALLS

Street Stalls consist of outdoor displays such as idea or graffiti walls which can be used to capture the views and comments of large numbers of people.

Maps and plans for an area or project can be displayed and passer-by's asked to comment on particular issues and themes, generate ideas or vote for particular activities or facilities.

Strengths

- Can collect the views of large numbers of people.
- Interactive.
- Engages and generates interest.
- Can reach people who may not normally participate.

Weaknesses

- Can generate a large amount of data.
- Requires advance planning and preparation.
- Requires several facilitators to engage with people.
- Event may be affected by weather conditions.

Appropriateness

Choosing a busy public location can help to achieve high levels of participation and generate interest in the project from those who may not otherwise get involved. The approach can be organised to coincide with other events e.g. community festival.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

COMMUNITY SURVEYS

Questionnaire surveys can be undertaken to identify the needs and views of a large number of people in a standard format.

The main stages involved are:

- Defining the sample size and the type of information required.
- Deciding on the type of survey to be used (postal, drop and collect, telephone or interview).
- Survey design.
- Piloting the survey.
- Undertaking the survey.
- Post-completion analysis of the results.

It is often best to use a short and concise questionnaire where people's views on an issue are being sought. Increasingly email and SMS (text) are being used to provide a variety of ways for people to engage. These work best when a small number of questions are used and when views on a specific proposal or issue are being sought.

Strengths

- Can gain the views of a large number of people.
- Useful for obtaining quantitative data.
- In principle data can be compared over time or with results from elsewhere.
- Useful for identifying and evidencing need.

Weaknesses

- Need to be well designed and coded to get 'usable' answers.
- Large questionnaire surveys are time consuming and labour intensive.
- Information may be limited
- Do not offer any real sense of community engagement or provide an opportunity for people to exchange views.
- Typical response rates are between 10- 20%

Appropriateness

Surveys are best used as part of a programme of other methods- by themselves they can be limited in scope and provide little meaningful community engagement.

ADVISORY COMMITTEES

These Committees can serve an important role in providing specialist advice to Council.

Advisory Committees are made up of community members and are guided by Terms of Reference that specify the role of the committee. Advisory Committees operate under Council's corporate policy framework, including the Code of Conduct.

Strengths

- A formal structure with terms of reference that meets regularly.
- Has long term membership
- Useful for identifying and evidencing need.
- Is part of councils strategic intent.

Weaknesses

- Typically not representative of the broader community.
- A preference for being involved in an ongoing consultation process rather than something short term.
- It can be difficult to attract people.
- Lack of professionalism.

Appropriateness

As well as directly participating in consultations an Advisory Committees can assist to develop and tailor the Community Engagement Framework.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

SCENARIO PLANNING

Scenario planning is a technique that tests out a number of “future scenarios” for the development of a community or neighbourhood.

Strengths

- They do not describe just one future, but that several realisable or desirable futures are placed side by side.
- Open up the mind to possibilities and challenge long-held internal beliefs
- An appropriate way to recognise ‘weak signals’, technological discontinuities or disruptive events and include them into long-range planning.
- Scenarios can lead to the creation of a common language for dealing with strategic issues.
- The aims, opportunities, risks, and strategies are shared between the participants which supports the coordination and implementation of actions.
- Scenarios are very flexible and can be adjusted to the specific task/ situation.

Weaknesses

- Scenario planning is very time-consuming.
- Puts a strong emphasis on the selection of suitable participants/ experts.
- An understanding and knowledge of the field under investigation is absolutely necessary.
- It could be difficult not to focus on black and white scenarios or the most likely scenario (wishful thinking) during the scenario building process.

Appropriateness

By looking into the future, scenario planning can help communities or organisations explore the impact of decisions. These are usually quite specific scenarios such as school closures or the building of a new road.

CITIZENS JURY

Citizen juries provide the opportunity for a randomly selected ‘mini-public’ to deliberate thoroughly over an issue, often over several days. Typically, invitations will be sent out to a randomly-selected group.

From those who take up the invitation, a further (stratified) sample will be selected to ensure that the final jury best represents the demographic of the wider community. The selected ‘jurors’ are given a key question, or ‘remit’ to work through, with the aim of working together towards a clearly defined set of recommendations.

This process is typically facilitated by an independent, expert facilitator; this is important, because it affords council some distance from the process and means that the outcomes of the process are more likely to be trusted.

In the course of their deliberations, the jury has access to expert help, thorough background material and presentations from ‘witnesses’ with expert knowledge relevant to their task.

Strengths

- A randomly-selected group of people.
- The jury best represents the demographic of the wider community.
- Facilitated by an independent, expert facilitator.
- The outcomes of the process are more likely to be trusted.
- The jury has access to expert help.

Weaknesses

- Requires many months of careful planning and considerations of issues such as the jury selection, the remit, background material, observers, the authority of the jury’s recommendations, costing and evaluation.
- Substantial amount of time and energy that a jury process requires of council officers with the responsibility of making it happen.
- Cost

Appropriateness

A Citizens Jury is useful when a council wants to know what an informed, representative group of people thinks about a particular issue. They can also be useful for addressing controversial issues or where evidence is contested because the jury will hear from a full range of perspectives. Citizens Juries may also be used when the public is distanced from a decision-making process or there is a (perceived or actual) lack of transparency and democracy associated with an issue, with the hope that bringing citizens into the process may also enhance trust or legitimacy.

Translations - Remember that the people Colac Otway Shire speak a range of languages. Do you need to provide interpreters or translated information?



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Item: 10.3

Irrewillipe Basin Development Stage 1

OFFICER	James Myatt
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	1. Irrewillipe Rd Basin Functional Design Final Report [10.3.1 - 74 pages]
PURPOSE	To consider the opportunity to submit a funding application to the Building Better Regions Fund for the Irrewillipe Road Basin upgrade.

1. EXECUTIVE SUMMARY

Irrewillipe Road Basin is a water storage and retardation area on the corner of Irrewillipe Road and Armstrong Street, Elliminyt. Its development is required to provide both stormwater treatment and storage to existing residential development and as such had been a Council priority project for some time. Its delivery would be a great outcome for Council for the reasons outlined in this report, as well as delivering on a priority project. There are a range of significant benefits of the project including environmental, social, recreation and economic benefits. The project also would assist in unlocking further residential development opportunities as per the Colac 2050 Growth Plan.

This report is to consider supporting an application to the Federal Government's Building Better Regions Fund (BBRF) seeking 50% of the capital outlay required to upgrade the Basin. The BBRF is a great opportunity to progress the project. It is highly likely that Council will also receive part contributions to the project from development contributions associated with residential development from land to be rezoned in Colac's identified growth areas within the Irrewillipe Road Basin's catchment area.

Irrewillipe Road Basin is also a priority within the Regional Integrated Water Management Plan. Therefore, the opportunity exists to also advocate for State Government funding towards the project. Achieving Federal Government Funding would help leverage state support.

2. RECOMMENDATION

That Council:

- 1. supports a funding application to the Federal Government's 'Building Better Regions Fund' for the upgrade of the Irrewillipe Road Basin, seeking \$1,212,000 from the program.**
- 2. will commit funding of \$1,212,000 from Council reserves in 2021/2022 as the matching contribution to the project should the application to the 'Building Better Regions Fund' be successful.**
- 3. supports officers in entering into negotiations with land developers to confirm development contributions to reimburse Council's capital outlay as part of proposals to rezone land within the growth areas identified in the Colac 2050 Growth Plan.**
- 4. notes that the extent of developer contributions recoverable to recompense Council for the capital cost of construction is not yet certain, and will be subject to further strategic planning processes.**
- 5. requests that the Chief Executive also seeks funding from the Victorian Government for the project.**

3. KEY INFORMATION

Project Overview

The Irrewillipe Road Basin (The Basin) was recognised in the Colac Integrated Water Management Plan (IWMP) 2014 as a priority action to upgrade the existing asset and include a stormwater harvesting system. The Basin was also included as part of detailed hydraulic modelling in 2017 as part of the Colac Stormwater Development Strategy. As attached to this report, in 2019 Council engaged Engeny Water Management to undertake an investigation of the existing basin and propose a new Water Sensitive Urban Design (WSUD) for the site. The investigation and functional designs found an upgrade to the basin would facilitate social, recreation, economic and environmental benefits for the surrounding area.

The concept and functional design comprise of a water treatment wetlands area, two sedimentation basins, a harvesting pond and water pumping facilities. Water from the harvesting pond could then be used for irrigation of nearby sporting reserves including a potential 16.1 ML per annum for the Colac Turf Club. The Turf Club has significant challenges accessing water during the summer period to maintain their facilities to the required standard, and accessing water from an upgrade Basin would assist with securing their long-term future. This may also provide another funding opportunity through other means eg: Racing Victoria.

The design also traps pollutants from entering downstream flows and the storage capacity reduces downstream flooding risk which potentially facilitates a future decrease in the size of flood overlays and increases the area of developable land.

The Basin upgrade is necessary to treat stormwater from existing residential development as identified in the aforementioned plan. There is added major benefits in facilitating residential development as supported by the Colac 2050 Growth Plan as part of a long-term strategy that guides the location of new housing and associated infrastructure.

The project would include a range of benefits outside of the necessity to treat existing stormwater:

Environmental Benefits – The Basin would capture pollutants from stormwater to increase the water quality of our waterways and in turn Lake Colac. Removal of phosphorus and nitrogen, while not specifically targeted, will help reduce algal blooms and maintain a better health system. The design of the sediment basin and wetland is based on a targeted removal of 80% of total suspended solids in line with Best Practice Environmental Management Guidelines – Victorian Stormwater Committee (1999). Works would also improve the ecological and habitat status of the site which is known to be the home of indigenous plants and provide a habitat connection to the nearby state forest.

Social Benefits – Community safety and the risk of damage to property would be improved through the reduction of downstream flow/flooding during stormwater events. The Basin, currently zoned Public Purposes and Recreation Zone (PPRZ), could also become usable public open space with a developed parkland area (as proposed in stage 2 of the development – see concept designs in the attachment).

Economic Benefits – The Basin would activate a large area of land for residential development as supported by the Colac 2050 Growth Plan and Colac Stormwater Development Strategy. Activating new residential development will increase the local population and meet a regional housing shortage. The region also suffers from very low unemployment meaning population growth is positive for local businesses looking to employ new labour. In addition, improving the site in-line with surrounding development improves the quality of the environmental assets and therefore quality of life for new and existing residents.

It is important to note that the proposed application to the BBRF is for Stage 1, which is the upgrade of the Basin to retard, treat and re-use stormwater as detailed in the attached report. The Stage 2 component would be a future consideration which would then provide important recreational areas to support existing and future residential areas. The open space elements could include pathways, picnic facilities, kick around areas etc.

Project Cost

In the 2019 study, capital construction costs (Stage 1) were estimated at a base of \$1,514,973, which increased to \$1,893,716 to include a 25% allowance for overheads and contingency. The cost estimate does not include project management costs or account for future inflation.

Due to the timeframe between the 2019 study and the current application, the Infrastructure Department have updated the cost estimate as below:

Base Cost	\$1,514,973
Design and Project Management (10%)	\$151,497
Inflation and Escalation (25%)	\$378,743
Contingency (25%)	\$378,743
Total Cost	\$2,423,956

Through the BBRF, Council can apply for a grant of up to 50% of the capital costs for this project. The remaining 50% (\$1,212,000) would need to be contributed upfront by Council. It is proposed that Council funds this capital outlay using its cash reserves.

In committing to the aforementioned capital outlay, Council could then seek to re-coup a proportion of the cost from development contributions as land is rezoned for development in this Elliminyt precinct as per the Colac 2050 Growth Plan.

Development contributions to Council are made when creating new residential allotments to allow for the necessary infrastructure improvements required for the development, or to cater for the impact of the development on the wider area. These can include road and intersection upgrades for increased traffic movement, service connection upgrades and stormwater treatment options such as the upgrade of the Basin. Such contributions have not been charged previously in Colac Otway Shire, and could only be applied to future greenfield residential development that has been included in a Development Contributions Scheme.

Some of the land adjoining the site to the west which is currently Rural Living Zone and identified for future residential growth, would require the Basin to detain and treat stormwater from future development. There is thus a direct financial contribution which future developers would need to make to Council for the benefit of these works to their land development. Land to the north which is similarly zoned and would benefit from reduced flooding would also be obliged to make financial contributions as rezoning and development occurs. As contributions are collected from new development, Council's reserves would be replenished.

Council has sought advice from Mesh Planning on development contributions. The assessment noted that it will be possible for Council to accept contributions to the upgrade of the Basin from development contributions, but the exact value will be determined depending upon the methodology applied at a future date. The requested value of the contribution for this project will need to be considered with other contributions required for additional service upgrades.

It is important to note however that strategic planning for urban growth areas in the Deans Creek Corridor have not yet commenced, and the associated identification of infrastructure required to support that growth is as yet unknown, aside from guidance on strategic stormwater assets required, as outlined in the Colac Stormwater Development Strategy. The future development contributions required from different land owners in the growth areas to enable this infrastructure provision is also therefore not yet known. Whilst it is likely that Council will rezone land in future years and recover development contributions, the degree to which these will be recoverable for costs associated with the Basin upgrade, and the timing over which this might occur, are not certain.

In summary, regardless of development contributions, accessing funding from the BBRF is a great opportunity to progress one of Council's priority projects. As an added benefit, Council will probably be able to receive partial reimbursement of funds through development contributions. The long-term revenue of Council would also be increased through a larger rate base.

Building Better Regions Fund (BBRF) Opportunity

BBRF is an Australian Government grant program targeted to drive economic growth and build stronger communities for the future. Round 5 of BBRF is currently open with an application deadline of 5 March 2021. In round 5 there is \$200 Million available with \$100 Million dedicated to tourism infrastructure related projects.

Funding is available for up to 50% for project costs (75% for a small number of projects). Before applying, the applicant is required to provide evidence of how they will provide their share of the project costs.

Officers believe that BBRF round 5 is an opportunity to progress with the Basin development as it is a priority project of Council and would provide a range of benefits which align to the programs' guidelines. The project would facilitate the implementation of Colac 2050 Growth Plan and long-term residential growth as well as meeting the stormwater needs of existing developments.

Project Risks

Whilst this project is a Council priority project and important to treat existing stormwater and facilitate Colac's growth as per the Colac 2050 Growth Plan, there are a number of risks that need to be considered by Council with a commitment to an upfront cash contribution. The risks include:

- Council is expecting to receive development contributions towards this project in the future. If the land is never developed, then Council will not receive these funds. Officers assess this risk as low. Additionally, the timeframe for development is unknown.
- Council's cash flow is impacted by the need to utilise reserves to fund its contribution to the project. However, it is expected that Council may dispose of land (eg: Bruce Street site) within the next 1-2 years which could assist with replenishing cash reserves. Conservatively Council could expect a minimum net return from the Bruce Street land of \$500,000. (* Note that the value is yet to be fully quantified and this topic will be the subject of a future report to Council).

Overall officers believe that whilst risks are present, they can be managed and the current opportunity can achieve multiple Council objectives and priority projects at once, including the Basin Development and implementing Colac 2050. The current opportunity additionally already provides a 50% funding towards the Basin upgrade regardless of future contributions or funding programs.

4. COMMUNITY CONSULTATION & ENGAGEMENT

During the creation of the Irrewillipe Road Basin Functional Design Report community consultation was conducted with a number of stakeholders and the broader community. A Project Control Group (PCG) was engaged throughout the project consisting of Council, DELWP and Barwon Water.

Key stakeholders were engaged including Colac Turf Club and Trinity College Colac.

Landscape concept designs were presented at community engagement sessions.

Generally, the feedback to all levels of consultation was positive with general support for the project.

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

1. Assets and infrastructure meet community needs.
2. Our places are managed for long-term sustainability.
4. Leadership in natural environment through good management practices.
5. Delivery of our capital works program.

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
2. Openness and accountability in decision making.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Discussed in the Key Information section of this report.

LEGAL & RISK

Delivery of funding agreement if successful with BBRF application. The risks of proceeding with the project are discussed in the report above.

FINANCIAL & BUDGETARY

Discussed in the Key Information section of this report.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Should Council support an application to the BBRF, Councillors and the community will be notified of the outcome of Council's application.

TIMELINE

Applications to the BBRF must be submitted by 5 March 2021.

8. OFFICER DIRECT OR INDIRECT INTEREST

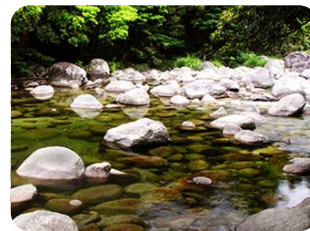
No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



Colac Otway Shire Council

Upgrade of Irrewillipe Road Basin

Functional Design Report



May 2019

V2013_005

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COLAC OTWAY SHIRE COUNCIL
UPGRADE OF IRREWILLIPE ROAD BASIN



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JOB NO. AND PROJECT NAME: V2013_005 Upgrade of Irrewillipe Road Basin					
DOC PATH FILE: V:\Projects\V2013_Colac Otway Shire\V2013_005 Irrewillipe Road RB Upgrade\07 Deliv\Docs\Report\Revs\V2013_005_REP_001_2_Irrewillipe_RB_FunctionalReport.docx					
REV	DESCRIPTION	AUTHOR	REVIEWER	APPROVED BY	DATE
Rev 0	Concept Design Report	Katie Prout	Scott Dunn	Scott Dunn	6/12/2018
Rev 1	Functional Design Report	Daniel Banks	Scott Dunn	Scott Dunn	27/04/2019
Rev 2	Updated FD Report	Daniel Banks	Scott Dunn	Scott Dunn	23/05/2019
Signatures					



CONTENTS

1.	INTRODUCTION	1
1.1	Project Objectives.....	2
2.	EXISTING CONDITIONS.....	3
2.1	Feature and Level Survey.....	3
2.2	Catchment Description.....	3
2.3	Site Description.....	5
2.4	Geotechnical and Contaminated Land Investigations	9
2.5	Existing Conditions Flood Modelling	13
3.	FUNCTIONAL DESIGN	15
3.1	Proposed Design	15
3.2	Project Control Group, Stakeholder and Community Engagement Meetings	16
3.3	Colac Turf Club Irrigation Regime	17
3.4	Treatment and Storage	18
3.5	Flood Modelling	19
3.6	Embankment Condition and Failure Risk Consideration	20
3.7	Landscaping	22
4.	MUSIC MODELLING	24
4.1	Stormwater Reuse	26
4.2	Colac 2050 Development Scenario.....	27
5.	OPERATIONS AND MAINTENANCE	28
5.1	Maintenance Provisions Included in the Design.....	28
5.2	Maintenance Frequency	28
6.	COSTING	30
6.1	Functional Design Capital Cost Estimate	30
6.2	Functional Design Maintenance Cost Estimate.....	31
6.3	Lifecycle Costing.....	31
7.	KEY FINDINGS AND RECOMMENDATIONS	34
8.	QUALIFICATIONS.....	36

Appendices

APPENDIX A – COLAC INTEGRATED WATER MANAGEMENT PLAN – LAYOUT PLAN OF IRREWILLIPE ROAD RB UPGRADE AND STORMWATER HARVESTING

APPENDIX B – EXISTING CONDITIONS FEATURE AND LEVEL SURVEY PLAN

APPENDIX C – IRREWILLIPE ROAD RB STORMWATER TREATMENT FUNCTIONAL DESIGN

APPENDIX D – IRREWILLIPE ROAD RB LANDSCAPE CONCEPT DESIGN

APPENDIX E – IRREWILLIPE ROAD RB LANDSCAPE FUNCTIONAL DESIGN

APPENDIX F – IRREWILLIPE ROAD RB FUNCTIONAL DESIGN COST ESTIMATE

List of Tables

Table 3.1	Treatment asset sizes	16
Table 3.2	Treatment performance.....	19
Table 4.1	SEPP Pollutant Reduction Targets.....	25
Table 4.2	Stormwater treatment performance	26
Table 5.1	Stormwater treatment asset maintenance	29
Table 6.1	MUSIC general life cycle costing parameters	31
Table 6.2	Treatment train life cycle costing results.....	32
Table 7.1	Stormwater treatment performance	34

List of Figures

Figure 2.1	Irrewillipe Road Retarding Basin Catchment	4
Figure 2.2	Corner of Irrewillipe Road and Armstrong Street, (Google, 2010).....	5
Figure 2.3	Retarding basin Outlet from the top of the embankment.....	6
Figure 2.4	Cattle / sheep yards visible from street view, (Google, 2010)	6
Figure 2.5	Outlet of retarding basin	7
Figure 2.6	Outlet of retarding basin facing downstream.....	7
Figure 2.7	Swale into basin from Ballagh Street	8
Figure 2.8	Drainage connections to Irrewillipe Road RB.....	8

COLAC OTWAY SHIRE COUNCIL
UPGRADE OF IRREWILLIPE ROAD BASIN



Figure 2.9	Extent of geotechnical boreholes.....	9
Figure 2.10	Summary of the depth range of each soil unit.....	10
Figure 2.11	Laboratory test results for geotechnical investigation	11
Figure 2.12	Extent of contaminated land test	12
Figure 2.13	Soil hazard categorisation summary.....	12
Figure 2.14	1 % AEP existing conditions flood modelling results.....	13
Figure 2.15	Peak 1 % AEP flood level in Irrewillipe Road RB.....	14
Figure 3.1	Proposed functional design layout.....	15
Figure 3.2	1 % AEP (w climate change) functional design conditions flood modelling results	20
Figure 3.3	Existing embankment spillway profile	22
Figure 4.1	Existing Conditions MUSIC model.....	24
Figure 4.2	Assumed Irrigation Demand Curve.....	27
Figure 6.1	Treatment train discounted real costs.....	32
Figure 6.2	Treatment train distribution of costs over time	33
Figure 6.3	Sensitivity of life cycle cost to the real discount rate	33

1. INTRODUCTION

Colac Otway Shire Council (Council) engaged Engeny Water Management (Engeny) to undertake an investigation of the existing Irrewillipe Road Retarding Basin (RB), and propose new Water Sensitive Urban Design (WSUD) options for the site.

The Irrewillipe Road RB was recognised in the Colac Integrated Water Management Plan (IWMP) (2014) as a priority action to upgrade the asset and include a stormwater harvesting system. A copy of the layout plan from the IWMP is provided in **Appendix A**. The RB was also included as part of detailed hydraulic modelling in 2017 completed by Engeny, as part of the Colac Stormwater Development Strategy (CSDS). The CSDS identified the following aspects relating to the RB:

- Drainage catchment to the basin is in the order of 70 hectares
- Peak inflow to basin estimated to be in the order of 5 m³/s for the 1 % AEP event
- Provides a good level of retardation with downstream flows restricted to the capacity of the 600 mm pipe outlet, the hydraulic model predicts a peak flow of 0.45 m³/s for the peak 1 % AEP event
- There appears to be scope, based on review of topographical data, to lower the base of the basin to include a sedimentation pond and wetland.

Incorporation of WSUD into the basin, as proposed by the Colac IWMP has the potential to realise a number of benefits including:

- Reduction in stormwater pollutants (e.g. gross pollutants, nitrogen and phosphorus) and total flow / volume of stormwater discharged (benefitting the health of Deans Creek and Lake Colac)
- Reduction frequency (days / years) of runoff (resulting in a flow regime that is closer to natural conditions).
- Improved aesthetics within the subject site
- Improved local amenity and landscape value, urban ecology and habitat value
- Increase in evapotranspiration thereby improving local microclimate
- Improved community understanding and engagement to promote more water sensitive behaviours
- Improved local amenity and landscape value including recreation, urban ecology, habitat value, wellbeing and liveability.

Council have prepared a draft Colac 2050 Growth Plan which is a long-term strategy that will guide the location of new housing, associated servicing infrastructure (e.g. water, drainage), and open space for the township of Colac. The Colac 2050 Growth Plan is a response to the G21 Regional Growth Plan prepared by the G21 Regional Growth Alliance in 2013. The G21 Regional Growth Plan sets Colac an aspirational population target of 20,000 people by 2050 and forms part of State planning policy. It is important to account for the changes proposed in the Colac 2050 Growth Plan at the Irrewillipe Road RB as the growth target will drive an increase in imperviousness within the catchment resulting in greater flows and pollutants loads being directed towards the RB. As such it is important that any future upgrades of the RB acknowledge and account for the changes in future conditions.

1.1 Project Objectives

The objectives for the project were to:

1. Undertake a feature and level survey of the subject site
2. Undertake geotechnical and contaminated land investigations
3. Complete water quality treatment and water balance modelling
4. Undertake retarding basin failure consequence assessment / flood modelling
5. Prepare functional design drawings for WSUD and IWM works, meeting best practice pollutant removal and improved amenity of the site.
6. Identify the maintenance requirements for the proposed works
7. Prepare a cost estimate for the functional design.
8. Lifecycle costing
9. Incorporate open space and recreation features which can blend in with the overall water quality works.

2. EXISTING CONDITIONS

2.1 Feature and Level Survey

A detailed feature and level survey for the site was completed in December 2018. A copy of the existing conditions feature and level survey of the site is provided in **Appendix B**.

The survey, and subsequent site visits conducted during this study, did confirm that a 600mm dia. drainage asset from Armstrong Street discharges to the retarding basin which was not previously identified within Council's drainage asset data and not modelled as discharging to the RB when undertaking the CSDS flood modelling. Identification of this asset has led to an increase in the minor drainage catchment, now estimated to be approximately 88 hectares (an increase in area of approximately 18 hectares).

2.2 Catchment Description

Irrewillipe Road RB is located in the south of Colac at 60 Irrewillipe Road. As discussed above the RB has a catchment of approximately 88 hectares flows containing the following land-use types:

- Rural Living Zone
- General Residential Zone
- Public Park and Recreation Zone

Figure 2.1 shows the catchment and land use types draining to the RB.

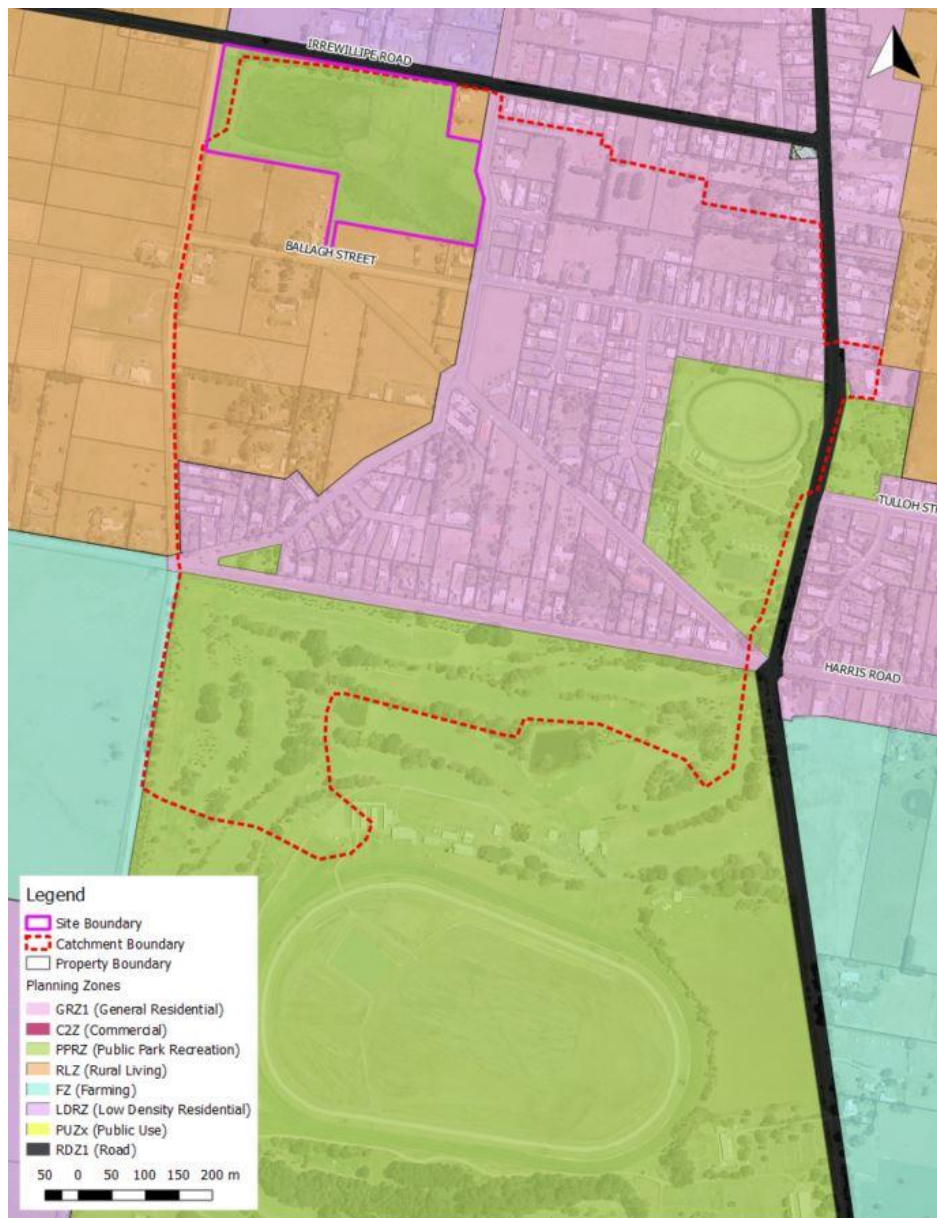


Figure 2.1 Irrewillipe Road Retarding Basin Catchment

2.3 Site Description

Engeny undertook a site visit of Irrewillipe Road RB as part of the Colac Stormwater Development Strategy. Some of the key considerations were picked up from the site visit and later reviews:

- The majority of the site is covered by grasses and shrubs, with a number of trees along the Irrewillipe Road edge of the site (refer to Figure 2.2 and Figure 2.3).
- No community assets are located onsite, access is very limited with no walking tracks across the site.
- North-east corner of the site is used by local residents for grazing purposes (refer to Figure 2.4)
- Existing basin outlet is manually opened and is currently not in good working condition (refer to Figure 2.5 and Figure 2.6)
- Two swale drains enter the site (refer to Figure 2.7 and Figure 2.8).

Figure 2.8 depicts all drainage assets that drain into the RB or serve as the RB outlet.



Figure 2.2 Corner of Irrewillipe Road and Armstrong Street, (Google, 2010)



Figure 2.3 Retarding basin Outlet from the top of the embankment

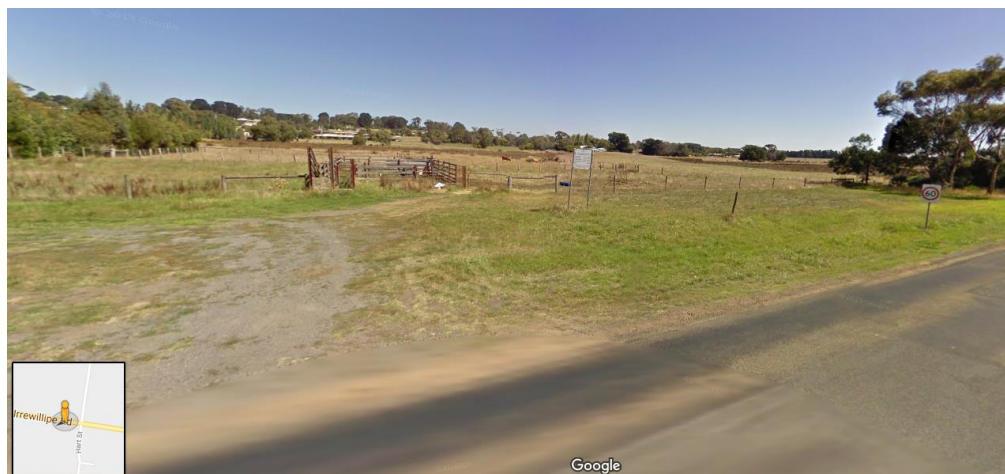


Figure 2.4 Cattle / sheep yards visible from street view, (Google, 2010)



Figure 2.5 **Outlet of retaining basin**



Figure 2.6 **Outlet of retaining basin facing downstream**



Figure 2.7 Swale into basin from Ballagh Street

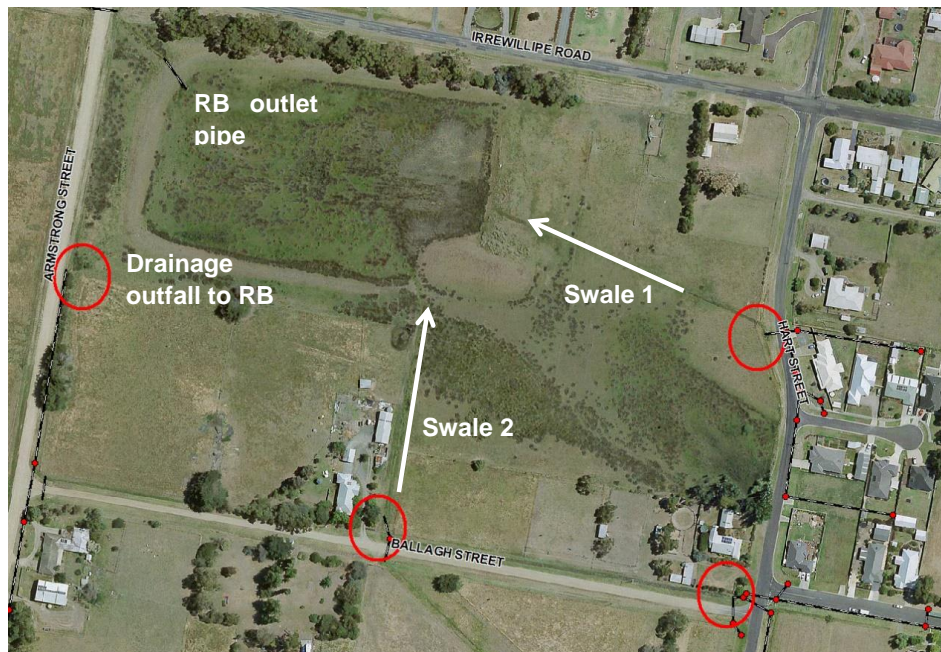


Figure 2.8 Drainage connections to Irrewillipe Road RB

2.4 Geotechnical and Contaminated Land Investigations

Engeny engaged the services of Ground Science Pty Ltd to undertake a detailed geotechnical and contaminated land investigation of the in-situ soil at the Irrewillipe Road RB. This assessment was completed in February 2019 with field work undertaken in December 2018 and January 2019. The detailed reports for each of these investigations have been provided to Council and are summarised in the following sub-sections.

2.4.1 Geotechnical Investigation Results

Figure 2.9 below indicates the locations of the boreholes inspected as part of the geotechnical investigation.



Figure 2.9 Extent of geotechnical boreholes

The subsurface soil profile observed in the boreholes is summarised below:

Unit 1: Topsoil

Unit 1 was encountered in all boreholes from existing ground surface level. This unit generally comprised sandy SILT (ML), low plasticity, dark grey, fine to coarse grained, angular to subangular sand, with rootlets and organics.

Unit 2: Inferred Fill

Unit 2 was only encountered in borehole BH5 at depth of 0.2m to 3.0m. This unit was inferred as fill and comprised:

- CLAY (CH), high plasticity, dark grey mottled orange, trace sand, stiff and dry to damp; and
- Sandy CLAY (CL-CI), low to medium plasticity, dark grey mottled orange, fine to medium grained, angular to subangular sand, stiff and damp to moist

Unit 3: Inferred swamp and lake deposits 'Qrm'

Unit 3 soils were encountered in all borehole locations. The unit is assessed as natural soils comprised of:

- CLAY (CH), high plasticity, grey mottled orange, trace sand, stiff and dry to moist;
- Silty CLAY (CH), high plasticity, grey/yellow/orange, with sand, stiff and damp to moist;
- Silty CLAY (CI-CH), medium to high plasticity, grey/orange/yellow, with sand, very stiff and damp to moist;
- Sandy CLAY (CH), high plasticity, brown/orange/grey, fine to medium grained, angular to subangular sand, stiff and moist;
- Sandy CLAY (CL-CI), low to medium plasticity, grey mottled orange, fine to coarse grained, angular to subangular sand, stiff and damp;
- Sandy CLAY (CI-CH), medium to high plasticity, grey mottled orange, fine to medium grained, angular to subangular sand, stiff and moist to wet; and
- SAND (SW), fine to coarse grained, angular to subangular, grey mottled orange, medium dense and damp to moist.

A summary of the depth range of each soil unit is presented in Table 2.10 below.

Borehole ID	Unit 1: Topsoil	Unit 2: Inferred Fill	Unit 3: Inferred swamp and lake deposits 'Qrm'	Borehole Termination or Refusal Depth (m)
Depth Range of Soil Unit (m)				
BH1	0.00 - 0.20	-	0.20 - 3.00	3.00 (T)
BH2	0.00 - 0.30	-	0.30 - 3.00	3.00 (T)
BH3	0.00 - 0.30	-	0.30 - 2.80	2.80 (R)
BH4	0.00 - 0.30	-	0.30 - 3.00	3.00 (T)
BH5	0.00 - 0.20	0.20 - 3.00	3.00 - 5.00	5.00 (T)

Figure 2.10 Summary of the depth range of each soil unit

Groundwater was only encountered in borehole BH1 at depth of 2.5m below existing ground level. Based on a review of the Visualising Victoria's Groundwater online database, the regional groundwater table is expected to be present at shallow depths (less than 5m). It should be noted that groundwater levels can vary seasonally and with changes to site drainage conditions.

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Soil samples within the basin were recovered from selected boreholes during the investigation for laboratory testing. Figure 2.11 below details the results of the laboratory testing.

Sample No.	Borehole	Depth (m)	Soil Unit	Natural Moisture Content (%)	Particle Size Distribution	Emerson Class Number	Liquid Limit (%)	Plastic Limit (%)	Plasticity Index (%)	Linear Shrinkage (%)
#2	BH1	1.1 - 1.4	3	30.7	Gravel = 0% Sand = 44% Fines = 56%	2	55	22	33	7.5
#4	BH5	0.3 - 0.5	3	19.2	Gravel = 1% Sand = 32% Fines = 67%	-	71	23	48	4.5
#5	BH5	1.0 - 1.45	2	20.3	Gravel = 4% Sand = 42% Fines = 54%	2	29	15	14	5
#7	BH5	2.0 - 2.45	2	13.9	Gravel = 3% Sand = 53% Fines = 44%	-	28	13	15	4.5
#8	BH5	3.0 - 3.45	3	29.7	Gravel = 1% Sand = 29% Fines = 70%	2	61	25	36	11.5
#9	BH5	3.6 - 3.9	3	28.6	Gravel = 1% Sand = 34% Fines = 65%	-	65	20	45	6
#11	BH2	0.3 - 0.9	3	31.6	Gravel = 4% Sand = 31% Fines = 65%	2	85	25	60	9.5
#13	BH4	0.8 - 1.2	3	28.4	Gravel = 1% Sand = 33% Fines = 66%	2	87	18	69	7.5
#15	BH3	0.4 - 0.8	3	26.2	Gravel = 4% Sand = 41% Fines = 55%	2	60	26	34	13
#16	BH3	1.3 - 1.7	3	13.1	Gravel = 0% Sand = 64% Fines = 36%	-	24	10	14	2.5

Figure 2.11 Laboratory test results for geotechnical investigation

2.4.2 Contaminated Land Investigation Results

Figure 2.12 below indicates the testing locations for the contaminated land investigation.



Figure 2.12 Extent of contaminated land test

Figure 2.13 below provides the soil hazard categorisation summary which results in the in-situ soil being classified as 'Fill Material.' As such surplus excavated material can be reused on-site as proposed.

TABLE 1: SAMPLING DETAILS

Volume to be Disposed/Reused	Number of Samples	Sampling Method	Soil Categorisation Method	Hazard category
UP TO 5,000m ³	20	In-situ: <input checked="" type="checkbox"/>	High conc. <input type="checkbox"/>	Fill material
		Ex-situ: <input type="checkbox"/>	95%UCL _{average} : <input checked="" type="checkbox"/>	
			Site Assessment <input type="checkbox"/>	

TABLE 2: ANALYTICAL SUMMARY

Sample ID	Laboratory Report	Primary Contaminants	Maximum Total Concentration (mg/kg)	95%UCL _{average} Concentration (mg/kg)	Leachable Concentration (mg/L)
BH1/1 to BH20/1	ALS: EM1900396 ALS: EM1901493	Arsenic	55	20	<0.1
		Nickel	103	41	<0.1
		Zinc	205	67	NA

TABLE 3: WASTE CODES

Waste Code	UN No.	UN Class	Packing	Contaminants	Origin
NA	NA	NA	NA	NA	NA

Figure 2.13 Soil hazard categorisation summary

2.5 Existing Conditions Flood Modelling

Flood modelling undertaken as part of the CSDS are presented in Figure 2.14 and Figure 2.15 and highlights that the basin has excess capacity for the peak 1 % AEP flood event. There is approximately 1 metre of freeboard from the flood level to the top of the existing basin embankment in the peak 1 % AEP event.

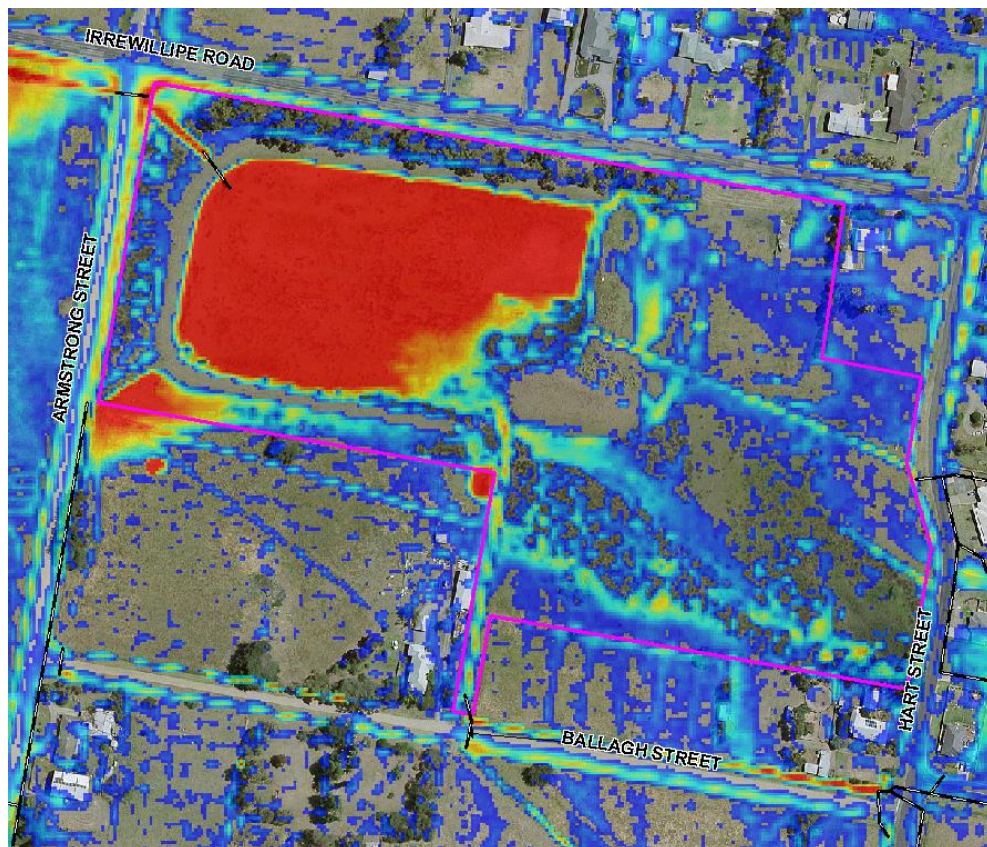


Figure 2.14 1 % AEP existing conditions flood modelling results

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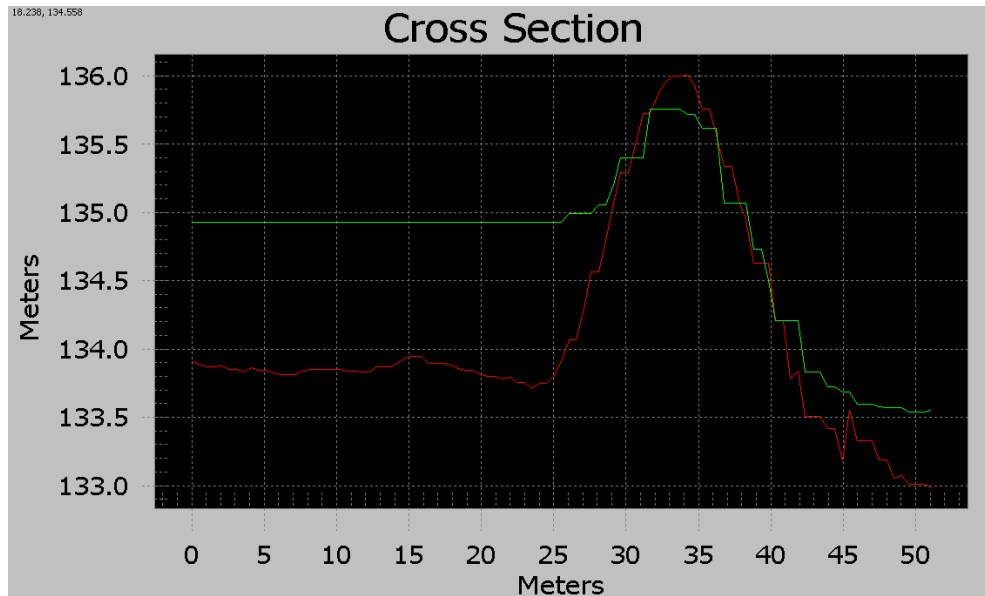


Figure 2.15 Peak 1 % AEP flood level in Irrewillipe Road RB

3. FUNCTIONAL DESIGN

The proposed design is intended to provide stormwater quality improvements, alternative water supply for nearby users and flood attenuation for the benefit of downstream waterways.

The functional design layout is presented in Figure 3.1 below.

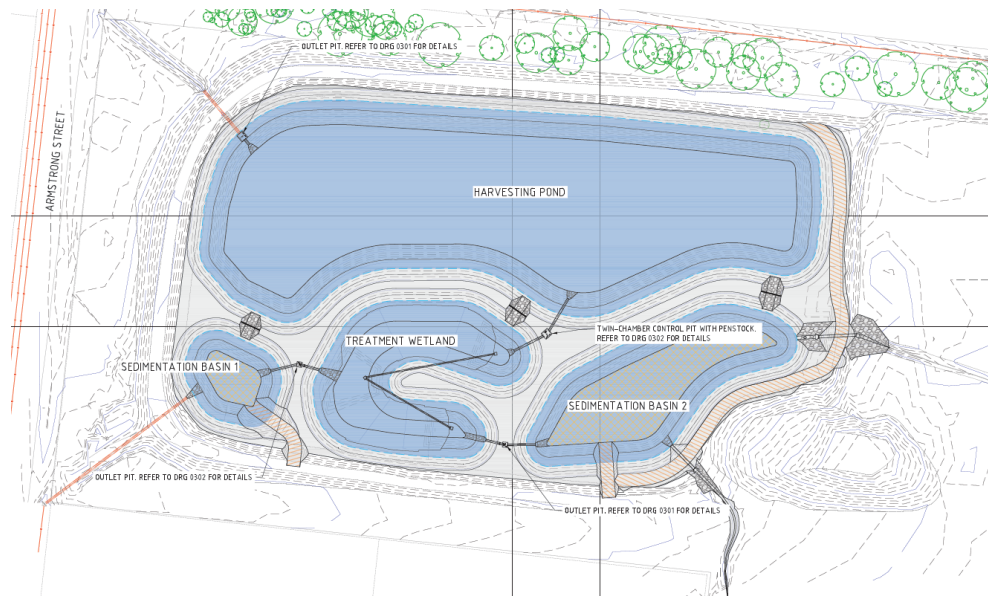


Figure 3.1 Proposed functional design layout

3.1 Proposed Design

The upgrade of the Irrewillipe Road RB retains the existing retarding basin embankment to provide flood protection to downstream properties, while including the following stormwater treatment and reuse elements:

- 2 x Sediment Basins
- Wetland
- Storage Pond
- Vegetated swales (existing assets)
- Pump System
- Interconnecting pipes and pits
- Interconnecting weirs

- Access tracks for maintenance vehicles.

An improved outlet has been included in the design to serve both stormwater treatment and flood attenuation benefits.

Engeny has undertaken MUSIC modelling of the catchment, as described in Section 4, to determine the required sizes of the wetland treatment assets. The treatment asset sizes are listed in Table 3.1 below:

Table 3.1 Treatment asset sizes

Asset	Size
Sediment Basin Surface Area (m ²)	1,500 & 500
Wetland Surface Area (m ²)	1,500
Reuse Pond Surface Area (m ²)	10,000
Reuse Pond Volume (m ³)	15,000
Reuse Pump	5 l/s @ 60m head

Based on the existing conditions and results of the quality and reuse analysis, Engeny have produced a set of functional design drawings, refer to **Appendix C**.

3.2 Project Control Group, Stakeholder and Community Engagement Meetings

Engeny attended the following Project Control Group (PCG), stakeholder and community engagement sessions during the development of the concept / functional design:

- 11th December 2018 PCG meeting with Council, DELWP and Barwon Water
- 24th January 2019 stakeholder meeting with Council, Colac Turf Club and Trinity College Colac
- 24th January 2019 community engagement session at site
 - The landscape concept design attached in **Appendix D** was presented and discussed at this session.
- 6th March 2019 PCG meeting with Council and DEWLP (apology from Barwon Water)
- 6th March 2019 Council briefing.

The stakeholder meeting with Colac Turf Club and Trinity College Colac reaffirmed that both organisations could benefit from a supply of treated / harvested stormwater from the

Irrewillipe Road RB. In particular the Turf Club indicated that they would benefit significantly from a reliable supply of alternative water given their large annual water bills to provide for irrigation.

During these meetings Engeny sensed an overall positive reaction from stakeholders and the community towards this project.

3.3 Colac Turf Club Irrigation Regime

As agreed with Council a focus of this study and design was to provide a reliable source of alternative water for the Colac Turf Club.

There is the potential that Racing Victoria could be a funding partner for this project given that they operate the Victorian Racing Industry Fund (VRIG). The VRIF provides grants to the Victorian racing industry for improvements at racing and training venues and for selected programs designed to further stimulate industry growth and development.

3.3.1 Existing Irrigation Regime

The Colac Turf Club currently irrigates the turf surface through a combination of onsite dam storages and potable water.

The Club has an offtake licence from Deans Creek to extract 20ML of water until November only, with no extraction allowed during the summer months. This harvested water is pumped to onsite storage ponds with a combined capacity of 23ML. The catchment area to these storages is minor and does not contribute significantly to the volume of water available for harvesting.

Information provided by the Club indicated that the water use for irrigation ranges from 25ML to 40ML per year, depending on climate variables. This water is wholly used from December to March, with no irrigation occurring outside of this time period. Anecdotal evidence provided to Engeny by the Club suggests that the onsite storage ponds are exhausted by February in a typical year, and sometimes as early as late December in dry years.

Through our MUSIC modelling water balance assessment, we estimate that the reuse reliability of the current system is in the order of 57%. Section 4 of this report contains more detail on this assessment.

3.3.2 Future Irrigation Regime

The intent of the stormwater treatment system is to provide treatment to incoming stormwater runoff before being stored within the proposed harvesting / reuse pond. Water from the harvesting pond can then be supplied to the Turf Club.

It is intended that the existing irrigation setup within the racecourse is maintained, with the offtake occurring at the existing onsite storages. These storages would be 'topped up' with the water from the proposed harvesting pond at the Irrewillipe Road RB. Therefore, in

practice, stored water within the proposed harvesting pond is used for irrigation in preference to the water within the existing storage ponds. This will ensure that any storm events early in summer will refill the proposed harvesting pond and be available for immediate use.

Water from the proposed harvesting pond will be pumped to the existing onsite ponds as a rate of 5 to 10 l/s. At this rate, pumping will be required for between 8 and 12 hours per day to ensure enough harvested water is available for irrigation of the turf track during January and February.

The elevation difference between the proposed pond and the Colac Race Club is approximately 50m and therefore the pump selected will need to be able to accommodate this static head.

The proposed functional design will increase the Turf Club's reliability of water supply from 57% to 88%. For existing conditions in a median year the on-site storages at the Turf Club are exhausted by early February. Under proposed conditions in a median year the Irrewillipe Road RB stormwater treatment and harvesting system will meet the Turf Club's annual demand such that no potable water is required for irrigation. In dry years the proposed design will provide an additional three to four weeks' worth of supply to the Turf Club.

Under the Colac 2050 development scenario the reliability of supply will increase from 88% to 93%. For this scenario in dry years the proposed design will provide an additional four to eight weeks' worth of supply to the Turf Club.

3.4 Treatment and Storage

The sediment basins and wetland are intended to treat the stormwater runoff to limit the amount of sediment entering into the storage pond, as well as a reduction in nutrient loads to limit the risk of algal blooms.

Details of the water quality modelling undertaken is included in Section 4.

The design of the sediment basins and wetland was based on the target removal of 80% of the total suspended solids. This target rate aligns with the Best Practice Environmental Management Guidelines – Victorian Stormwater Committee, 1999 and will prevent the need for excessive maintenance of the reuse pond and pump system. Removal of phosphorus and nitrogen, while not specifically targeted, will help reduce algal blooms within the storage pond and maintain better system health.

The total pollutant removal of the system is included in Table 3.2 below.

Table 3.2 Treatment performance

Pollutant	Total Generated From Catchment	Entering the Reuse Pond	% Reduction of Captured Water	Total Entering the Downstream Waterway	% Reduction for Entire System Including Reuse
Total Suspended Solids (kg/yr)	13950	1670	88.0%	499	96.4%
Total Phosphorus (kg/yr)	26.98	8.23	69.5%	3.3	87.8%
Total Nitrogen (kg/yr)	197.1	115	41.7%	43.6	77.9%

The Total Nitrogen (TN) reduction as a result of the entire system is 153.5 kg/yr. At an assumed rate of \$3,300 per kg, this equates to an environmental benefit of **\$506,000 per year**.

It is recommended that the water stored within the reuse pond is pumped to the sediment basins and wetland at times of low rainfall. This can be undertaken using the pump intended for transfer of water to the Colac Turf Club. This will ensure that the bodies of water do not become stagnate and will inhibit algal growth. Additional nutrient removal will be achieved through this practice, improving the water quality downstream of the system for any overflowing water from the reuse pond. The recirculation of captured stormwater has not been included in the water quality modelling, due to limitation in MUSIC, the software package used.

3.5 Flood Modelling

As described in Section 2.1 the feature and level survey confirmed the presence of a 600mm dia. drainage asset discharging to the Irrewillipe Road RB from Armstrong Street. As part of the functional design flood modelling this asset has been accounted for together with an allowance for climate change, as described in the CSDS, to form the new base line conditions. This flood level has then been compared to the flood level that will result from the functional design. Figure 3.2 depicts a cross section through the basin with an increase in the 1% AEP (with climate change) flood level from 135.30m AHD to 135.55m AHD noted. The functional design flood level is denoted in dark green whilst the flood level for existing basin conditions is denoted in bright green.

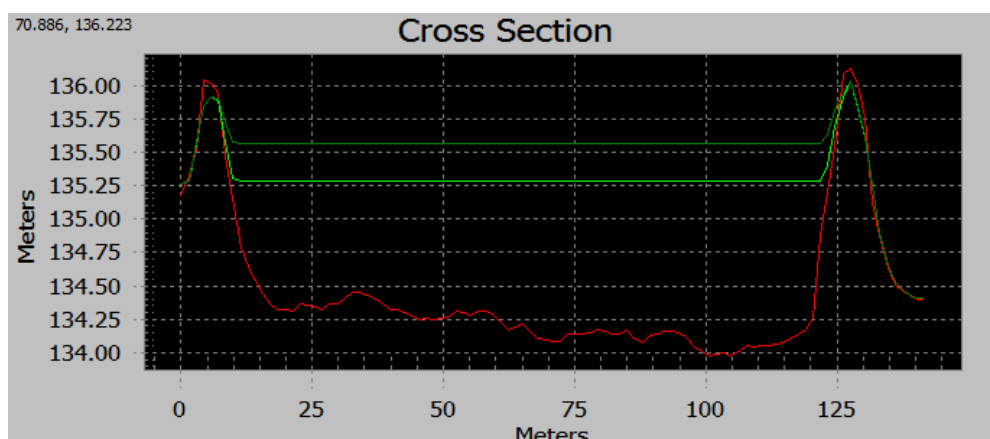


Figure 3.2 1 % AEP (w climate change) functional design conditions flood modelling results

For the functional design there is approximately 500mm of freeboard from the flood level to the top of the existing basin embankment.

The modelling results were inspected which confirmed that there is no adverse downstream impact in the 1% AEP event. Whilst no improvements are noted it is expected that there will be improvements for events more frequent than the 1% AEP event.

3.6 Embankment Condition and Failure Risk Consideration

One of the geotechnical bores was drilled through the existing basin embankment (BH5, indicated on Figure 2.9). The geotechnical investigations identified that the strength of the material encountered at this location in the embankment is less than desired for an embankment. This may or may not be representative of the material in the remainder of the embankment. It is recommended that further geotechnical testing be conducted at the detailed design phase to further assess the strength of the existing embankment.

The material encountered at BH5 suggests that the embankment could be at risk of a piping failure. If the material encountered BH4 was determined to be representative of the entire embankment the detailed design could consider adding a 3 metre wide compacted layer of material (making use of surplus excavated material from within the basin) around the extent of the existing embankment to reduce the risk to an appropriate level. A 3-metre width would be recommended from a constructability perspective. If this was required we have determined that a volume of 2,200m³ of material would be required. The capital cost estimate has assumed all surplus excavated material will be reused on site for the purposes of creating a clay liner for proposed water bodies and landscaping. As such if embankment improvements are required there is expected to little to no impact on capital cost.

A high level assessment of potential failure consequences of the basin embankment (assuming a flood depth equal to two thirds of the embankment height) indicated that a number of existing downstream dwellings could be impacted. However, we would expect flow velocities to be low due to the nature of the floodplain downstream of the basin which is flat and has a low gradient. As such the probability of loss of life due to flood hazard would be low potentially resulting in lower consequences of failure.

Dependent upon further assessment the possible consequence category would be between low and significant. As such the required fall back flood capacity would be between the in 1 in 100 and 1 in 10,000 year AEP. However, we would expect the required flood capacity to be at the lower end of this scale due to the expected low loss of life.

The frequency of overtopping for the proposed basin / stormwater treatment system is low given that in the 1% AEP event the flood level is approximately 500mm below the embankment spillway level. The peak 1% AEP inflow to the basin is in the order of 2m³/s and the capacity of the embankment spillway has been calculated to be approximately 15.7m³/s capacity. The capacity of the spillway is therefore in the order of 8 times greater than the 1% AEP flow which is expected to be larger than 1 in 10,000 year AEP peak flood flow.

It is important to note that the risk of blockage is significantly reduced in the proposed design via the incorporation of a weir pit with a grated lid. In existing conditions (see Figure 2.5) the outlet is significantly blocked by the partial closure of the sluice and wood placed at the opening of the outlet pipe.

To reduce the risk of overtopping failure it is recommended that the following be considered further in the detailed design phase:

- Formalise existing embankment spillway including reshaping and installation of erosion protection suitable for the expected flow velocities (e.g. GEOWEB)
 - The existing embankment spillway is represented in Figure 3.3.
 - The cost of installing GEOWEB in the embankment spillway is estimated to be in the order of \$25,000.
- Reshaping the rest of the embankment to remove existing depressions and ensure a consistent height.



Figure 3.3 Existing embankment spillway profile

We would expect that the detailed design will consider the consequence of failure in more details.

3.7 Landscaping

Along with providing water quality treatment in the form of the wetland, it is understood that Council also wishes to turn the site into a feature for the community.

Engeny engaged Urbis (landscape architects) to develop a landscape concept and functional design, allowing for the treatment assets described in Section 3.2. A copy of the landscape functional design is attached in **Appendix E**. The landscape design has incorporated the following features:

1. Circulation

The design incorporates a shared granite path, which circulates the stormwater treatment system along the embankment and act as a main access path for the site for both locals and for maintenance.

2. Irrewillipe Road Entry

This will include visibility to the proposed shared path, and provide signage creating a focal entry point to the site. This will make it clear that it is a community asset to be used by residents.

3. Cantilevered Viewing Platform

A viewing platform is proposed to hang over the wetland to provide a sustainable water management education location and allow residents to enjoy the scenery.

4. Earthplay

A natural water play space is proposed near the viewing platform to provide a natural playground and allow children to explore and understand about the water cycle and sustainability.

5. Picnic Facilities

An area which includes picnic facilities such as seating, a BBQ and shaded areas to encourage the site to be used more for social interaction.

6. Community Gardens

An area of the site could be used as a community garden location providing a space where residents across Colac can come together and promote healthy eating. These gardens could also potentially use treated water from the wetland system.

7. Parkland Area

An area of the site is to remain as grasslands.

8. Ecological and Habitat Improvement

There are already known indigenous plants onsite, this area would remain as an indigenous protection zone, to provide habitat connection with the state forest 10 kilometres to the south.

9. Native Planting

Native planting is proposed around the edge of the property along Armstrong Street whilst still providing 5 m of space from the toe of the embankment.

4. MUSIC MODELLING

MUSIC (Model for Urban Stormwater Improvement Conceptualisation) water quality modelling software (version 6.2) was used to undertake a stormwater harvesting yield assessment and to quantify pollutant loads generated by upstream catchments as well as removed by the system.

MUSIC simulates stormwater runoff and associated pollutant runoff using continuous rainfall data. The Irrewillipe Road RB MUSIC model is displayed in Figure 4.1.

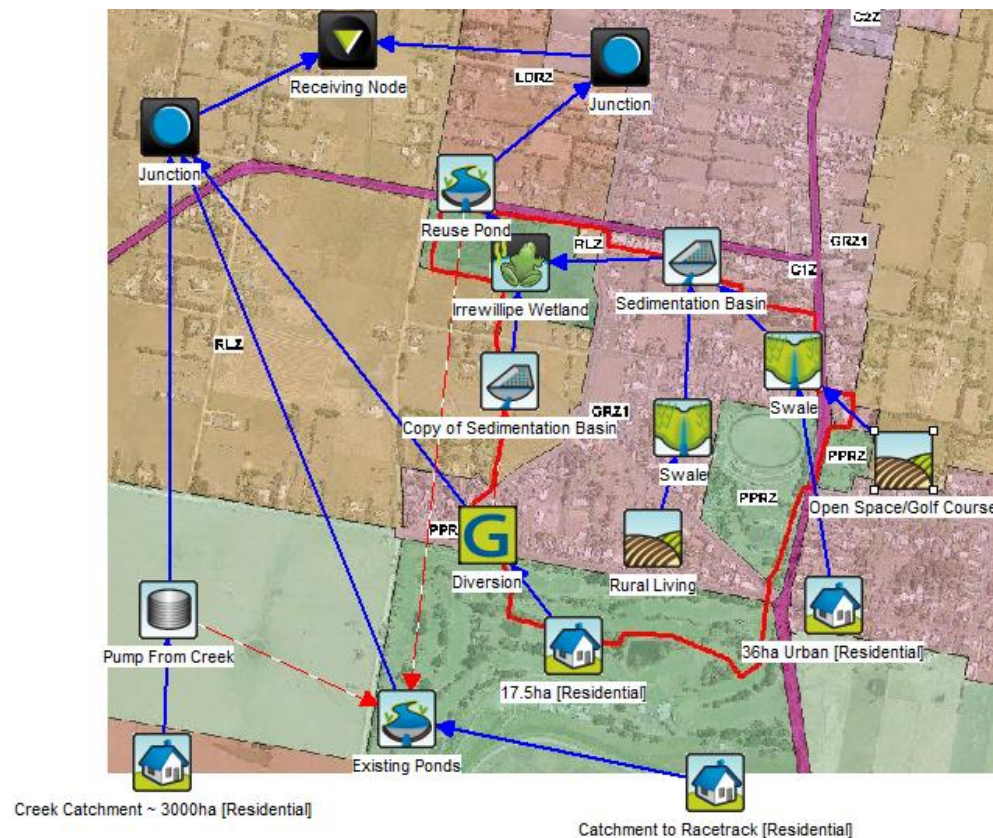


Figure 4.1 Existing Conditions MUSIC model

The following summarises the key MUSIC model parameters, and where applicable are consistent with the Melbourne Water guidelines:

- Catchment imperviousness: 45 % (60% for Colac 2050 scenario)
- 10-year rainfall data set (2000-2010) from the Winchelsea dataset

COLAC OTWAY SHIRE COUNCIL
UPGRADE OF IRREWILLIPE ROAD BASIN



- 6 minute time step
- 410 mm average annual rainfall
- 1059 mm average annual Potential Evapotranspiration (PET)
- Soil store capacity: 120 mm
- Field capacity: 50 mm

The Best Practice Environmental Guidelines provide the following targets of pollutant reduction from developed catchments.

Table 4.1 SEPP Pollutant Reduction Targets

Pollutants	% Reduction Target
Total Suspended Solids	80 %
Total Phosphorus	45 %
Total Nitrogen	45 %
Gross Pollutants	70 %
Litter	70 %

Source: Urban Stormwater: Best Practice Environmental Management Guidelines – Victorian Stormwater Committee, 1999.

The MUSIC model of the catchment was created to assess the level of treatment that could be achieved via construction of the proposed works. This model allows for the analysis of total pollutant reduction and comparison against best practice, level of water quality entering the reuse pond for storage, and a water balance to determine the volume of water available for reuse.

The MUSIC modelling demonstrates that the proposed treatment system meets best practice. The total pollutant removal of the system is included in Table 4.2.

Table 4.2 Stormwater treatment performance

Pollutant	Total Generated From Catchment	Entering the Reuse Pond	% Reduction of Captured Water	Total Entering the Downstream Waterway	% Reduction for Entire System Including Reuse
Total Suspended Solids (kg/yr)	13950	1670	88.0%	499	96.4%
Total Phosphorus (kg/yr)	26.98	8.23	69.5%	3.3	87.8%
Total Nitrogen (kg/yr)	197.1	115	41.7%	43.6	77.9%

4.1 Stormwater Reuse

Stormwater capture and reuse has been modelled in MUSIC to determine the total volume of water available to the Colac Turf Club in addition to that already harvested from Deans Creek.

Information provided by the Turf Club indicated that the water use for irrigation ranges from 25ML to 40ML per year, depending on climate variables. This water is wholly used from December to March, with no irrigation occurring outside of this time period.

For the purposes of the MUSIC modelling, Engeny have assumed the lower bound of 25ML per year is used with the following seasonal irrigation demand given that this will produce the most conservative result with respect to water quality treatment benefit.

Figure 4.2 highlights the irrigation demand used in the MUSIC model for the Colac Turf Club.

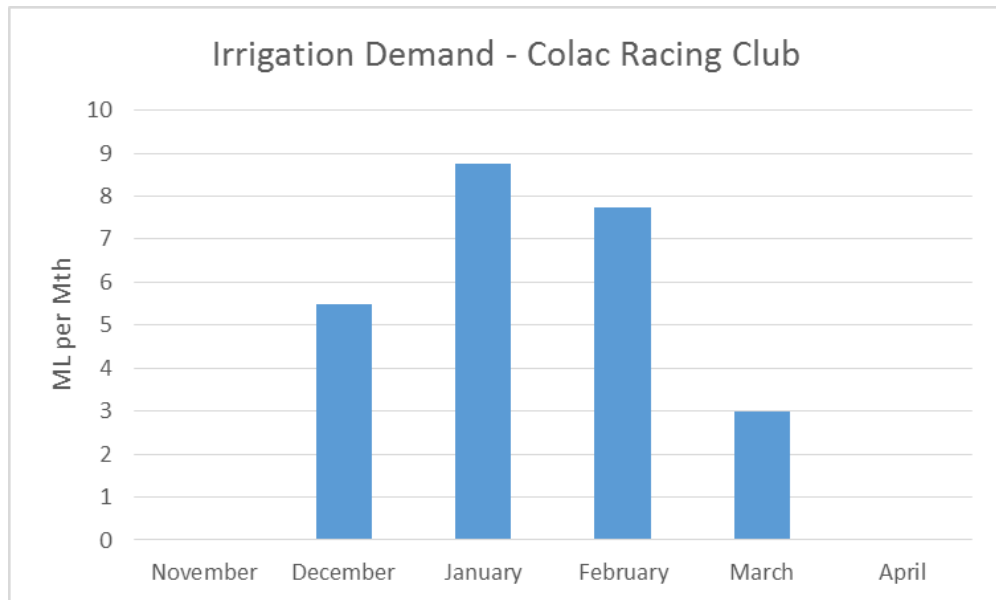


Figure 4.2 Assumed Irrigation Demand Curve

The existing arrangement, of harvesting stormwater from Deans Creek through until the end of November, for use over summer, provides a reuse reliability of 57%, as per the MUSIC modelling undertaken. This aligns well with the anecdotal evidence provided by the racing club. The proposed system increases the reuse reliability to 88% for current development conditions and 93% for Colac 2050 development conditions.

4.2 Colac 2050 Development Scenario

Changes to planning zones described in the Colac 2050 Growth Plan have been considered and as a result the imperviousness of the catchment has been increased from 45 % to 60 %. The key result of this scenario is an increase in the reliability of the stormwater harvesting system from 88% to 93% with respect to meeting the annual irrigation demand from the Colac Turf Club.

5. OPERATIONS AND MAINTENANCE

5.1 Maintenance Provisions Included in the Design

Maintenance activities associated with the stormwater treatment and harvesting system will include periodic inspections and cleanout and damage repair for the sediment basins, wetland, the storage pond and pump.

Maintenance of the proposed stormwater and WSUD assets has been considered as follows for the functional design with the following provisions considered and recommended:

- Provision of access tracks to key infrastructure. Access tracks have been assumed to be 4 m wide and have minimum turning radius of 9 m to allow for access by non-reticulated service vehicles up to 8.8 m in length (IDM, 2013). This is considered to be sufficient for maintenance access by suction trucks, vehicles carrying light excavation equipment and other vehicles that may be required to maintain the assets
- Ramps into the sediment basins to enable clean out of sediment from the base of each basin
- Consideration of open spaces required for sediment laydown areas adjacent to the wetland and sediment basin
- Seated gate valve in the outlet pit for the wetland and harvesting pond to enable drainage for maintenance activities
- Volumetric sizing and design for the sediment basin to enable efficient sediment capture sediment upstream of the storage pond and allow a clean out frequency of every five (5) years

5.2 Maintenance Frequency

Maintenance of the stormwater treatment and harvesting system should only be undertaken by appropriately trained and skilled personnel. Table 5.1 presents a summary of the maintenance requirements for the design elements.

Table 5.1 Stormwater treatment asset maintenance

System element	Inspection Frequency	Inspection/ reactive maintenance	Maintenance Frequency	Maintenance Tasks
Sediment Basins	3 monthly and after major storm events in first year. 6 monthly and after major storm events in subsequent years	Check / repair erosion, blockage and damage to inlet and outlet, vegetation health and remove oil.	5 yearly	Either drain sediment basins using seated gate valve in outlet pits when draining the wetland at the same time or pump from sediment basins into harvesting pond. Remove sediment and dry in designated drying areas. Prevent public access to drying sediment before testing and disposal.
Wetland	3 monthly and after major storm events in first year. 6 monthly and after major storm events in subsequent years	Check / repair erosion, blockage and damage to inlet and outlet, vegetation health and remove oil.	5 yearly	Drain wetland using seated gate valve in outlet pit. Remove sediment from inlet pond and dry in designated drying areas. Prevent public access to drying sediment before testing and disposal.
Storage Pond	3 monthly and after major storm events in first year. 6 monthly and after major storm events in subsequent years	Check / repair erosion, blockage and damage to inlet and outlet, vegetation health and remove oil.	5 yearly	Drain pond using seated gate valve in outlet pit or pump. Remove sediment from inlet pond and dry in designated drying areas. Prevent public access to drying sediment before testing and disposal.
Vegetated swales	3 monthly and after major storm events in first year. 6 monthly and after major storm events in subsequent years	Check / repair erosion, blockage and damage to inlet and outlet and vegetation health.	Yearly	
Transfer Pump	Set up with monitoring system to alert when maintenance is required.	Alarm on unit	As per manufactures specifications	As per manufactures specifications

6. COSTING

6.1 Functional Design Capital Cost Estimate

6.1.1 Civil Works

Preliminary construction cost estimates for the functional design for the stormwater treatment and harvesting system was undertaken using rates adopted from Engeny's recent project experience with the current market. For the purposes of the preliminary construction cost estimate, the following assets were considered part of the stormwater harvesting system:

- Sediment basins
- Wetland
- Storage Pond
- Transfer Pump.

The total capital cost estimate for this functional design is **\$1,893,716**, including a 25% allowance for overheads and contingencies (including detailed design costs). A detailed breakdown of the cost estimate is included in **Appendix F**.

The assumptions made for the cost estimate include:

- No allowance for containment and removal of contaminated land. As per Section 2.4 the in-situ soil is classified as 'Fill Material.'
- No allowance for the construction of sediment laydown areas for the sediment basin and wetland. It has been assumed that the existing open grassed areas will be utilised for this purpose.
- No allowance for landscape design or landscaping works (see Section 6.1.2 below)
- No allowance for electrical supply upgrade and conduit upgrade (if required) for the harvesting pond offtake
- No allowance for the rising main for harvested stormwater
- All cut can be used as fill on site for landscaping and terrain levelling.

6.1.2 Landscape Works

An Opinion of Probable Cost (OPC) has been calculated for the landscape works and is attached in **Appendix F**. The OPC is \$2,100,329 including a 10% contingency allowance. The landscaping works should be considered as a 'shopping list' of possible works to supplement the stormwater treatment / harvesting system. For example the landscaping

costs could be reduced by as much \$750,000 by reducing the amount of planting area for softscape profiles G3 and G5.

6.2 Functional Design Maintenance Cost Estimate

Using MUSIC and the maintenance and renewal rates provided in the publication, Water Sensitive Urban Design Life Cycle Costing Data (Melbourne Water, 2013), we estimate that the annual maintenance costs of all stormwater treatment and harvesting assets will be in the order of \$35,000. We expect that Council will be able to review this cost according to the annual maintenance costs of similar existing assets across the Shire.

6.3 Lifecycle Costing

6.3.1 Input parameters

The life cycle cost estimate was undertaken in MUSIC using the program's built in life cycle cost estimation module. The life cycle cost estimate was informed by maintenance and renewal rates provided in the publication, Water Sensitive Urban Design Life Cycle Costing Data (Melbourne Water, 2013) and the preliminary capital cost estimates reported on in Section 5.1. Table 6.1 presents the key input parameters adopted for the assessment.

Table 6.1 MUSIC general life cycle costing parameters

Parameter	Value	Comments
Span of Analysis	50 years	-
Real Discount Rate	5.00 %	-
Annual Inflation Rate	2.00 %	Estimated based on Reserve Bank of Australia data
Base Year Costing	2019	-

The life cycle cost estimate was undertaken for the stormwater harvesting treatment train up to and including the transfer pump. This included the following elements:

- 2 x sediment basins
- Wetland
- Storage pond
- Transfer pump.

The life cycle cost estimate does not include an allowance for the retarding basin embankment or outlet, as it is understood that this would be required regardless of whether a stormwater harvesting system is adopted. It also does not consider external landscaping.

6.3.2 Results

Table 6.2 presents the results of the life cycle costing assessment for the combined treatment and reuse system.

Table 6.2 Treatment train life cycle costing results

Parameter	Value	Comments
Total acquisition cost	\$2,042,212	Estimated construction cost (including contractors margin, project management, overheads and contingency) for the stormwater treatment and harvesting system.
Life cycle cost of treatment train (\$2019)	\$3,375,308	Cost discounted to 2019 dollars
Equivalent annual payment cost of treatment train (\$2019/annum)	\$67,506	Estimated annual cost in 2019 dollars

Figure 6.1 below presents a breakdown of the discounted real costs of the stormwater harvesting treatment train in 2019 dollars.

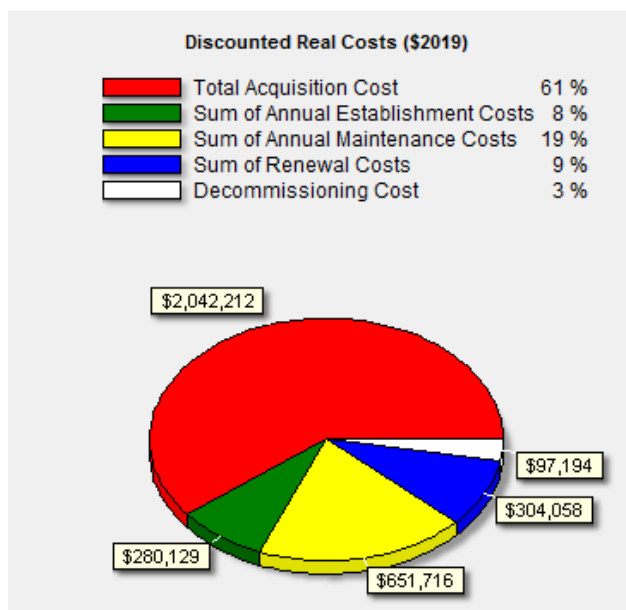


Figure 6.1 Treatment train discounted real costs

Figure 6.2 presents a time series analysis of the distribution of discounted real costs for the stormwater treatment and harvesting system.

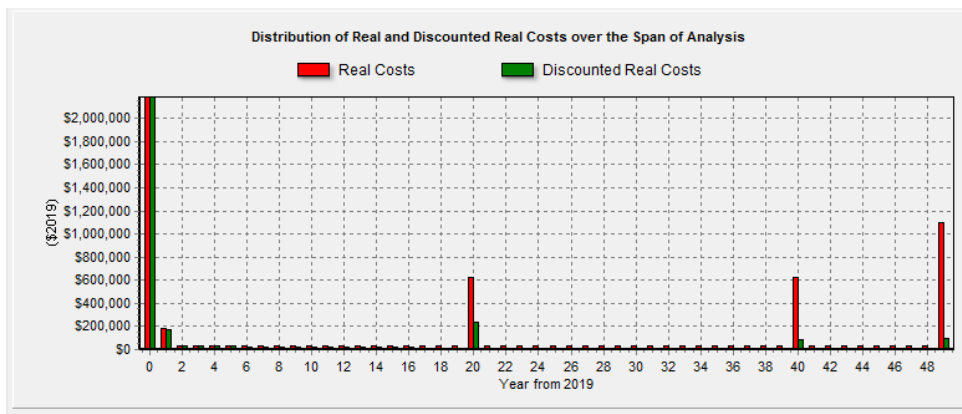


Figure 6.2 Treatment train distribution of costs over time

There is significant uncertainty with respect to the actual discount rate that may occur over the next 50 years. Figure 6.3 presents a sensitivity analysis of the impact of the real discount rate on the life cycle cost (2019 dollars) attributable to the stormwater treatment and harvesting system. It is recommended that Council consider the implications of the potential variance in discount rate when forecasting future budgetary requirements for this asset.

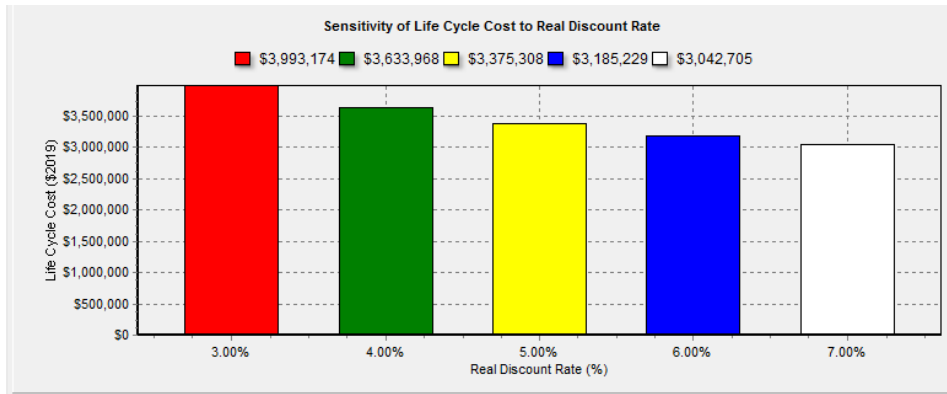


Figure 6.3 Sensitivity of life cycle cost to the real discount rate

Based on the estimated annual payment cost for the stormwater harvesting system of \$67,506 and an average annual stormwater supply of 16,100 kL the estimated cost of water per kL is \$4.19 (\$2019).

This analysis assumes that only the Colac Turf Club benefits from the treated / harvested stormwater. It is possible that other users such as Trinity College Colac, Elliminyt Recreation Reserve and / or the surrounding landscaped areas with the Irrewillipe Road RB site could benefit from the alternative water and as such this assessment is considered conservative (noting that external costs, i.e. transfer lines are currently uncosted).

7. KEY FINDINGS AND RECOMMENDATIONS

Key findings from the design development include:

- In situ material is classified as 'Fill Material' and can be used for a clay liner.
- Reuse supply reliability increased from 57% to 88% for supply of Colac Turf Club's annual water demand. The annual alternative water supply is 16.1 ML with Colac Turf Club as the only user. The reliability is increased to 93% for the Colac 2050 development scenario.
- Capital Construction Cost – \$1,893,716 (including 25% allowance for overheads, design fees and contingencies)
- Annual Maintenance Cost – \$35,000.
- Estimated cost of water per kL – \$4.19 (\$2019).
- Stormwater treatment benefit as per Table 7.1 below

Table 7.1 Stormwater treatment performance

Pollutant	Total Generated From Catchment	Entering the Reuse Pond	% Reduction of Captured Water	Total Entering the Downstream Waterway	% Reduction for Entire System Including Reuse
Total Suspended Solids (kg/yr)	13950	1670	88.0%	499	96.4%
Total Phosphorus (kg/yr)	26.98	8.23	69.5%	3.3	87.8%
Total Nitrogen (kg/yr)	197.1	115	41.7%	43.6	77.9%

The Total nitrogen (TN) reduction as a result of the entire system is 153.5 kg/yr. At an assumed rate of \$3,300 /kg, this equates to an environmental benefit of approximately \$506,000 per year.

A landscape functional design for the wider project area (i.e. areas external to the proposed stormwater treatment / harvesting system) has also been completed as part of this project. These works help to achieve broad project objectives with respect to Integrated Water Management.

COLAC OTWAY SHIRE COUNCIL
UPGRADE OF IRREWILLIPE ROAD BASIN



Integrated water management is a planning approach that brings together all elements of the water cycle and land use planning to achieve optimal social, economic and environmental outcomes. The intent of the landscaping works is to offer a space which invites the local community to visit and enjoy the significant amenity and educational opportunities that the stormwater treatment / harvesting system offers. An Opinion of Probable Cost (OPC) has been calculated at \$2,100,329 (including a 10% contingency allowance) for the documented landscaping works. This estimated cost is not fixed and should be considered as an upper limit. For example the landscaping costs could be reduced by as much \$750,000 by reducing the amount of planting area for softscape profiles G3 and G5 shown on the drawings.

Engeny recommends Council consider and discuss the findings of this report with project stakeholders including DELWP and Barwon Water with a view to determining potential funding arrangements to progress to a detailed design and ultimately construction of the proposed works.

8. QUALIFICATIONS

- a. In preparing this document, including all relevant calculation and modelling, Engeny Water Management (Engeny) has exercised the degree of skill, care and diligence normally exercised by members of the engineering profession and has acted in accordance with accepted practices of engineering principles.
- b. Engeny has used reasonable endeavours to inform itself of the parameters and requirements of the project and has taken reasonable steps to ensure that the works and document is as accurate and comprehensive as possible given the information upon which it has been based including information that may have been provided or obtained by any third party or external sources which has not been independently verified.
- c. Engeny reserves the right to review and amend any aspect of the works performed including any opinions and recommendations from the works included or referred to in the works if:
 - (i) Additional sources of information not presently available (for whatever reason) are provided or become known to Engeny; or
 - (ii) Engeny considers it prudent to revise any aspect of the works in light of any information which becomes known to it after the date of submission.
- d. Engeny does not give any warranty nor accept any liability in relation to the completeness or accuracy of the works, which may be inherently reliant upon the completeness and accuracy of the input data and the agreed scope of works. All limitations of liability shall apply for the benefit of the employees, agents and representatives of Engeny to the same extent that they apply for the benefit of Engeny.
- e. This document is for the use of the party to whom it is addressed and for no other persons. No responsibility is accepted to any third party for the whole or part of the contents of this report.
- f. If any claim or demand is made by any person against Engeny on the basis of detriment sustained or alleged to have been sustained as a result of reliance upon the report or information therein, Engeny will rely upon this provision as a defence to any such claim or demand.
- g. This report does not provide legal advice.

COLAC OTWAY SHIRE COUNCIL
UPGRADE OF IRREWILLIPE ROAD BASIN



APPENDIX A

Colac Integrated Water Management Plan – Layout Plan of Irrewillipe Road RB Upgrade and Stormwater Harvesting



would reduce additional treatment requirements prior to use



Currently outfalls to a Deans Creek Tributary with a current LSIO approximately 220m wide. Improved operation of the retarding basin (in combination with waterway upgrades) may reduce this LSIO allowing for development of the corridor between Armstrong Street and Sinclair Street South

- Activating this space will emphasise Colac's 'water story' to the community and contribute to the Town's liveability.
- Stormwater harvesting Storage Pond.
- Simple landscaping measures including a perimeter path, trees and a possible playground will activate the open space and encourage people to the space.
- Stormwater Treatment Wetland.
- Sedimentation Pond. Pre-treatment provided within the basin area
- Create connections to the surrounding open space network and encourage public access through improved amenity. Opportunity exists to integrate into an outer path route.
- Consideration of the basin flood levels and location of active open space assets will be required to minimise risk to the public.
- Concentration of flows to the retarding basin provides opportunity for a precinct scale end of line treatment.
- WSUD elements within the upstream catchment to consist of grassed swales.
- Retardation performance upgrades to facilitate subdivision of upstream catchment.
- Stormwater reuse from Irrewillipe Road Retarding Basin
- 14ML/year demand from nearby Colac Turf Club, Golf Club and racecourse able to irrigate using fit for purpose alternative water.



Project 2 - Irrewillipe Road Retarding Basin Upgrade and SWH

Integrated Water Cycle Management Project Opportunities Plan | Colac

Scale 1:5000	Client Barwon Water
Horizontal 0 100 200 300 400 500	Drawing No 138 293 - 3
	Revision 3
	Date 23/01/2014

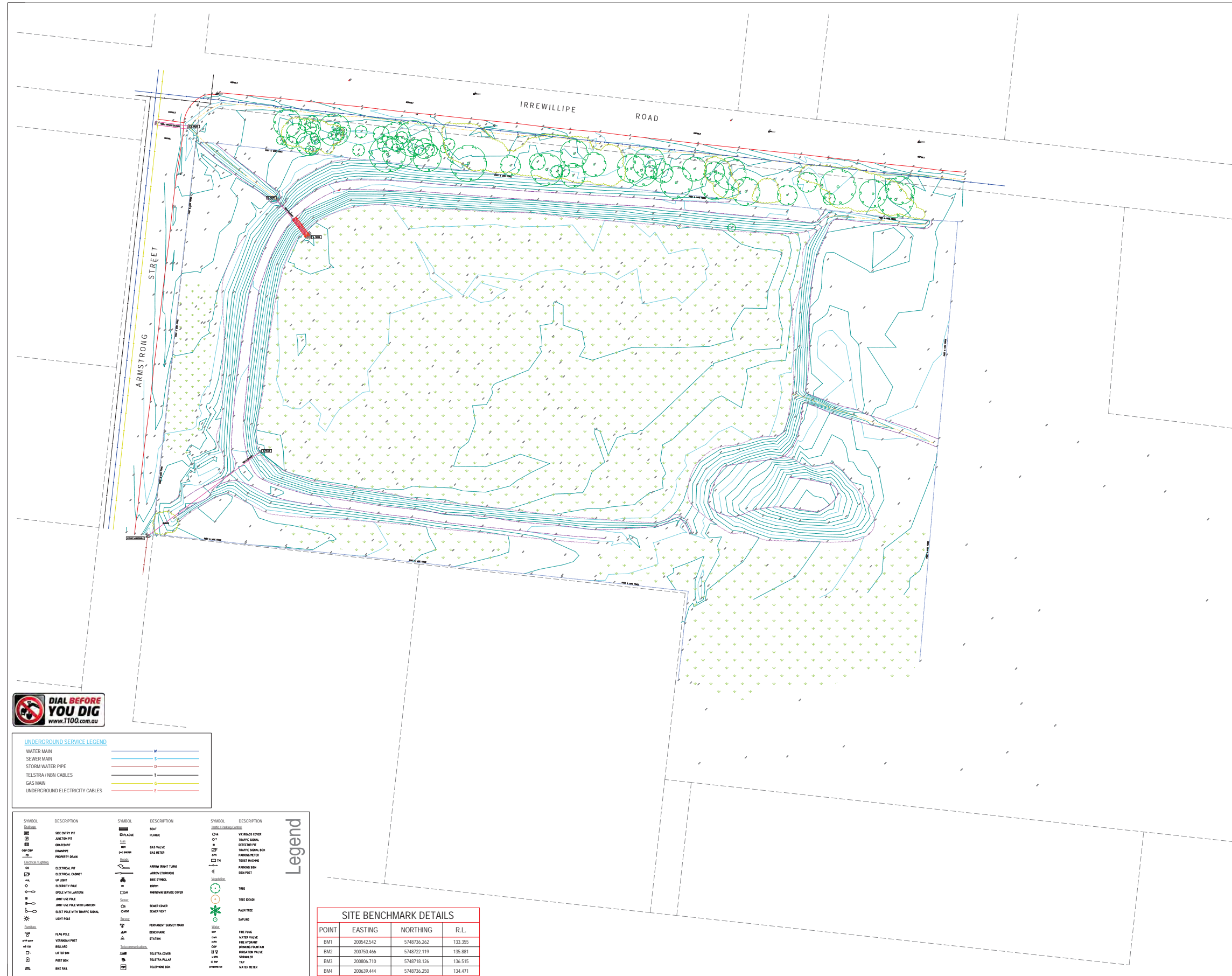


COLAC OTWAY SHIRE COUNCIL
UPGRADE OF IRREWILLIPE ROAD BASIN



APPENDIX B

Existing Conditions Feature and Level Survey Plan



DO NOT SCALE - USE WRITTEN DIMENSIONS ONLY

No	DATE	AMENDMENTS	BY

SURFCOAST
 Survey & Drafting Services P/L
 PO BOX 881
 TORQUAY VIC 3228
 Mobile : 0402 024 011
 Email : peter@surfcostsurvey.com.au
 http://www.surfcostsurvey.com.au
 ABN 80 101 114 363



UNDERGROUND SERVICE LEGEND

WATER MAIN	—
SEWER MAIN	—
STORM WATER PIPE	—
TELSTRA / NBN CABLES	—
GAS MAIN	—
UNDERGROUND ELECTRICITY CABLES	—

Legend

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
⊕	SOIL ENTRY PIT	⊕	SEAT	⊕	VE ROAD COVER
⊕	JUNCTION PIT	⊕	SLABE	⊕	TRAFFIC SIGNAL
⊕	GRAVED PIT	⊕	GAS VALVE	⊕	DETECTOR PIT
⊕	DRINKING WATER	⊕	GAS METER	⊕	TRAFFIC SIGNAL BOX
⊕	PROPERTY SIGN	⊕	ARROW STRAIGHT TURN	⊕	PARKING METER
⊕	ELECTRICAL PIT	⊕	ARROW RIGHT TURN	⊕	TARGET POLE
⊕	ELECTRICAL CABINET	⊕	ARROW THROUGH	⊕	PARKING SIGN
⊕	UP LIGHT	⊕	SEE SYMBOL	⊕	SOIL POST
⊕	ELECTRICAL POLE	⊕	SEWER	⊕	TREE
⊕	POLE WITH LANTERN	⊕	MINI-SERVICE COVER	⊕	TREE BRASH
⊕	JUNT USE POLE	⊕	SHOWER COVER	⊕	PARK TREE
⊕	JUNT USE POLE WITH LANTERN	⊕	SHOWER POST	⊕	SAMPLING
⊕	ELECT POLE WITH TRAFFIC SIGNAL	⊕	PERMANENT SURVEY MARK	⊕	FIRE PILE
⊕	LIGHT POLE	⊕	BENCHMARK	⊕	WATER VALVE
⊕	FLAG POLE	⊕	STATION	⊕	FIRE HYDRANT
⊕	VEHICULAR POST	⊕	TELSTRA COVER	⊕	DRINKING FOUNTAIN
⊕	BOARD	⊕	TELSTRA PILLAR	⊕	IRRIIGATION VALVE
⊕	LITTER BIN	⊕	TELSTRA BOX	⊕	SPRINKLER
⊕	POST BIN	⊕		⊕	TAP
⊕	WIRE RAIL	⊕		⊕	WATER METER

SITE BENCHMARK DETAILS

POINT	EASTING	NORTHING	R.L.
BM1	200542.542	5748736.262	133.355
BM2	200750.466	5748722.119	135.881
BM3	200806.710	5748718.126	136.515
BM4	200639.444	5748736.250	134.471

CLIENT	ENGENY		
PROJECT	IRREWILLIPE ROAD COLAC		
DRAWING	EXISTING CONDITIONS PLAN		
STATUS	ISSUED		
NORTH POINT	SURVEYED	DRAWN	
	SURFCOAST	SURFCOAST	
	DESIGNED	DATUM	
	AHD		
	SCALE (A1)	SCALE (A3)	
	1:650	1:1300	
DATE	APPROVED		
NOVEMBER 2018			
PROJ. NO.	FILE NAME	REV.	
2018 - 615	IRREWILLIPE ROAD	A	
	SHEET No. 1 of 1		

COLAC OTWAY SHIRE COUNCIL
UPGRADE OF IRREWILLIPE ROAD BASIN



APPENDIX C

Irrewillipe Road RB Stormwater Treatment Functional Design

Job No. V2013_005

Appendix
Rev 2 : 23/05/2019

COLAC OTWAY SHIRE COUNCIL IRREWILLIPE ROAD BASIN UPGRADE FUNCTIONAL DESIGN



LOCALITY PLAN
SCALE 1:2500

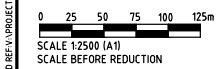
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DRAWING No.	DRAWING TITLE
V2013-005-DWG-0001	COVER SHEET AND LOCALITY PLAN
V2013-005-DWG-0002	GENERAL NOTES
V2013-005-DWG-0010	DEMOLITION PLAN
V2013-005-DWG-0020	GENERAL ARRANGEMENT
V2013-005-DWG-0100	LAYOUT PLAN - (SHEET 1 OF 4)
V2013-005-DWG-0101	LAYOUT PLAN - (SHEET 2 OF 4)
V2013-005-DWG-0102	LAYOUT PLAN - (SHEET 3 OF 4)
V2013-005-DWG-0103	LAYOUT PLAN - (SHEET 4 OF 4)
V2013-005-DWG-0200	CROSS SECTIONS - (SHEET 1 OF 3)
V2013-005-DWG-0201	CROSS SECTIONS - (SHEET 2 OF 3)
V2013-005-DWG-0202	CROSS SECTIONS - (SHEET 3 OF 3)
V2013-005-DWG-0300	DETAILS - (SHEET 1 OF 4)
V2013-005-DWG-0301	DETAILS - (SHEET 2 OF 4)
V2013-005-DWG-0302	DETAILS - (SHEET 3 OF 4)
V2013-005-DWG-0303	DETAILS - (SHEET 4 OF 4)
V2013-005-DWG-0400	DRAINAGE LONGITUDINAL SECTIONS
V2013-005-DWG-0500	PLANTING PLAN

STANDARD DRAWINGS	
DRAWING No.	DRAWING TITLE
VICROADS STANDARD DRAWINGS	
SD-1011	UNHAUNCHED PITS
MELBOURNE WATER STANDARD DRAWINGS	
7251/08/103	PIPE OUTLET DETAIL
7251/08/416	STEP IRONS
7251/10/011	DIVERSION STRUCTURE FOR STORMWATER HARVESTING
7251/12/004	HARD BASE DETAIL
7251/12/006	TWIN CHAMBER OUTFALL PIT INCLUDING PENSTOCK

LEGEND

- 48 — MAJOR CONTOUR (1m)
- - - MINOR CONTOUR (0.2m)
- SW — STORMWATER MAIN
- - - E - - - E TRANSDUCER CABLE
- ⊗ ROCK PROTECTION
- WATER EXTENTS
- POTENTIAL AREA FOR SURPLUS MATERIAL REUSE
- POTENTIAL EMBANKMENT SPILLWAY IMPROVEMENTS
- EARTHWORKS EXTENTS
- EMBANKMENT FILL
- ▲ DRAINAGE STRUCTURE
- EXISTING TELSRA
- EXISTING GAS
- EXISTING WATER

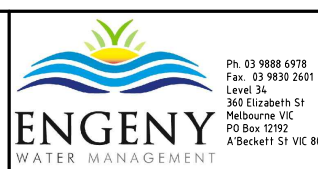
NOT FOR CONSTRUCTION



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No.	BY	DATE	REVISION	APPD
A	LZ	18.04.19	FOR REVIEW	

DOC. NUMBER	DOCUMENT TITLE



Status: FOR REVIEW			
DESIGNED	LZ	CHECKED	DB
DRAWN	LZ	CHECKED	TNO
APPROVED		DATE	
CPENG		CPENG No.	

COLAC OTWAY SHIRE COUNCIL	
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Original Size: A1	Dwg No.: V2013-005-DWG-0001
Rev: A	

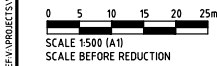


DEMOLITION PLAN
SCALE 1:500

NOTES:

1. RETAIN AS MUCH EXISTING VEGETATION AS POSSIBLE.
2. PRUNING OF EXISTING TREES TO BE COMPLETED UNDER THE SUPERVISION OF THE COUNCIL ARBORIST.
3. ALL REINSTATEMENT WORKS ARE TO BE IN ACCORDANCE WITH INFRASTRUCTURE DESIGN MANUAL (IDM) SD130, SD515.
4. IMPLEMENT TREE PROTECTION ZONES DURING CONSTRUCTION.
5. EXCAVATED SOIL TO BE USED AS CLAY LINER AS PER TECHNICAL SPECIFICATION.

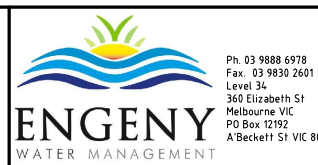
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COLAC OTWAY SHIRE COUNCIL	
IRREWILLIPE ROAD BASIN UPGRADE FUNCTIONAL DESIGN DEMOLITION PLAN	
Original Size A1	Dwg No. V2013-005-DWG-0010
Rev. A	



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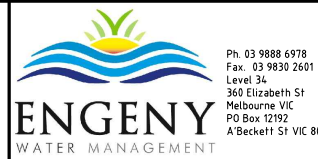
GENERAL ARRANGEMENT PLAN
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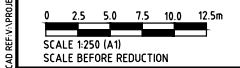
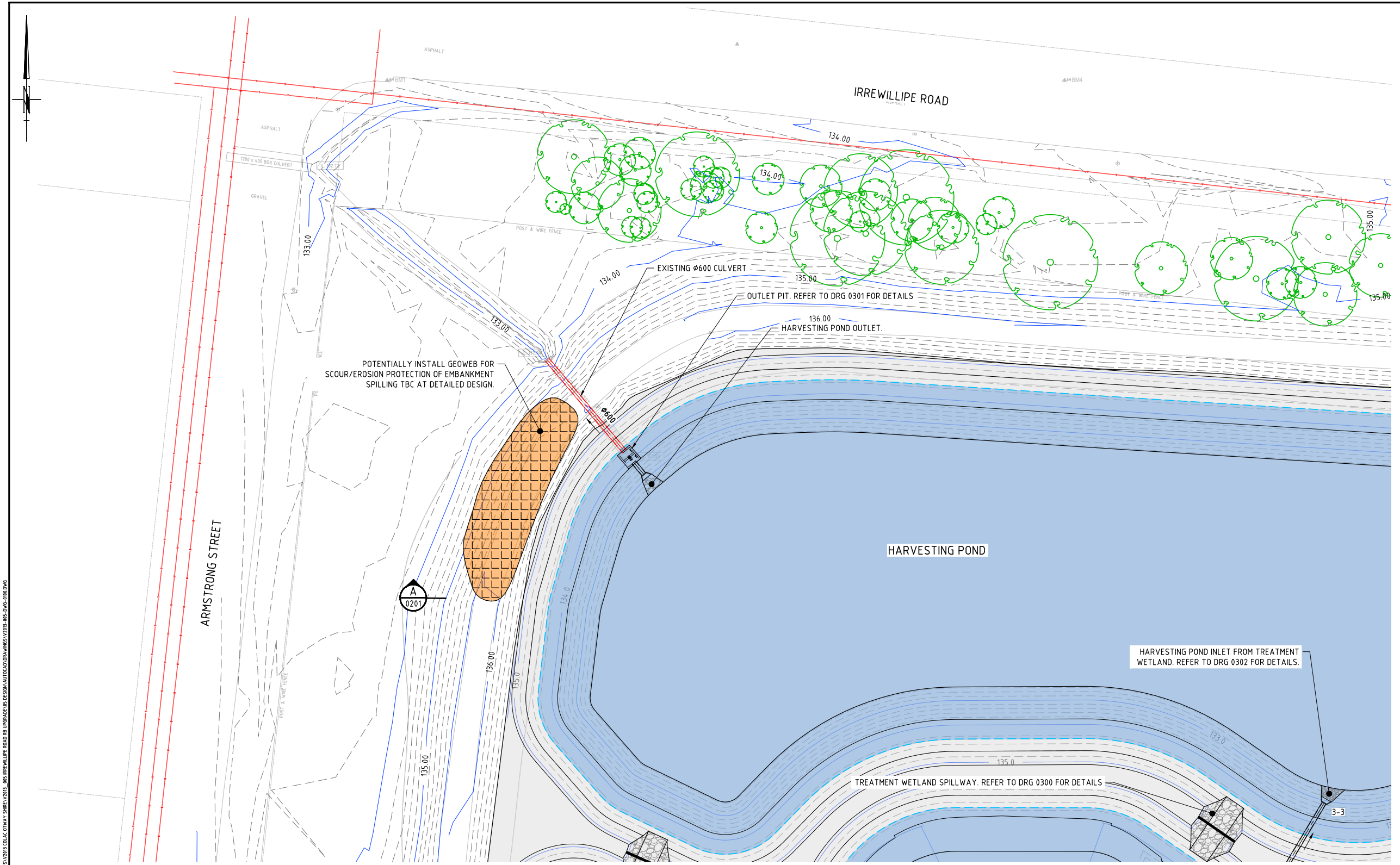
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A	LZ	18.04.19	FOR REVIEW		

DOC. NUMBER	DOCUMENT TITLE



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APPROVED		DATE	
CPENG		CPENG No.	

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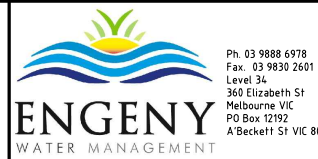
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SCALE 1:250

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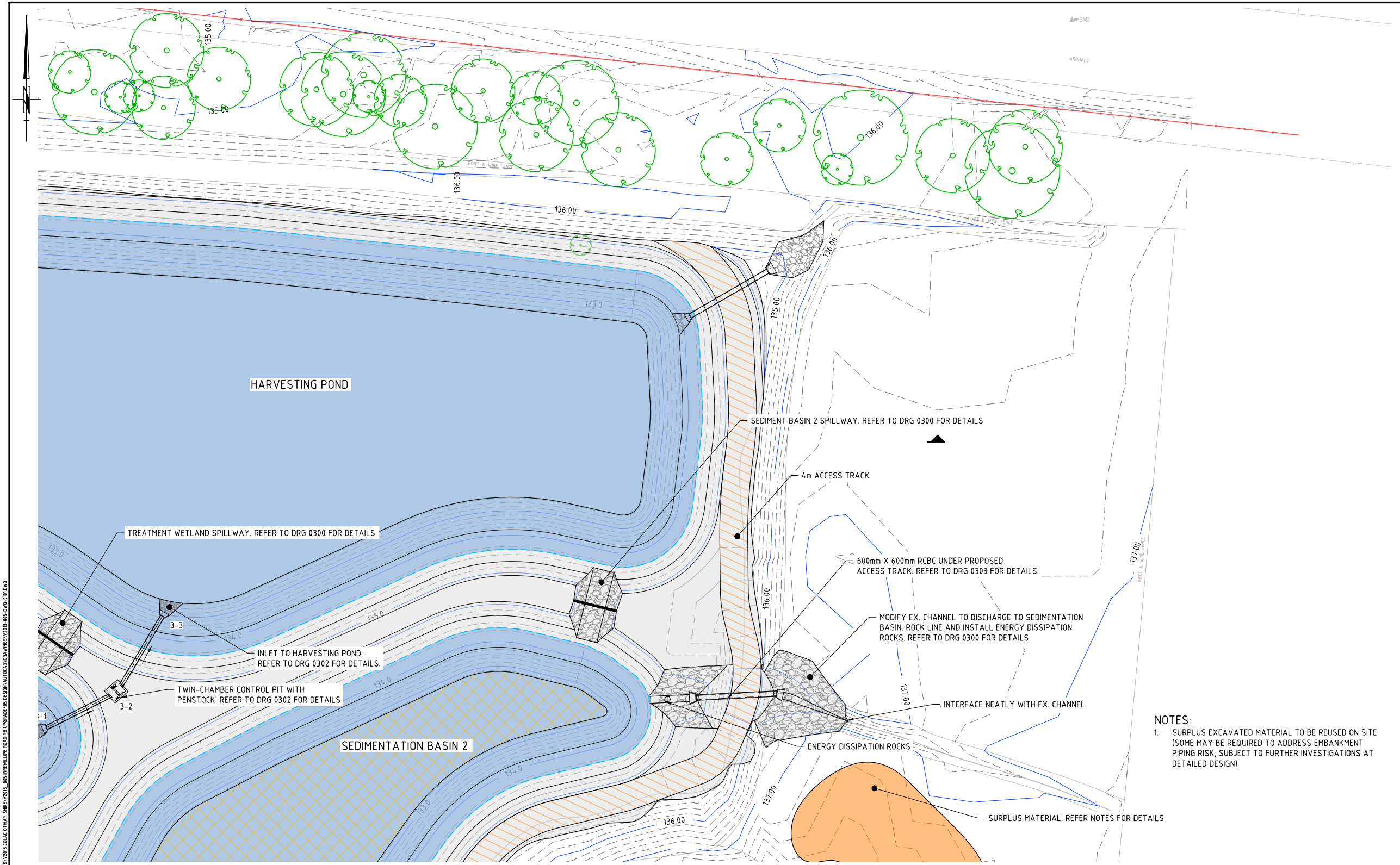
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DOC. NUMBER	DOCUMENT TITLE



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DESIGNED	LZ	CHECKED	DB
DRAWN	LZ	CHECKED	TNO
APPROVED		DATE	
CPENG		CPENG No.	

COLAC OTWAY SHIRE COUNCIL	
IRREWILLIPE ROAD BASIN UPGRADE FUNCTIONAL DESIGN LAYOUT PLAN - (SHEET 1 OF 4)	
Original Size A1	Drawn No. V2013-005-DWG-0100



NOTES:
 1. SURPLUS EXCAVATED MATERIAL TO BE REUSED ON SITE (SOME MAY BE REQUIRED TO ADDRESS EMBANKMENT PIPING RISK, SUBJECT TO FURTHER INVESTIGATIONS AT DETAILED DESIGN)

LAYOUT PLAN
SCALE 1:250

NOT FOR CONSTRUCTION

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 SCALE BEFORE REDUCTION

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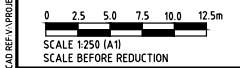
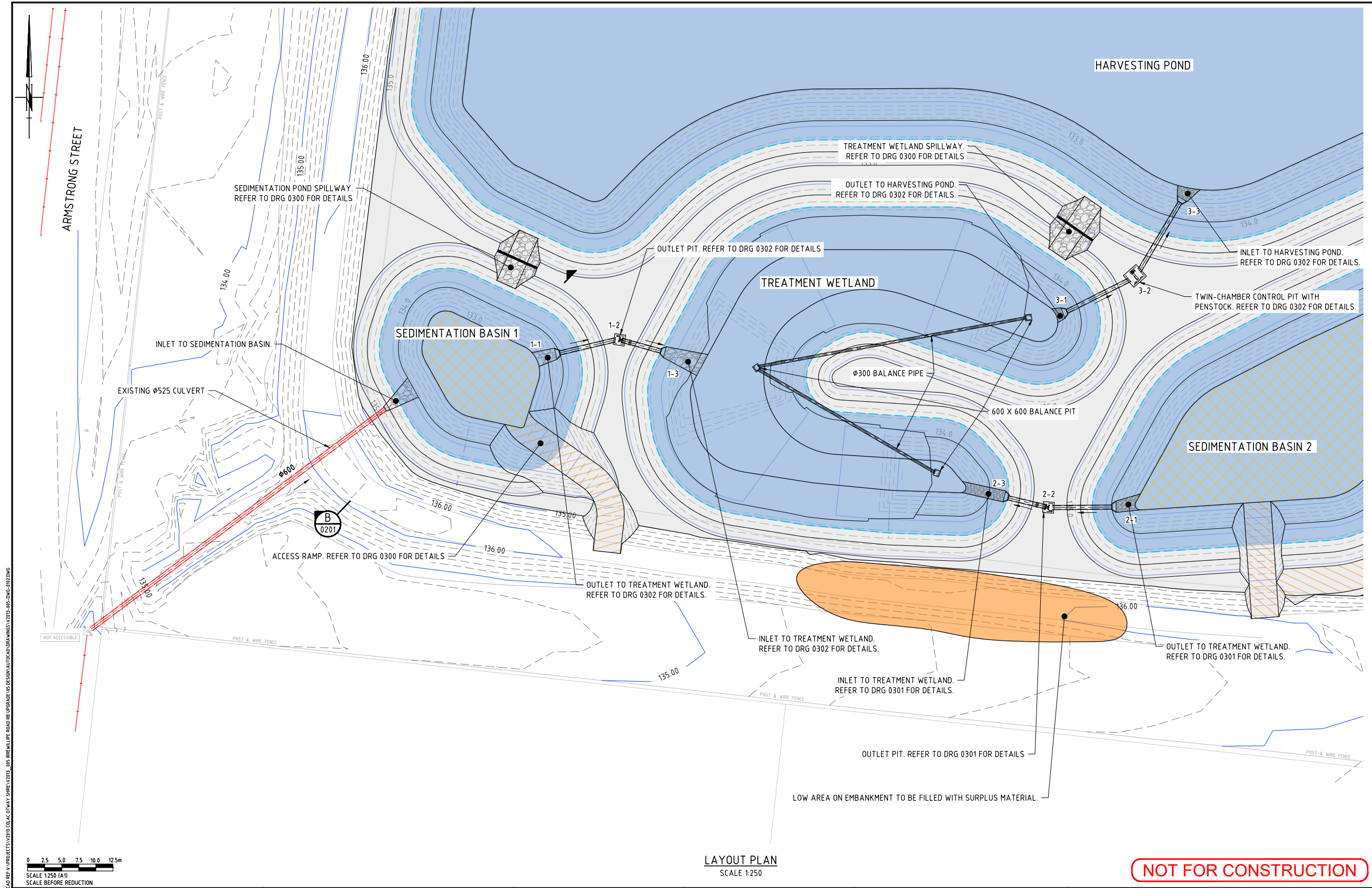
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DRAWN	LZ	CHECKED	TNO
APPROVED		DATE	
CPENG		CPENG No.	

COLAC OTWAY SHIRE COUNCIL	
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Original Size: A1	Dwg No.: V2013-005-DWG-0101
Rev: A	



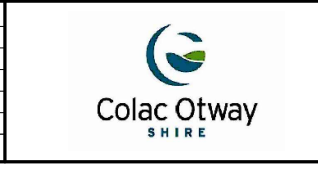
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SCALE 1:250

NOT FOR CONSTRUCTION

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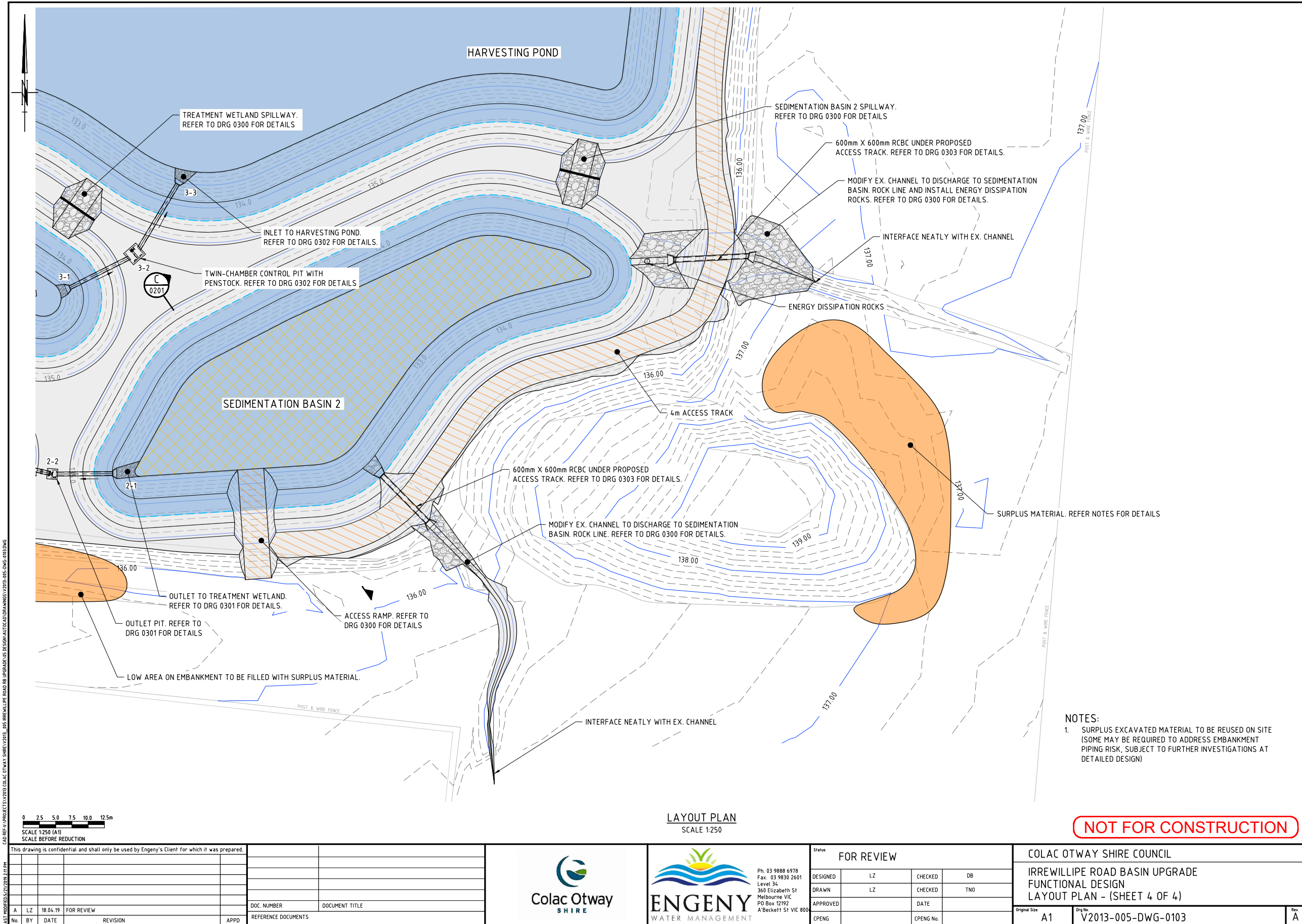
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A	LZ	18.04.19	FOR REVIEW	

DOC. NUMBER	DOCUMENT TITLE



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FOR REVIEW			
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DRAWN	LZ	CHECKED	TNO
APPROVED		DATE	
CPENG		CPENG No.	

COLAC OTWAY SHIRE COUNCIL	
IRREWILLIPE ROAD BASIN UPGRADE FUNCTIONAL DESIGN LAYOUT PLAN - (SHEET 3 OF 4)	
Original Size A1	Dwg No. V2013-005-DWG-0102



NOTES:
 1. SURPLUS EXCAVATED MATERIAL TO BE REUSED ON SITE (SOME MAY BE REQUIRED TO ADDRESS EMBANKMENT PIPING RISK, SUBJECT TO FURTHER INVESTIGATIONS AT DETAILED DESIGN)

NOT FOR CONSTRUCTION

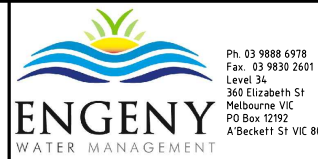
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 SCALE BEFORE REDUCTION

LAYOUT PLAN
 SCALE 1:250

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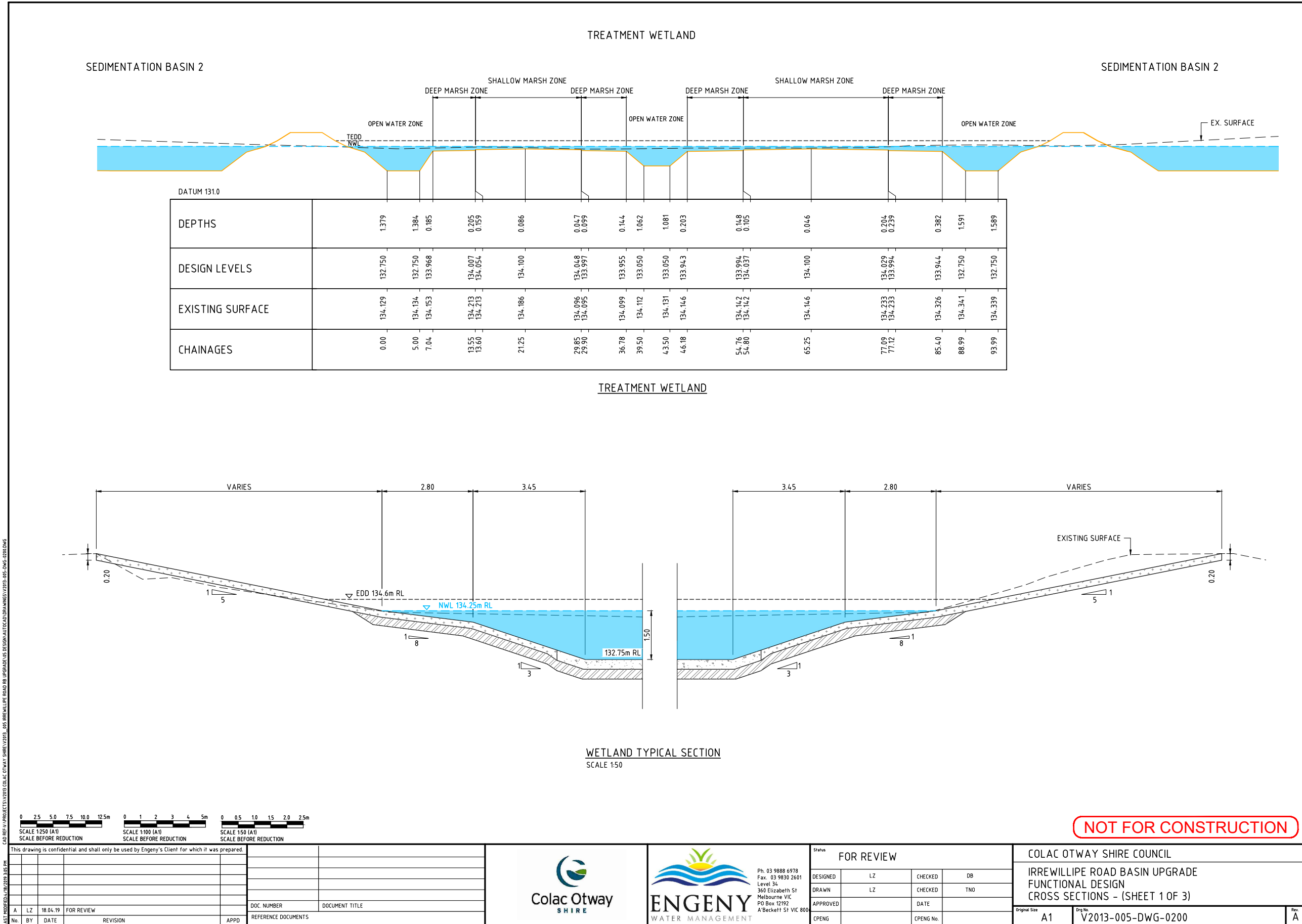
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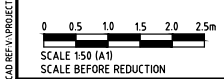
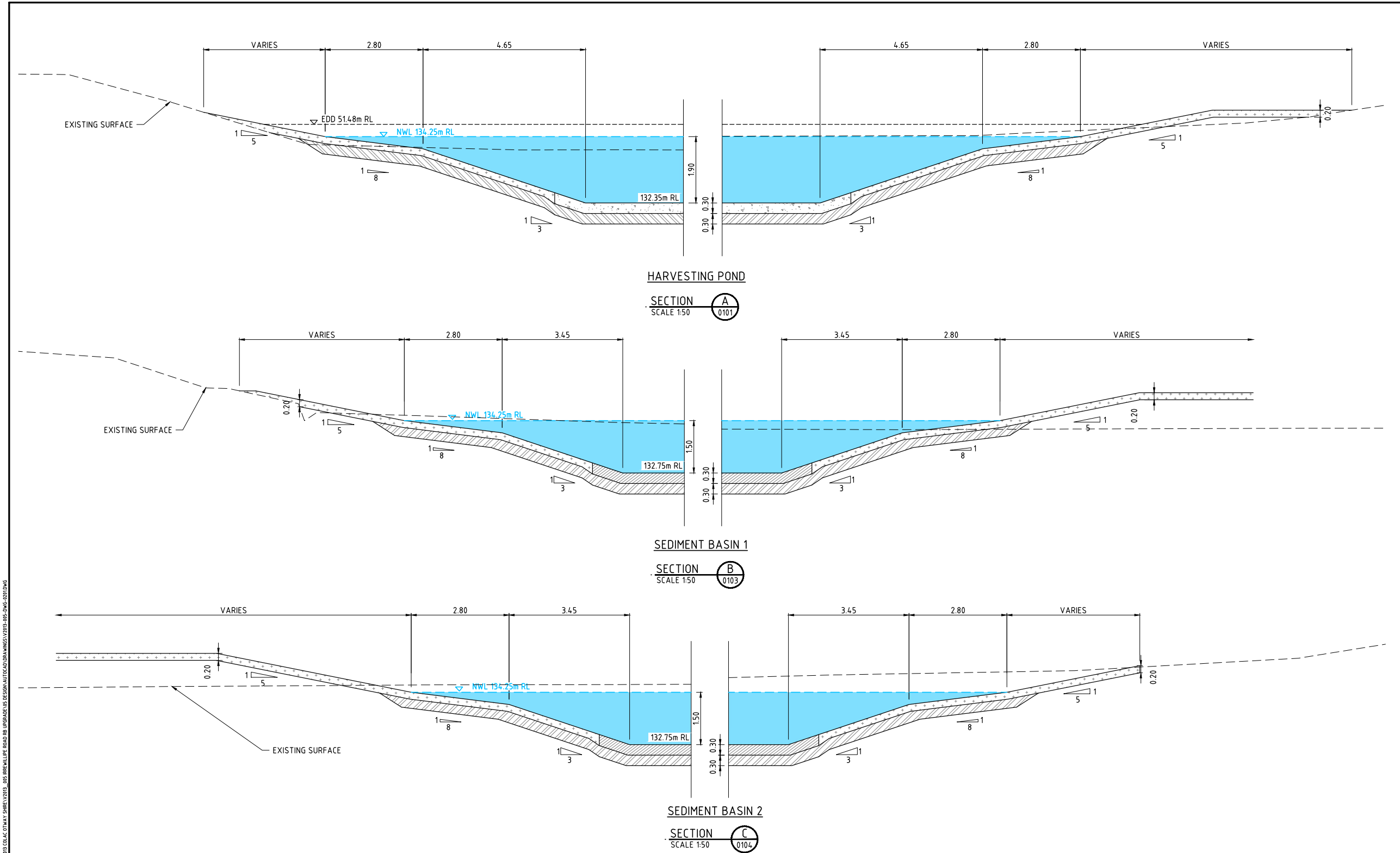
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APPROVED		DATE	
CPENG		CPENG No.	

COLAC OTWAY SHIRE COUNCIL	
IRREWILLIPE ROAD BASIN UPGRADE FUNCTIONAL DESIGN LAYOUT PLAN - (SHEET 4 OF 4)	
Original Size A1	Dwg No. V2013-005-DWG-0103



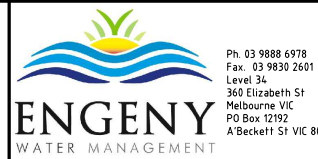


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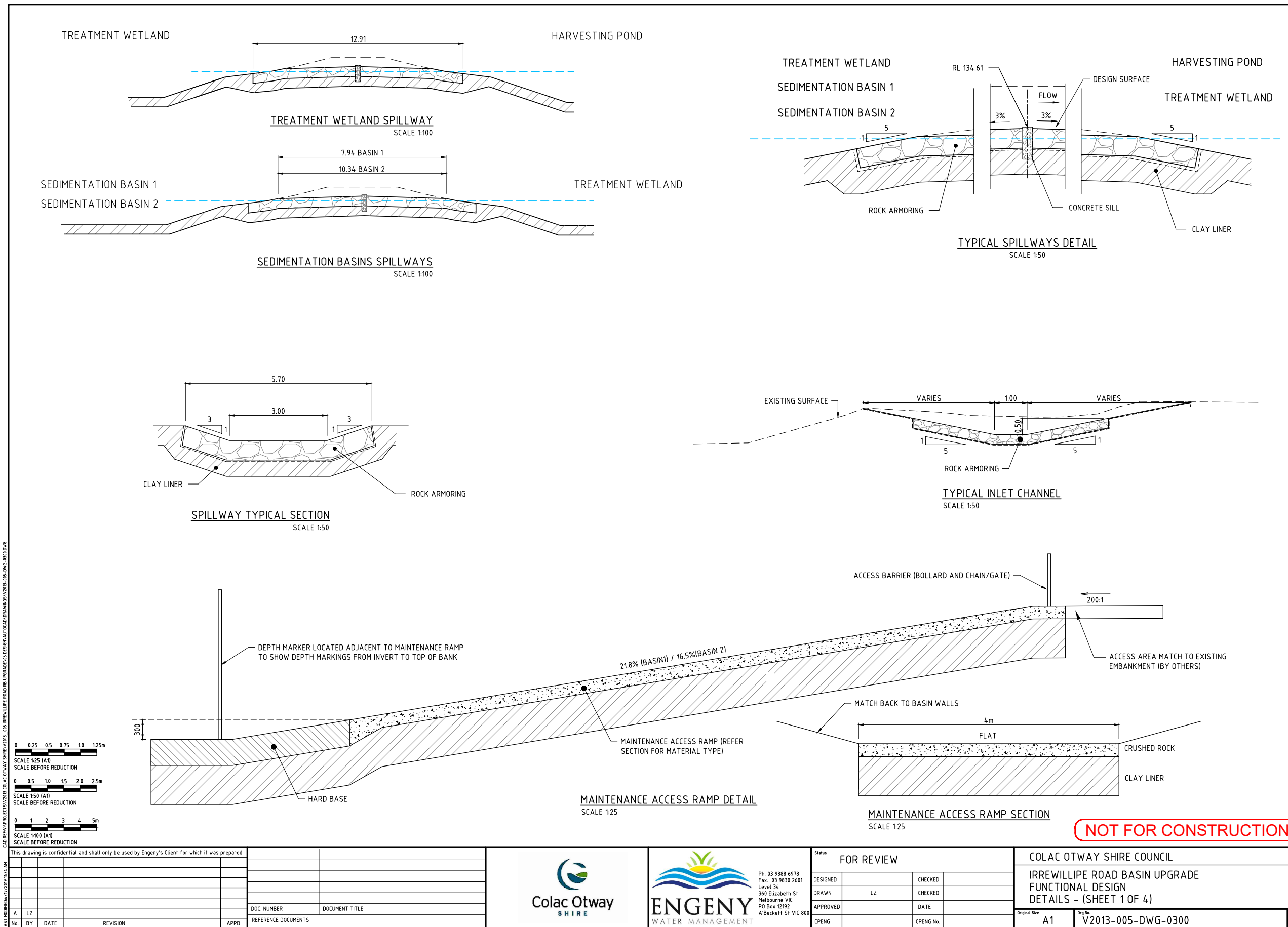
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COLAC OTWAY SHIRE COUNCIL	
IRREWILLIPE ROAD BASIN UPGRADE FUNCTIONAL DESIGN CROSS SECTIONS - (SHEET 2 OF 3)	
Original Size	Rev
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V2013-005-DWG-0201	



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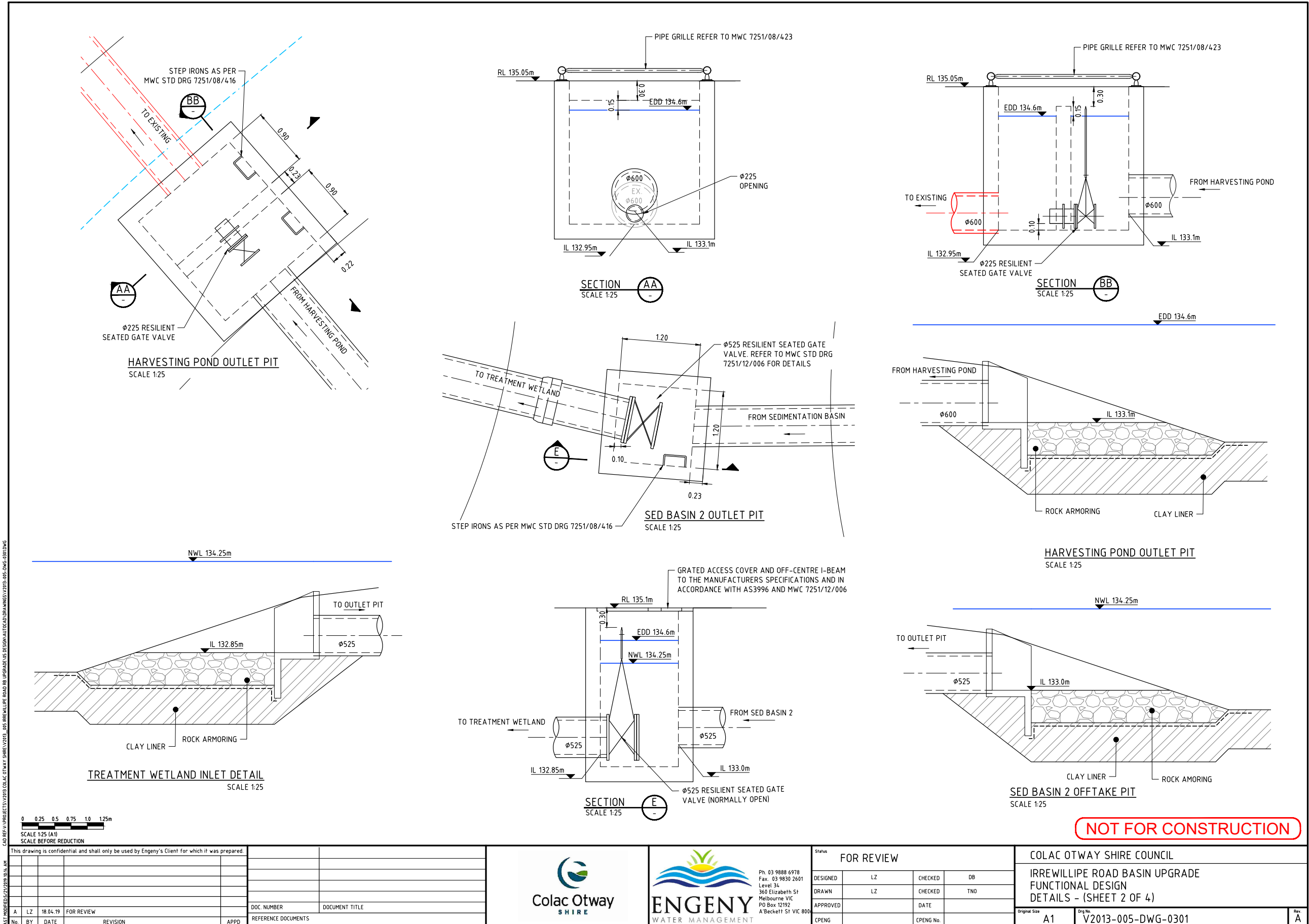
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Colac Otway
SHIRE

Ph: 03 9888 6978
Fax: 03 9830 2601
Level 34,
360 Elizabeth St
Melbourne VIC
PO Box 12192
A'Beckett St VIC 800

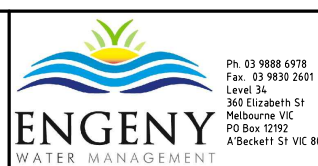
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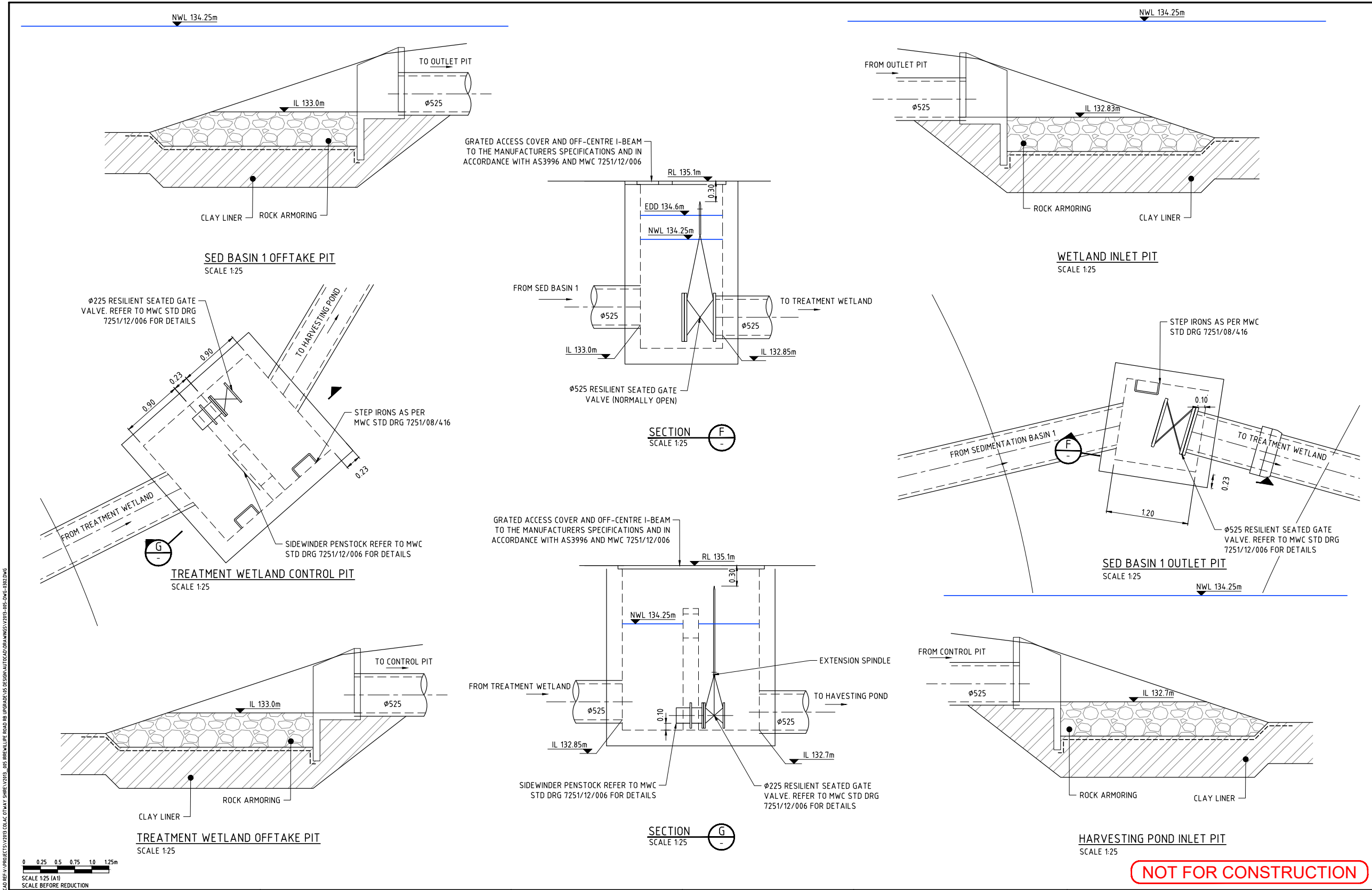
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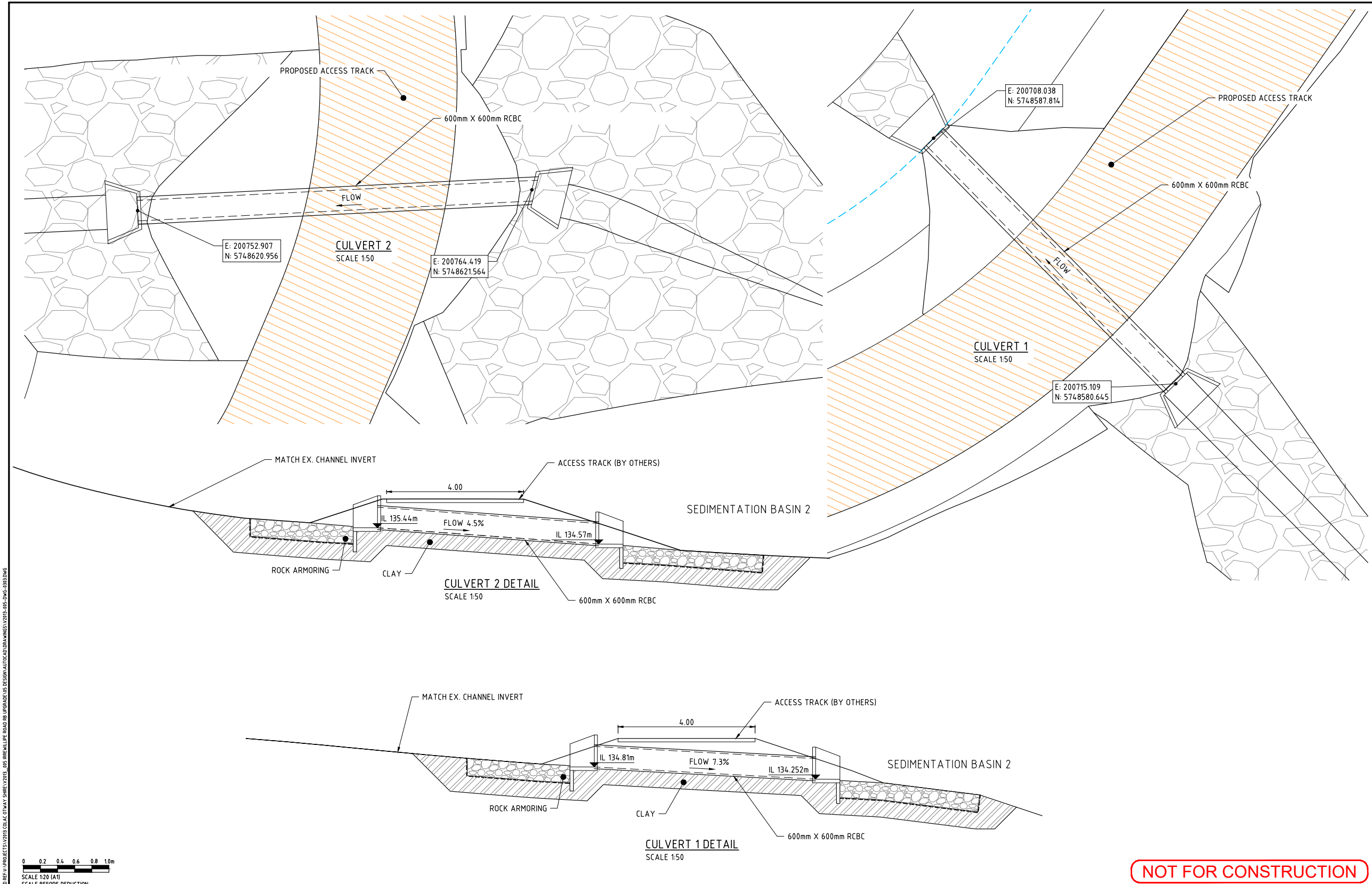
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IRREWILLIPE ROAD BASIN UPGRADE FUNCTIONAL DESIGN DETAILS - (SHEET 2 OF 4)	
Original Size	Rev
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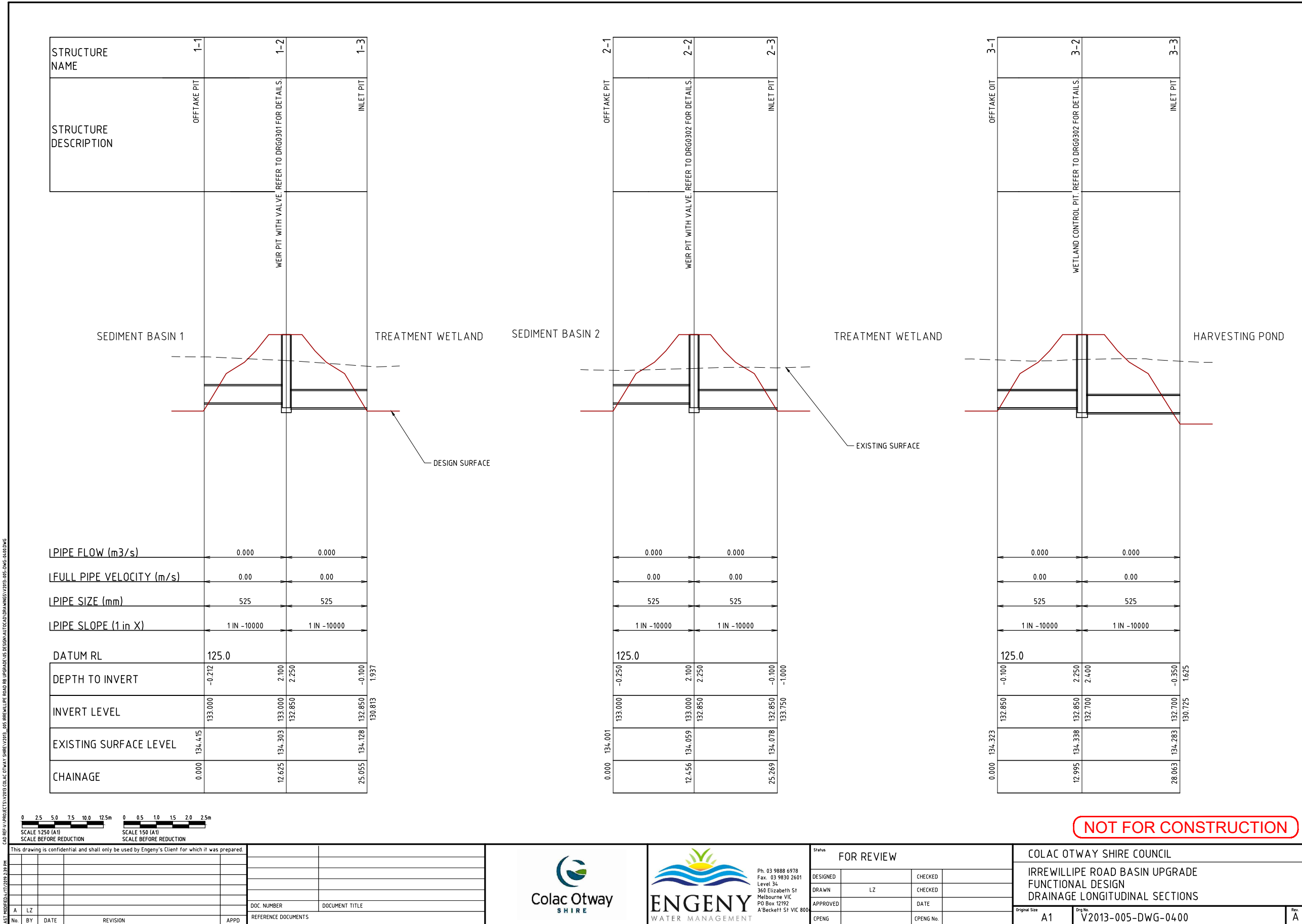


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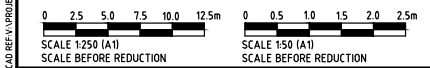
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COLAC OTWAY SHIRE COUNCIL	
IRREWILLIPE ROAD BASIN UPGRADE FUNCTIONAL DESIGN DRAINAGE LONGITUDINAL SECTIONS	
Original Size A1	Drawn No. V2013-005-DWG-0400

Type	Botanical Name	%Plantation	Avg. Spacing
Upper Littoral	Carex appressa	15.0%	6.0
	Gahnia fitum	15.0%	6.0
	Juncus amabilis	25.0%	6.0
	Imperata cylindrica	5.0%	4.0
	Lomandra longifolia	25.0%	6.0
Lower Littoral	Ficinia nodosa	15.0%	6.0
	Carex gaudichaudiana	20.0%	8.0
	Carex appressa	5.0%	8.0
	Carex tereticaulis	20.0%	6.0
	Crassula helmsii	5.0%	4.0
	Eleocharis acuta	5.0%	4.0
	Juncus amabilis	5.0%	8.0
	Juncus gregiflorus	20.0%	8.0
	Lythrum salicaria	2.0%	3.0
	Persicaria decipens	4.0%	3.0
Isoplepis inundata	10.0%	6.0	
Persicaria praetermissa	4.0%	3.0	

Submerged	Myriophyllum salsugineum	10.0%	3.0
	Myriophyllum verrucosum	20.0%	3.0
	Potamogeton ochreateus	10.0%	3.0
Deep Marsh	Vallisneria americana	70.0%	3.0
	Baumea articulata	30.0%	6.0
	Eleocharis sphacelata	20.0%	4.0
	Myriophyllum verrucosum	20.0%	4.0
	Myriophyllum crispatum	5.0%	4.0
Shallow Marsh	Phragmites australis	5.0%	4.0
	Triglochin procerum	20.0%	4.0
	Baumea articulata	10.0%	6.0
	Bolboschoenus medianus	35.0%	6.0
	Eleocharis acuta	10.0%	6.0
	Juncus sarophorus	25.0%	6.0
	Myriophyllum crispatum	10.0%	6.0
	Myriophyllum verrucosum	10.0%	6.0



- LOWER LITTORAL ZONE 0 - 0.2m ABOVE NWL
- SHALLOW MARSH ZONE 0 - 0.2m BELOW NWL
- DEEP MARSH ZONE 0.2 - 0.5m BELOW NWL
- SUBMERGED MARSH ZONE
- UPPER LITTORAL ZONE

0 2.5 5.0 7.5 10.0 12.5m
SCALE 1:250 (A1)
SCALE BEFORE REDUCTION

GENERAL ARRANGEMENT PLAN
SCALE 1:500

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CPENG		CPENG No.	

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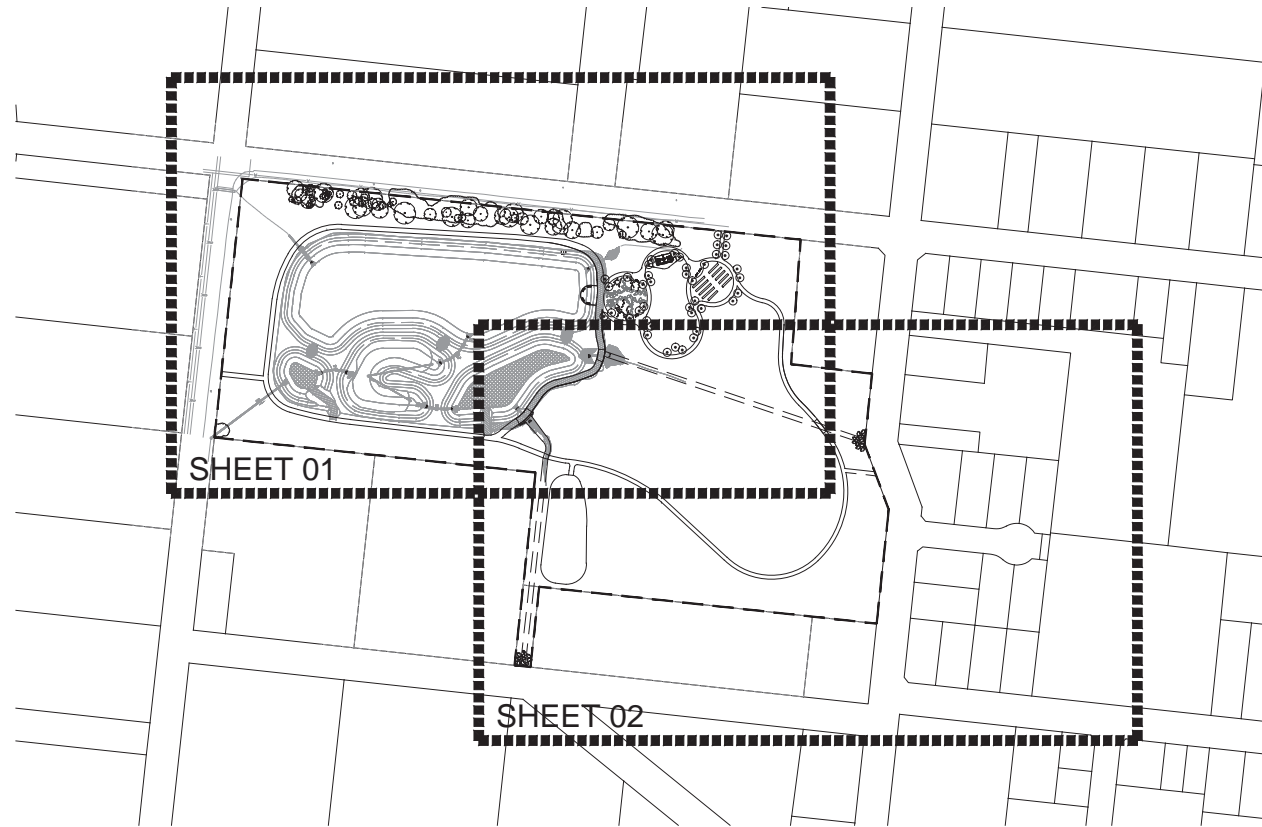
COLAC OTWAY SHIRE COUNCIL
UPGRADE OF IRREWILLIPE ROAD BASIN



APPENDIX D

Irrewillipe Road RB Landscape Functional Design

IRREWILLIPE WETLAND LANDSCAPE FUNCTIONAL DESIGN



DRAWING SHEET LIST

Sheet number	Sheet title	REV	Date	Purpose
000-CS	Cover Sheet	A	17/05/2019	FOR REVIEW
001-CS	Legend	A	17/05/2019	FOR REVIEW
201-FI	Finishes Plan	A	17/05/2019	FOR REVIEW
202-FI	Finishes Plan 2	A	17/05/2019	FOR REVIEW
501-PL	Planting Plan	A	17/05/2019	FOR REVIEW
502-PL	Planting Plan 2	A	17/05/2019	FOR REVIEW
801-SE	Sections	A	17/05/2019	FOR REVIEW
901-DT	Details	A	17/05/2019	FOR REVIEW

GENERAL NOTES

General:
 - Spot levels take precedence over contour lines and ground profile lines.
 - All lights, signage, pits, pit covers, valves and meters for all services are to be retained and protected, unless otherwise confirmed on site with a council member and/or site superintendent. It is the responsibility of the Contractor to confirm.

Tree Protection:
 All trees to be retained are to be suitably protected. Maintain existing ground levels at the interface between the ground and the tree trunk. Install a maximum depth of 75mm approved organic mulch, e.g. Tree Mulch Mix, to the radius of the Root Protection Zones (RPZs) beneath the canopy (for grassed areas and garden beds- tapering soil depth towards tree trunk). Area beneath the canopy of the protected trees should be fenced prior to the commencement of the construction activities. No excavation, filling, machinery or storage of materials shall occur within the fenced off area. Roots requiring severance beyond the tree canopy shall be clean cut with hand saw and kept moist. All roots over 40mm dia. Any roots within the fenced area should not be cut without the approval from an experienced and approved arborist.

Soil Preparation:
 Prior to spreading topsoil on garden beds and lawn area, the sub-base is to be thoroughly cleared of all building rubble and other debris, then ripped to depths as indicated in landscape details and rotary hood. Incorporate gypsum at the rate of 2.0 kg/square metre throughout all garden beds and lawn areas.

Topsoil:
 Install topsoil a minimum depth of 200mm. The topsoil blend should consist of the following, or similar approved: 60% Sandy loam, 20% aged sawdust, 20% composted pine bark fines.

The pH value of imported topsoil should be between 5.5 -6.5. The organic additives to the sandy loam should be based on well rotten vegetative material or composted animal manure, or other approved material, free from harmful chemicals, grass and weed growth. Ensure soil mix complies with AS 4419-1998 for Landscaping and Garden Use.

Garden Beds:
 Evenly spread a minimum depth of 75mm approved clean, finely graded pine wood mulch (20mm nom. Size) over topsoil. Ensure mulch is kept away from tree and shrub trunks. Ensure mulch finishes 20mm below adjoining finished paving levels.

Planting:
 All plants are to be true to species, healthy, free from pests disease and stress. At the time of planting fertilise all trees (200mm pot size) with 30 grams of 'Osmocote' all purpose general fertiliser. Fertilise all other shrubs and groundcovers with 10 grams of 'Osmocote'. Ensure all plants are well watered in at the time of planting and as necessary for the first year until established. For 150-200mm diameter pots apply 10 litres of water immediately following planting.

Levels/drainage/set-out:
 Ground levels within all landscape areas should drain away from buildings towards the paths, pits, kerbs etc. in accordance with all regulations. Ensure all drainage area have contingency overflow clear of buildings.

All dimensions are to be verified on site prior to construction commencing. Any discrepancies are to be immediately reported to the Project Manager for further instruction.

Structural Engineering:
 It is the responsibility of the contractor to ensure engineering drawings and structural certifications are provided for structural elements such as concrete pavement and retaining walls.

Grading:
 It is the responsibility of the contractor to ensure path grades are DDA compliant.

DDA Compliance:
 It is the responsibility of the contractor to ensure proposed levels match existing as constructed levels and are DDA compliant.

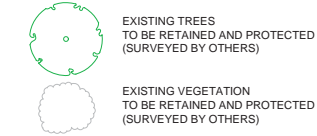
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	<p>PROJECT</p> <p>IRREWILLIPE WETLAND FUNCTIONAL DESIGN</p> <p>CNR IRREWILLIPE RD & HART ST COLAC VIC 3205</p> <p><small>Level 12, 120 Collins Street Melbourne VIC 3000 AUSTRALIA +61 3 8663 4888 URBIS Pty Ltd ABN 50 105 256 228</small></p>	<p>KEY PLAN</p>	<p>DISCLAIMER</p> <p><small>Copyright by URBIS Pty Ltd. This drawing or parts thereof may not be reproduced for any purpose or used for another project without the consent of URBIS other than reproduction for the purposes of actual ordering, supply, installation or construction. This drawing must be read in conjunction with all relevant contracts, schedules, specifications, drawings and any other issued written instructions. Do not scale from drawings. Written figures dimensions take precedence to scaled dimension and must be verified on site before proceeding with any work. All discrepancies must be referred to the superintendent for a written decision prior to ordering, supply or installation. URBIS must be notified in writing of any discrepancies.</small></p>	<p>CLIENT</p> <p>ENGENY PTY LTD</p>	<p>ISSUE</p> <p>FOR REVIEW</p> <p>SCALE</p> <p>1:2000 @ A1 1:4000 @ A3</p> <p>20 40 60 80 100m</p> <p>DRAWING NO.</p> <p>000-CS</p>	<p>PROJECT NO.</p> <p>P0004744</p> <p>NORTH</p> <p></p> <p>REVISION</p> <p>A</p>										
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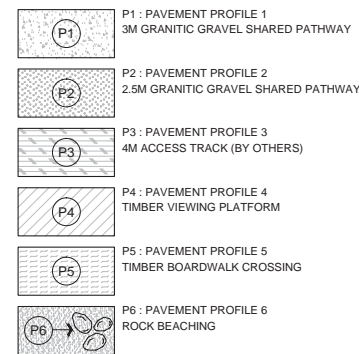
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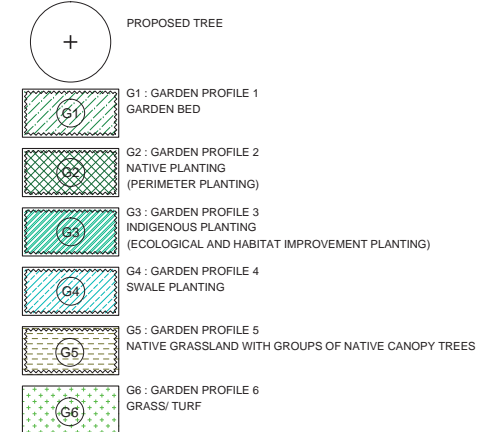
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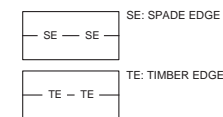
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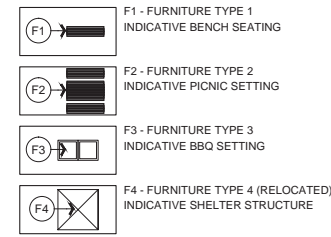
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EDGING

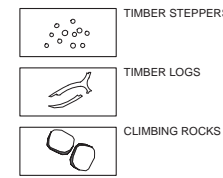


INDICATIVE PROPOSED FURNITURE/ STRUCTURES



NOTE:
FURNITURE ELEMENTS INDICATIVE ONLY

INDICATIVE PROPOSED PLAYGROUND ELEMENTS



NOTE:
PLAY ELEMENTS INDICATIVE ONLY

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PLOTTED BY: CHSRA FLAKAS

PLOT DATE: 17.05.2019

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PROJECT
**IRREWILLIPE WETLAND
FUNCTIONAL DESIGN**
CNR IRREWILLIPE RD & HART ST
COLAC VIC 3205
Level 12, 120 Collins Street | Melbourne VIC 3000 AUSTRALIA | +61 3 8663 4888 | URBIS Pty Ltd | ABN 50 105 256 228

KEY PLAN

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PROJECT DIRECTOR: RACHEL SMITHERS

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ENGENY PTY LTD

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001-CS

PROJECT NO.
P0004744

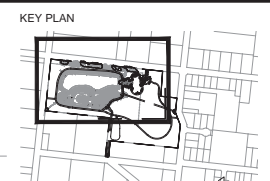
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PROJECT
IRREWILLIPE WETLAND FUNCTIONAL DESIGN
 CNR IRREWILLIPE RD & HART ST
 COLAC VIC 3205
 Level 12, 120 Collins Street | Melbourne VIC 3000 AUSTRALIA | +61 3 8663 4888 | URBIS Pty Ltd | ABN 50 105 256 228



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DRAWING TITLE
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PROJECT DIRECTOR: RACHEL SMITHERS

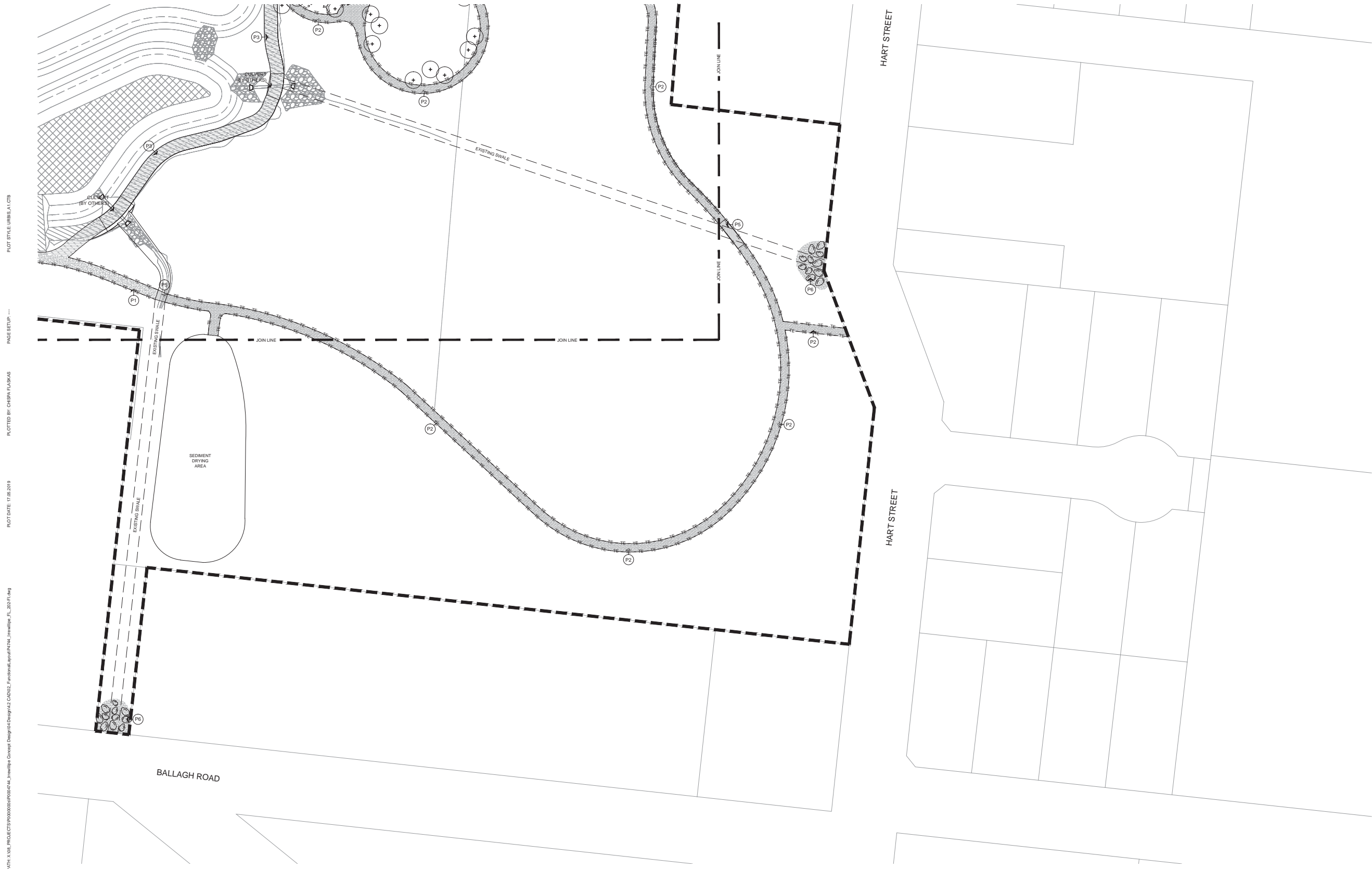
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	PROJECT IRREWILLIPE WETLAND FUNCTIONAL DESIGN CNR IRREWILLIPE RD & HART ST COLAC VIC 3205 Level 12, 120 Collins Street Melbourne VIC 3000 AUSTRALIA +61 3 8663 4888 URBIS Pty Ltd ABN 50 105 256 228	KEY PLAN 	<table border="1"> <thead> <tr> <th>REV</th> <th>DESCRIPTION</th> <th>DWN</th> <th>CHK</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>FOR REVIEW</td> <td>CF</td> <td>RS</td> <td>17.05.19</td> </tr> </tbody> </table>	REV	DESCRIPTION	DWN	CHK	DATE	A	FOR REVIEW	CF	RS	17.05.19	DISCLAIMER Copyright by URBIS Pty Ltd. This drawing or parts thereof may not be reproduced for any purpose or used for another project without the consent of URBIS other than reproduction for the purposes of actual ordering, supply, installation or construction. This drawing must be read in conjunction with all relevant contracts, schedules, specifications, drawings and any other issued written instructions. Do not scale from drawings. Written figured dimensions take preference to scaled dimension and must be verified on site before proceeding with any work. All discrepancies must be referred to the superintendent for a written decision prior to ordering, supply or installation. URBIS must be notified in writing of any discrepancies. PROJECT DIRECTOR: RACHEL SMITHERS	CLIENT ENGENY PTY LTD DRAWING TITLE FINISHES 2	ISSUE FOR REVIEW SCALE 1:500 @ A1 1:1000 @ A3 DRAWING NO. 202-FI	PROJECT NO. P0004744 NORTH REVISION A
	REV	DESCRIPTION	DWN	CHK	DATE												
A	FOR REVIEW	CF	RS	17.05.19													



ARMSTRONG STREET
 IRREWILLIPE ROAD

EXISTING TREES
 EXISTING SWALE

INDICATIVE PLAY AREA
 INDICATIVE PICNIC FACILITIES
 INDICATIVE COMMUNITY GARDENS

JOHN LINE

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 PROJECT
IRREWILLIPE WETLAND FUNCTIONAL DESIGN
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KEY PLAN

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REV	DESCRIPTION	DWN	CHK	DATE
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PROJECT DIRECTOR: RACHEL SMITHERS

CLIENT
ENGENY PTY LTD

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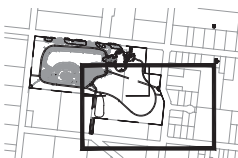


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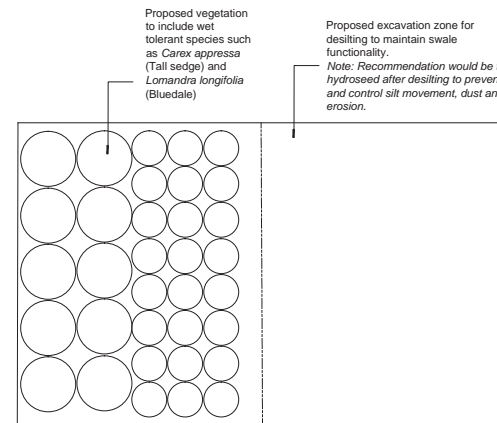
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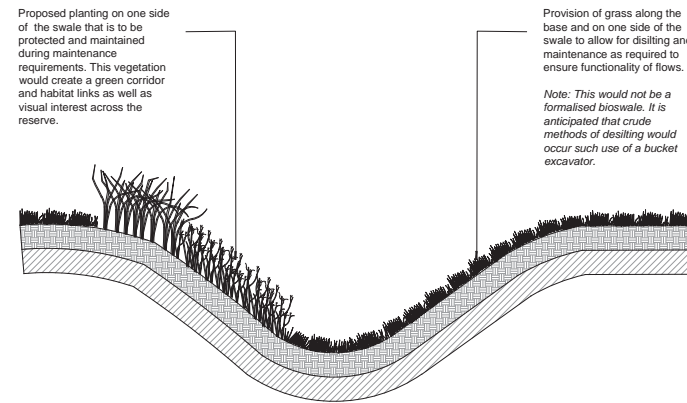
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	<p>PROJECT</p> <p>IRREWILLIPE WETLAND FUNCTIONAL DESIGN</p> <p>CNR IRREWILLIPE RD & HART ST COLAC VIC 3205</p> <p>Level 12, 120 Collins Street Melbourne VIC 3000 AUSTRALIA +61 3 8663 4888 URBIS Pty Ltd ABN 50 105 256 228</p>	<p>KEY PLAN</p> 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV</th> <th>DESCRIPTION</th> <th>DWN</th> <th>CHK</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>FOR REVIEW</td> <td>CF</td> <td>RS</td> <td>17.05.19</td> </tr> </tbody> </table>	REV	DESCRIPTION	DWN	CHK	DATE	A	FOR REVIEW	CF	RS	17.05.19	<p>DISCLAIMER</p> <p><small>Copyright by URBIS Pty Ltd. This drawing or parts thereof may not be reproduced for any purpose or used for another project without the consent of URBIS other than reproduction for the purposes of actual ordering, supply, installation or construction. This drawing must be read in conjunction with all relevant contracts, schedules, specifications, drawings and any other issued written instructions. Do not scale from drawings. Written figured dimensions take preference to scaled dimension and must be verified on site before proceeding with any work. All discrepancies must be referred to the superintendent for a written decision prior to ordering, supply or installation. URBIS must be notified in writing of any discrepancies.</small></p> <p>PROJECT DIRECTOR: RACHEL SMITHERS</p>	<p>CLIENT</p> <p>ENGENY PTY LTD</p>	<p>ISSUE FOR REVIEW SCALE</p> <p>1:500 @ A1 1:1000 @ A3</p>  <p>DRAWING NO. 502-PL</p>	<p>PROJECT NO. P0004744</p> <p>NORTH</p>  <p>REVISION A</p>
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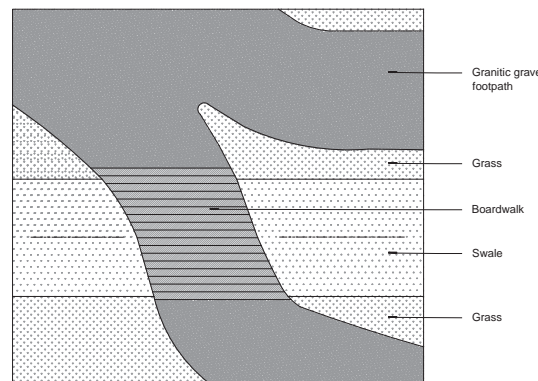
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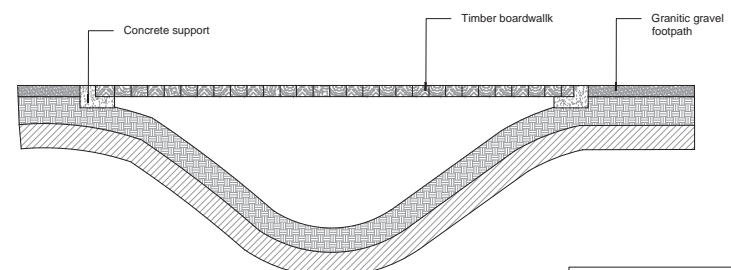
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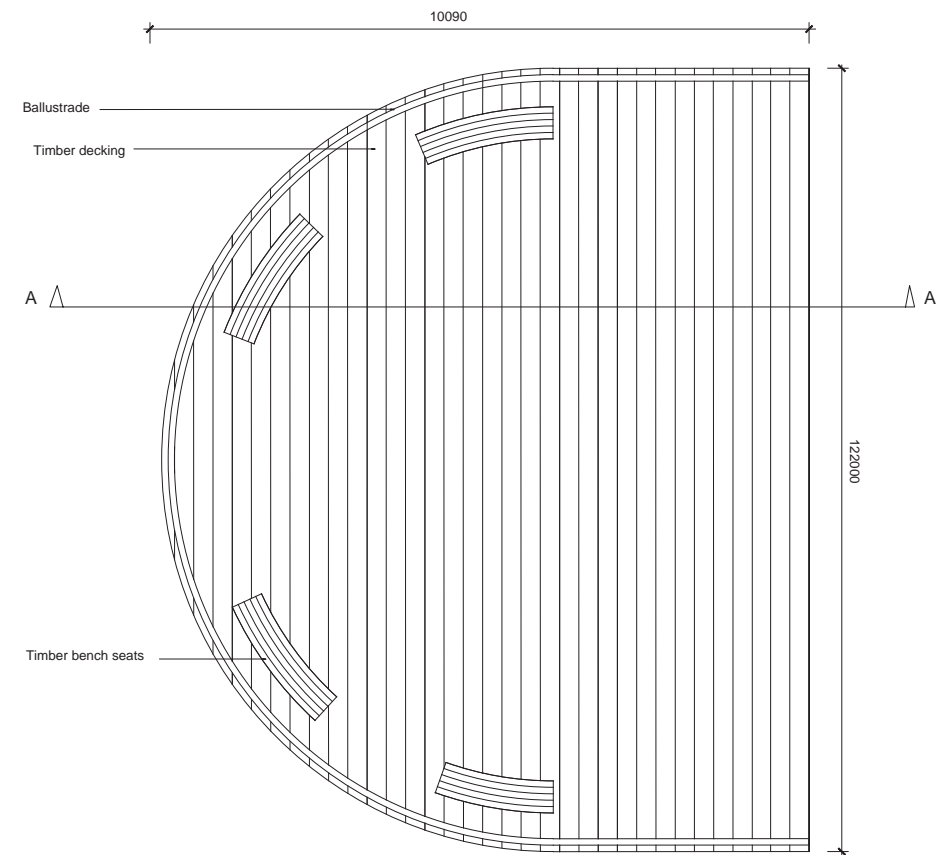
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 801-SE SECTION NTS



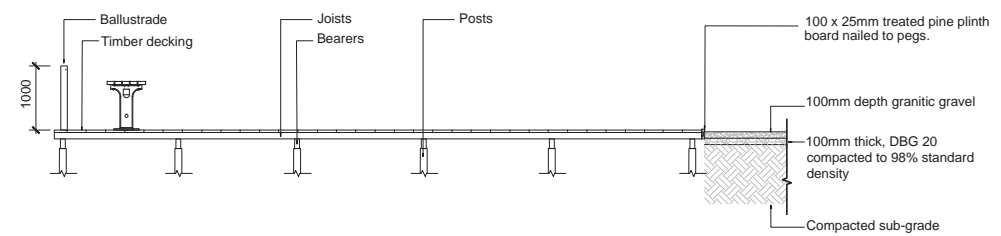
3 PROPOSED BOARDWALK CONFIGURATION
 801-SE PLAN NTS



4 BOARDWALK
 801-SE SECTION NTS



5 INDICATIVE CANTILEVERED VIEWING PLATFORM
 801-SE PLAN SCALE 1:50 @ A1



6 INDICATIVE CANTILEVERED VIEWING PLATFORM - SECTION AA
 801-SE SECTION SCALE 1:50 @ A1



PROJECT
IRREWILLIPE WETLAND FUNCTIONAL DESIGN
 CNR IRREWILLIPE RD & HART ST
 COLAC VIC 3205
 Level 12, 120 Collins Street | Melbourne VIC 3000 AUSTRALIA | +61 3 8663 4888 | URBIS Pty Ltd | ABN 50 105 256 228

KEY PLAN

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 PROJECT DIRECTOR: RACHEL SMITHERS

CLIENT
ENGENY PTY LTD
DRAWING TITLE
SECTIONS

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 AS SHOWN @ A1
DRAWING NO.
801-SE
REVISION
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PROJECT NO.
P0004744
 NORTH

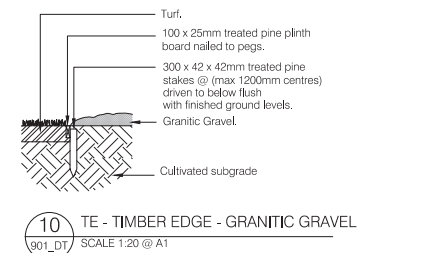
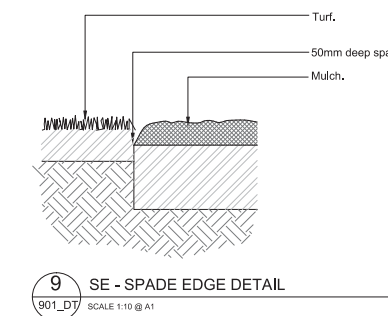
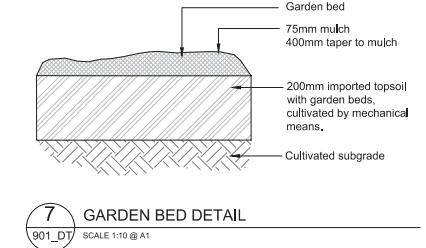
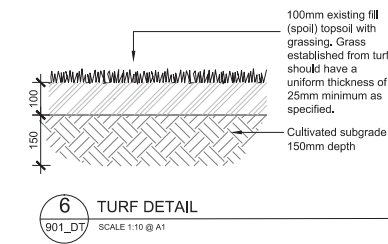
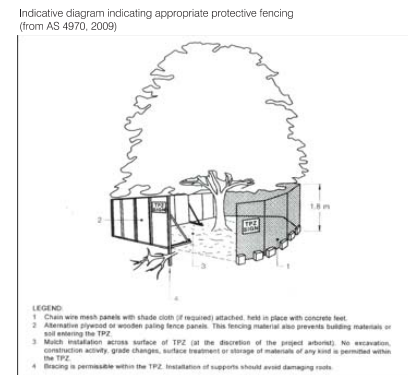
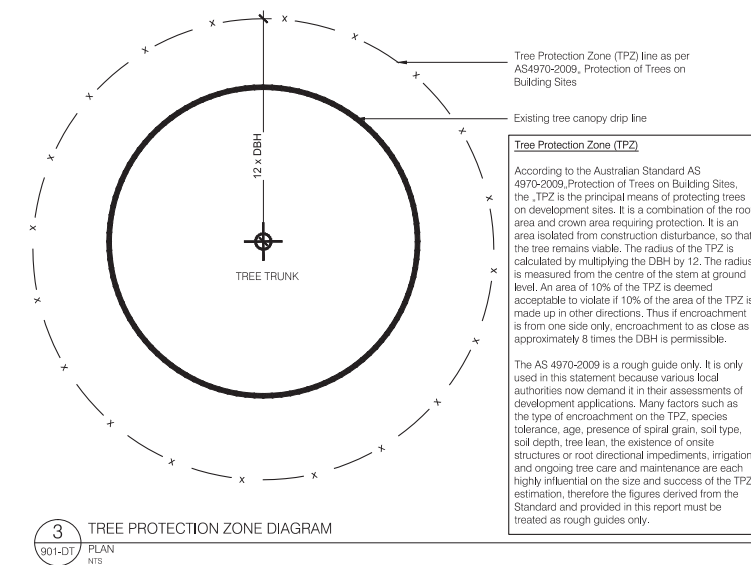
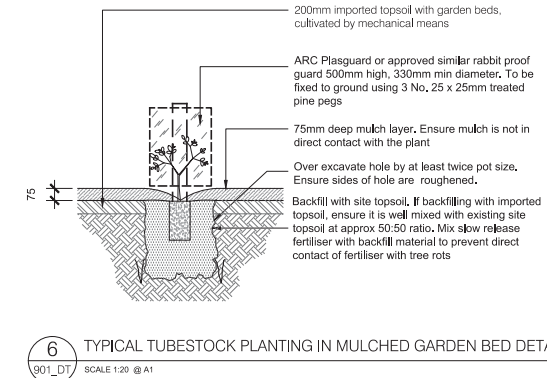
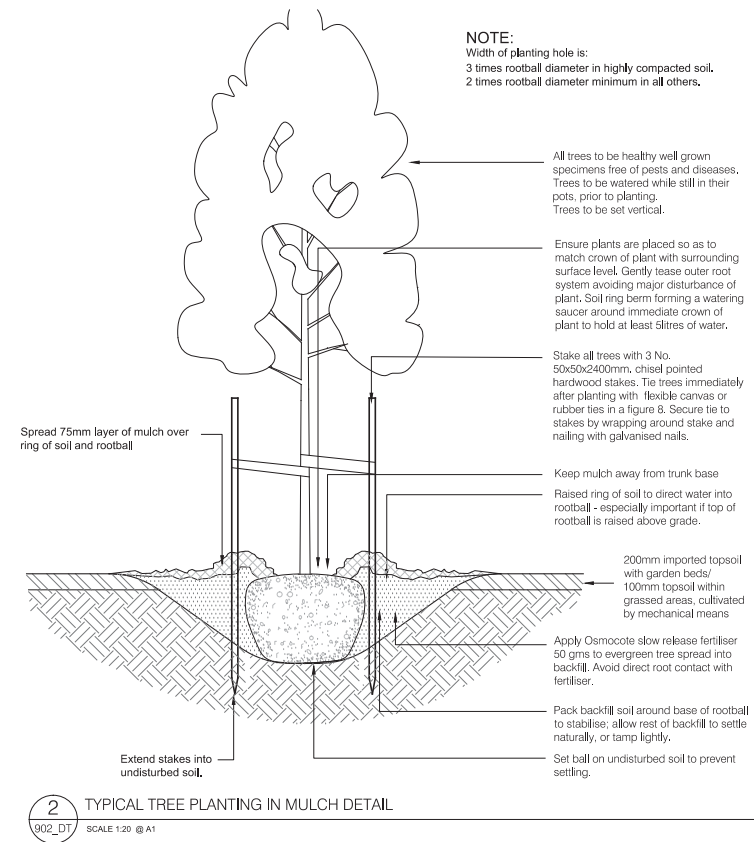
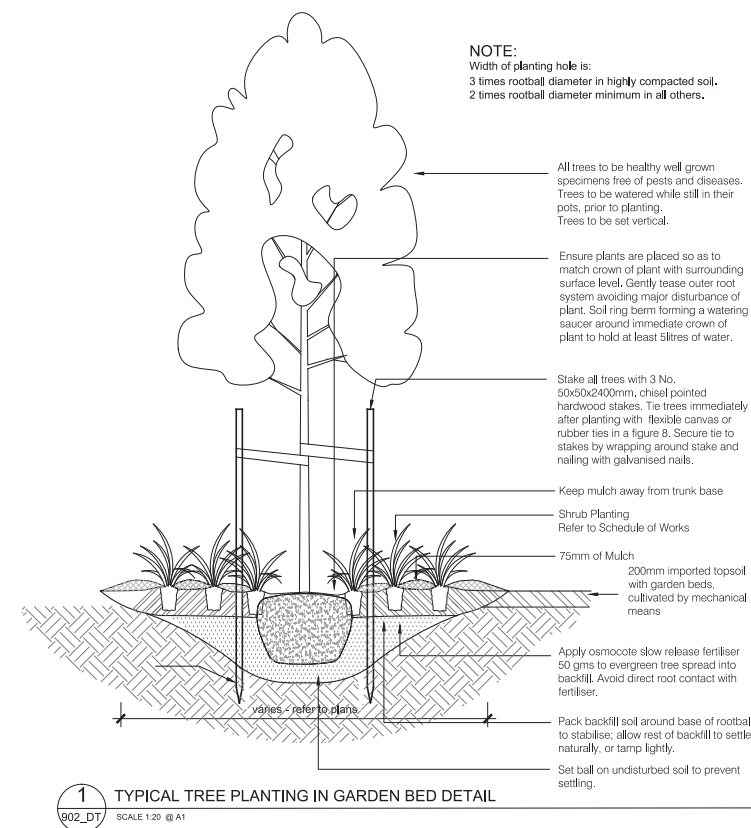
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PLOT DATE: 17/02/2019

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<p>URBIS</p> <p>IRREWILLIPE WETLAND FUNCTIONAL DESIGN</p> <p>CNR IRREWILLIPE RD & HART ST COLAC VIC 3205</p> <p>Level 12, 120 Collins Street Melbourne VIC 3000 AUSTRALIA +61 3 8663 4888 URBIS Pty Ltd ABN 50 105 256 228</p>		<p>PROJECT NO. P0004744</p> <p>NORTH</p> <p>REVISION A</p>										
<p>PROJECT IRREWILLIPE WETLAND FUNCTIONAL DESIGN</p> <p>KEY PLAN</p>		<p>DISCLAIMER</p> <p>Copyright by URBIS Pty Ltd. This drawing or parts thereof may not be reproduced for any purpose or used for another project without the consent of URBIS other than reproduction for the purposes of actual ordering, supply, installation or construction. This drawing must be read in conjunction with all relevant contracts, schedules, specifications, drawings and any other issued written instructions. Do not scale from drawings. Written figures and dimensions take preference to scaled dimension and must be verified on site before proceeding with any work. All discrepancies must be referred to the superintendent for a written decision prior to ordering, supply or installation. URBIS must be notified in writing of any discrepancies.</p> <p>PROJECT DIRECTOR: RACHEL SMITHERS</p>										
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REV	DESCRIPTION	DWN	CHK	DATE								
A	FOR REVIEW	CF	RS	17.05.19								

COLAC OTWAY SHIRE COUNCIL
UPGRADE OF IRREWILLIPE ROAD BASIN



APPENDIX E

Irrewillipe Road RB Functional Design Cost Estimate

Colac Irrewillipe RB Functional Design
Schedule of Quantities

Works Description	Unit	Quantity	Rate	Estimated Basic Construction Cost	Estimated Cost
1. Sed Ponds / Wetland / Harvesting					
1.1 Bulk Earthworks					
1.1.1 Excavation	m3	23065	\$ 25	\$ 576,625	\$ 576,625
1.1.2 Fill (Compacted in place)	m3	16965	\$ 20	\$ 339,300	\$ 339,300
1.1.3 Disposal of excess cut	m3	0		\$ -	\$ -
1.1.4 Clay Lining	m3	6100	\$ 19	\$ 115,900	\$ 115,900
1.2 Reveg/Planting					
1.2.1 Top Soiling for disturbed areas	m2	6100	\$ 5	\$ 30,500	\$ 30,500
1.2.2 Topsoiling for Aquatic Vegetation	m2				\$ -
1.2.3 Aquatic Vegetation	m2	5746	\$ 18	\$ 103,428	\$ 103,428
1.2.4 Hydroseeding	m2	4000	\$ 2.10	\$ 8,400	\$ 8,400
1.2.5 Jute matting	m2	3120	\$ 8	\$ 24,960	\$ 24,960
1.3 Rock Protection Works					
1.3.1 Rock Protection Sed Basin Spillways	m2	120	\$ 225	\$ 27,000	\$ 27,000
1.3.2 Rock Protection Wetland Spillway	m2	60	\$ 225	\$ 13,500	\$ 13,500
1.3.3 Rock Protection Inlet Channels	m2	240	\$ 150	\$ 36,000	\$ 36,000
1.3.4 Rock protection headwall outlets	m2	35	\$ 150	\$ 5,250	\$ 5,250
1.3.5 Iceberg rocks nom. 800mm dia	Item	6	\$ 400	\$ 2,400	\$ 2,400
1.3.6 Bidim A34 Geotextile	m2	435	\$ 8	\$ 3,480	\$ 3,480
1.4 Inlet/Outlet Pits/Pipes					
1.4.1 Twin chamber control pit	Item	1	\$ 15,000	\$ 15,000	\$ 15,000
1.4.2 Weir pits	Item	2	\$ 10,000	\$ 20,000	\$ 20,000
1.4.3 Harvesting pond outlet pit	Item	1	\$ 20,000	\$ 20,000	\$ 20,000
1.4.4 Balance pit 600x600	Item	3	\$ 3,000	\$ 9,000	\$ 9,000
1.4.5 Balance pipe 300mm dia RRJ RCP Class 2	m	35	\$ 175	\$ 6,125	\$ 6,125
1.4.6 Outlet pipe 525mm dia RRJ RCP Class 2	m	30	\$ 400	\$ 12,000	\$ 12,000
1.4.7 Box culverts under paths	m	10	\$ 850	\$ 8,500	\$ 8,500
1.4.8 Concrete headwalls to suit 525mm pipe	Item	6	\$ 2,500	\$ 15,000	\$ 15,000
1.4.9 Concrete headwalls to suit box culvert	Item	4	\$ 2,500	\$ 10,000	\$ 10,000
1.4.10 Concrete headwalls to suit 600mm pipe	Item	2	\$ 2,750	\$ 5,500	\$ 5,500
1.5 Miscellaneous					
1.5.1 Concrete spillway wall	m3	3	\$ 1,500	\$ 4,500	\$ 4,500
1.5.2 Perimeter Access Track (4m Wide)	m	150	\$ 60	\$ 9,000	\$ 9,000
1.5.3 Sed basin hard base	m2	550	\$ 52	\$ 28,600	\$ 28,600
1.5.4 Access Ramp hard base	m2	145	\$ 69	\$ 10,005	\$ 10,005
1.5.5 Transfer Pump for Stormwater Reuse	Item	1	\$ 55,000	\$ 55,000	\$ 55,000
		Sub Total		\$ 1,421,368	\$ 1,514,973
Overheads & Contingencies - 25 %					\$ 378,743
TOTAL ALL WORKS					\$ 1,893,716

OPINION OF PROBABLE COST (OPC)

Project: Irrewillipe Road Basin Upgrade
 Desc: Functional Design
 Date: 10 May 2019
 Rev: DRAFT

Job No: P4744
 Prepared by: CF
 Checked by: Rachel Smithers



ITEM	DESCRIPTION	COSTS			
		Qty	Unit	Rate	Total
1.00	SITE ESTABLISHMENT & PRELIMINARIES				
1.01	Site establishment including provisions of temporary fencing (1.8m Vic Temp Fencing or similar), access, survey setout, provision of site and office compounds, insurance, OH&S, and other works as specified.	1	Item	\$ 20,000.00	\$ 20,000.00
1.02	Include all costs for complying with the Specification and General Conditions of Contract including insurances	1	Item	\$ 3,000.00	\$ 3,000.00
	Total site establishment & preliminaries				\$ 23,000.00
2.00	EXISTING TREES AND PLANTS				
2.01	Tree Protection Fencing - 1800mm Chain Wire	1	Item	\$ 500.00	500.00
2.02	Tree Retention Area - Minor Groundworks & Weed Removal	1	item	\$ 500.00	500.00
	Total existing trees and plants				\$ 1,000.00
3.00	DEMOLITION, PREPARATION, GROUNDWORKS & DRAINAGE				
3.01	Allow for demolition and clearing of existing site material where required including existing playground	3000	m2	\$ 4.00	\$ 12,000.00
3.02	Allow for bulk earthworks to levels as shown on drawings including all clean imported fill as required. (cut & fill)				BY OTHERS
3.03	Allow for final trimming of grades to all soft and hard landscape areas	3000	Sq.m	\$ 0.70	\$ 2,100.00
3.04	Allow for setout of designed works as detailed and specified.	1	Item	\$ 2,500.00	\$ 2,500.00
	Total demolition, preparation, groundworks & drainage				\$ 16,600.00
4.00	EDGING				
4.01	Installation of Timber Edge	2200	Lm	\$ 30.00	\$ 66,000.00
4.02	Installation of Spade Edge	10	Lm	\$ 6.00	\$ 60.00
	Total edging				\$ 66,060.00
5.00	PAVEMENT WORKS				
5.01	GRANITIC GRAVEL (3M) Supply and installation of gravel path	1500	Sq.m	\$ 20.00	\$ 30,000.00
5.02	GRANITIC GRAVEL (2.5M) Supply and installation of gravel path and activity hub area	2000	Sq.m	\$ 20.00	\$ 40,000.00
5.03	ACCESS TRACK (4M)				BY OTHERS
5.04	TIMBER VIEWING PLATFORM	100	Sq.m	\$ 550.00	\$ 55,000.00
5.05	TIMBER BOARD WALK CROSSING	30	Sq.m	\$ 550.00	\$ 16,500.00
	Total pavement works				\$ 141,500.00
6.00	GARDEN				
6.01	GARDEN BED Supply and installation of garden bed to include herbicide, 150mm depth cultivation, 150mm topsoil and 75mm mulch	37000	Sq.m	\$ 9.00	\$ 333,000.00
6.01	SWALE GARDEN BED Supply and installation of garden bed to include herbicide, 150mm depth cultivation and 150mm topsoil	1000	Sq.m	\$ 7.00	\$ 7,000.00
6.02	GRASS/ TURF Supply and installation hydroseed mix	650	Sq.m	\$ 3.50	\$ 2,275.00
	Total garden works				\$ 342,275.00
7.00	PLANTING				
7.01	Trees – 45Lt, 35mm Cal. Supply and planting of advanced trees with appropriate application	41	Each	\$ 225.00	\$ 9,225.00
7.02	Shrubs – 200mm Pots. Supply and planting of groundcovers with appropriate application <u>Nominal 4 plants per square meter of garden bed</u>	30000	Each	\$ 15.00	\$ 450,000.00
7.03	Tufting Plants – 140 & 150mm Pots. Supply and planting of groundcovers with appropriate application <u>Nominal 4 plants per square meter of garden bed</u>	61000	Each	\$ 8.50	\$ 518,500.00
7.04	Groundcovers – tubestock. Supply and planting of groundcovers with appropriate application <u>Nominal 4 plants per square meter of garden bed</u>	61000	Each	\$ 2.90	\$ 176,900.00
	Total planting				\$ 1,154,625.00

Attachment 10.3.1 Irrewillipe Rd Basin Functional Design Final Report

8	IRRIGATION				
8.01	Design and construct drip irrigation system to all garden bed areas including connections, approvals, fees and charges etc.	500 m2	\$ 15.00	\$	7,500.00
	Total irrigation Works			\$	7,500.00
9.00	NATURE PLAY ELEMENTS				
	TIMBER STEPPERS				
9.01	Material - Timber hardwood disk (if possible locally sourced) Material dimensions - Circular 500mm nominal diameter x 350mm high	20 item	\$ 100.00	\$	2,000.00
	ROCK STEPPERS				
9.02	Material - Non-slip Rock or stone paver (locally sourced if possible) Material dimensions - Nominal 400mm diameter	60 items	\$ 250.00	\$	15,000.00
	CLIMBING ROCKS				
9.03	Material - large smooth rock, capable of climbing Material dimensions - 800mm nominal sized (if possible locally sourced)	20 Each	\$ 550.00	\$	11,000.00
	LOGS -				
9.04	Material - Natural appearance logs (Robinia, Pine or similar) Material dimensions - 400mm nominal diameter with appropriate footing. Underside of log to be square off.	20 Each	\$ 400.00	\$	8,000.00
	Total furniture & fittings			\$	36,000.00
11.00	FURNITURE AND FIXTURES				
11.01	PARK BENCH	4 Item	\$ 2,100.00	\$	8,400.00
11.02	PICNIC SETTING	2 Item	\$ 4,500.00	\$	9,000.00
11.03	SHELTER	1 Item	\$ 36,500.00	\$	36,500.00
11.04	BBQ	1 Item	\$ 10,500.00	\$	10,500.00
11.05	HANDRAILS	27 Lm	\$ 400.00	\$	10,800.00
	Total furniture and fixtures			\$	75,200.00
12.00	ESTABLISHMENT, MAINTENANCE & DEFECTS LIABILITY PERIOD				
12.01	Maintenance of all soft landscape works for a period of 13-weeks from the date of practical completion.	13 Week	\$ 320.00	\$	4,160.00
12.02	Allow for a Defects Liability Period / Maintenance Period on all hard landscape works for a period of 52 weeks from the date of practical completion	52 Week	\$ 290.00	\$	15,080.00
12.02	Allow for a Maintenance Period on softscape landscape works for a period of 39 weeks from the date of end of Consolidation Period.	39 Week	\$ 290.00	\$	11,310.00
12.03	Allow for a Maintenance Period on landscape works for a period of 52 weeks from the date of end of Defects Liability Period.	52 Week	\$ 290.00	\$	15,080.00
	Total maintenance period			\$	45,630.00
	Sub-total				1,909,390.00
13.00	MISCELLANEOUS ITEMS				
13.01	Contingency allowance (10% of sub-total)	1 Item	\$ 0.00	\$	190,939.00
	Total miscellaneous items			\$	190,939.00
	TOTAL COST OF WORKS			\$	2,100,329.00

Item: 10.4

Community Sports Infrastructure Stimulus Program

OFFICER	Nicole Frampton
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	Nil
PURPOSE	To seek Council endorsement for an application to the State Government's Community Sports Infrastructure Stimulus Program Round 2 to upgrade sports lighting at six recreation sites across the Colac Otway Shire.

1. EXECUTIVE SUMMARY

In May 2020, the Victorian Government launched a \$68 million Community Sports Infrastructure Stimulus Program (CSISP) Round 1 to fast-track investment into critical shovel-ready community sport and recreation infrastructure. After reviewing the program guidelines and eligible projects, Council submitted an application to upgrade the sports lighting at seven different sites across the Colac Otway Shire. That application was unsuccessful.

On 18 December 2020, Council was invited to resubmit to Round 2 of the CSISP. Unless otherwise advised or approved by Sport and Recreation Victoria (SRV), resubmissions to Round 2 must be for the same scope as the original application (i.e. additional sites to the Round 1 project scope cannot be included), and the requested amount must not exceed the original request. The scope for the CSISP Round 2 application proposes to provide sports lighting to competition standard at Colac Lawn Tennis Courts (floodlight two existing hardcourts) and provide compliant sports lighting to football training standard across five Colac Otway recreation reserves including Lake Oval (Colac Cricket Ground), Irrewillipe Recreation Reserve, Alvie Recreation Reserve, Warrowie Recreation Reserve (Irrewarra) and Gellibrand Recreation Reserve.

The program has an extremely generous funding ratio of \$9:\$1; that being for every dollar that Council puts into the project will be matched by \$9 from the Victorian Government. The total cost of the project is \$2,312,400 with the Council contribution being \$231,240 (10% minimum local financial contribution) and a funding request of \$2,081,160 from the State Government. Without Victorian Government funding support these much-needed lighting upgrades to the above facilities are unlikely to be delivered in the short to medium term.

Additional mandatory supporting documents are required under Round 2 of the CSISP including the need for a Council resolution to accompany the resubmission. Applications are due to be submitted by 5pm on Tuesday 2 March 2021. It is expected that Council would receive notification as to the success of the application from May 2021 onwards, with all funding agreements for successful projects being executed to allow first payments in the 2020/21 financial year. The project would be delivered during the 2021/22 financial year. Projects are required to commence construction within 6 months of executing a funding agreement, and projects need to be completed within two years.

2. RECOMMENDATION

That Council:

- 1. Endorses the Chief Executive to submit the Colac Otway Shire Lighting Upgrades Project application to the State Government's Community Sports Infrastructure Stimulus Program Round 2 seeking funding to provide compliant sports lighting at the Colac Lawn Tennis Courts, Lake Oval (Colac Cricket Ground), Irrewillipe Recreation Reserve, Alvie Recreation Reserve, Warrowie Recreation Reserve and Gellibrand Recreation Reserve.***
- 2. Allocates a Council contribution of \$231,240 in the 2021/22 budget towards the Colac Otway Shire Lighting Upgrades Project, should the application be successful.***

3. KEY INFORMATION

In May 2020, the Victorian Government launched a \$68 million Community Sports Infrastructure Stimulus Program (CSISP) Round 1 to fast-track investment into critical shovel-ready community sport and recreation infrastructure. At the time of establishing the CSISP, the Victorian Government acknowledged that Coronavirus (COVID-19) had impacted Victorians right across the state, and community sport had not been immune to those impacts. The CSISP aimed to provide investment which would support local economies by creating economic activity and jobs for local industry and business to thrive in these uncertain times. As well as local economies, community sport would benefit from such investment by providing new and safer participation opportunities when it is safe to return to sport. Only Local Government Authorities (LGAs) and Alpine Resort Boards were eligible to apply under this program.

After reviewing the CSISP guidelines and determining possible eligible projects against the funding criteria and delivery timeframes for a Round 1 application, Council submitted an application to upgrade sports lighting at seven different sites across the Colac Otway Shire. The scope of the Round 1 application included providing sports lighting to competition standard at Colac Lawn Tennis Courts (floodlight two existing hardcourts) and providing compliant sports lighting to football training standard across six recreation reserves including Lake Oval (Colac Cricket Ground), Irrewillipe Recreation Reserve, Alvie Recreation Reserve, Warrowie Recreation Reserve (Irrewarra), Gellibrand Recreation Reserve and Colac Secondary College Community Sports Field.

On 14 August 2020, Council received notification that the submitted application under Round 1 of the program was unsuccessful. Officers sought feedback from Department representatives to discuss how the application could be improved should an opportunity arise for the application to be considered further by the Victorian Government in the future.

On the 18 December 2020, Council was invited to resubmit its original application to Round 2 of the CSISP. This opportunity was offered to unsuccessful applications submitted to the Round 1 program

and considered through a competitive assessment process via the second round. Unless otherwise advised or approved by Sport and Recreation Victoria (SRV), resubmissions to Round 2 must be for the same scope as the original application, and the requested amount must not exceed the original request. Applicants could reduce the requested amount though to encourage a greater opportunity for success. Additional mandatory supporting documents are also required under Round 2 of the CSISP including the need for a Council resolution to accompany the resubmission. Applications are due to be submitted by 5pm on Tuesday 2 March 2021. It is expected that Council would receive notification as to the success of the project from May 2021 onwards, with all funding agreements for successful projects being executed to allow first payments in the 2020/21 financial year.

Council has had follow up discussions with the Department to determine whether recent unsuccessful applications submitted under the Local Sports Infrastructure Fund could be included in the project scope of the CSISP application – those being Birregurra Recreation Reserve Oval Lighting Upgrade and Elliminyt Recreation Reserve Oval Lighting Upgrade. The policy position and CSISP Round 2 guidelines do not allow for a change of scope (i.e. inclusion of additional sites to the Round 1 project scope) and as such cannot be included in any Round 2 application. It is anticipated that there will be other future SRV funding programs which could potentially fund these projects.

Following discussion with the Department, officers also propose to exclude the Colac Secondary College (CSC) Community Sports Field from the Round 2 application project scope. Feedback received from the Department requires there be an agreement to enter into a Joint Use Agreement for projects on school land (i.e. a letter is required from the Department of Education and Training). Due to the timeframe for submitting an application under Round 2, this will not be possible and as this is an overflow oval for Central Reserve, officers have determined that this site be excluded from the Round 2 application. SRV has approved the exclusion of this site under a resubmitted Round 2 application, and it is anticipated that reducing the scope of the overall project may assist in the chance of success.

An application under Round 2 would include the following works:

- Provision of sports lighting to competition standard at Colac Lawn Tennis Courts (floodlight two existing hardcourts with competition standard lighting 350 lux for the principle playing area and 250 lux for the total playing area).
- Provision of compliant sports lighting to football training standard (50 lux) across six Colac Otway Shire recreation reserves including:
 - Lake Oval (Colac Cricket Ground) - to provide training standard lighting to the oval for football umpire training (50 lux). There is currently very limited lighting. An electrical upgrade would be required to provide three-phase power for new lighting.
 - Irrewillipe Recreation Reserve - to provide football training standard lighting to the oval. Current lighting level is 15 lux. An electrical upgrade would be required to provide three-phase power for new lighting.
 - Alvie Recreation Reserve - to provide football training standard lighting to the oval. Current lighting level is 15 lux. An electrical upgrade would be required to provide three-phase power for new lighting.
 - Warrowie Recreation Reserve - to provide football training standard lighting to the oval. Current lighting level is 8 lux.
 - Gellibrand Recreation Reserve - to provide football training standard lighting to the oval. Current lighting level is 15 lux. An electrical upgrade would be required to provide three-phase power for new lighting.

To support the maintenance of existing participation numbers, facility capacity and training flexibility, this project will provide lighting that meets Australian Standards for tennis competition and football

training at the nominated sites. Site specific lighting plans and quotes have been provided by Musco Lighting to inform the project budget. Works which would need to be completed at each site and which form part of the application's scope of works include:

- Site investigations including soil testing, service location testing, site/feature survey and site power/load capacity testing.
- Development of tender specifications and documentation.
- Project construction including the supply and installation of lights and towers.
- Power upgrade to mains power for five sites.
- Removal of existing lights and poles and dispose of for four sites.
- Project contingency, escalation and allowances.
- Project management.

The total cost of the project is \$2,312,400. The funding ratio for the program is an extremely generous State Government \$9:\$1 local contribution; that being for every dollar that Council puts into the project will be matched by \$9 from the Victorian Government. This means a required Council contribution of \$231,240 (10% minimum local financial contribution) and a funding request of \$2,081,160 from the State Government.

Providing a minimum of training standard at the recreation reserves will upgrade all but two football facilities within the Colac Otway Shire and will ensure that all but two football clubs within the Colac Otway Shire have ground sports lighting that meet current Australian Standards. Note that of the reserves identified for improvements through this project, their netball lighting already meets the required training standard.

Without Victorian Government funding support these much-needed lighting upgrades to the above facilities will not be delivered in the short to medium term.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Council works closely with clubs and their sporting associations/leagues in planning the upgrade of facilities. In preparing the CSISP Round 1 application, officers consulted with the key stakeholders including the winter tenant clubs and reserve committees of management of the respective sites including:

- Colac Lawn Tennis Club
- Colac and District Football Umpires Association
- Colac Cricket Club
- Western Eagles Football Netball Club
- Irrewillipe Recreation Reserve Committee of Management
- Alvie Football Netball Club
- Alvie Recreation Reserve Committee of Management
- Irrewarra Beeac Football Netball Club
- Warrowie Recreation Reserve Committee of Management
- Otway Districts Football Netball Club
- Gellibrand Recreation Reserve Committee of Management
- Colac Secondary College
- Colac & District Football Netball League (CDFNL)

Clubs will continue to be consulted in finalising the Round 2 application.

The priority justification behind this combined lighting project is based on ensuring lighting is provided at key venues across the shire, ensuring lighting levels meet either training or match standard, and meets player safety expectations. Each club provided the necessary documentation including 'facility schedule of use for tenant clubs' and letters of support.

Lighting upgrades at recreation reserves will also improve the oval surface at the respective reserves. Players are currently unable to utilise the whole oval surface during training, which means higher wear and tear under the poorly lit areas. Consistent lighting across the playing surface will improve management and turf maintenance options, and allow areas of the ground to be rested if needed due to poor surface condition during the wetter months. Consistent lighting across the playing area will allow for continued training and matches to be played at the venue.

The need to either upgrade or provide suitable lighting for training/match purposes has been identified for a number of years. In 2011, Colac Otway Shire engaged an independent company to complete a lighting audit at all shire recreation reserves which host football. The audit identified that all reserves within the Colac Otway Shire did not have compliant sports lighting for football training purposes. A further lighting audit which included the netball facilities at those reserves was conducted by Musco on behalf of AFL Barwon in 2015, which confirmed the 2011 findings. Discussions with clubs have been more intense over the last few years due to the further deterioration of the oval lighting lux levels at the reserves.

Nearly 10 years on, Council continues to seek external funding to upgrade the sports lighting at local football and netball facilities. Three football training reserves have recently been upgraded to match standard lighting including Western Reserve and Central Reserve in Colac, and the Apollo Bay Recreation Reserve. A number of netball facilities have also had their courts and lighting upgraded in the past 10 years through successful State Government funding program applications including Gellibrand netball courts (Otway Districts); Irrewillipe netball courts (Western Eagles); Birregurra netball courts; Warrowie netball courts (Irrewarra Beac) and Central Reserve netball courts (Colac and CDFNL finals).

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

1. Increase social connection opportunities and community safety.

4. Provision of resources to support physical activity by the community.

Providing compliant sports lighting across the six sites is consistent with the recommendations in the Colac Otway Tennis Facility Audit and Development Plan, G21 Regional Tennis Strategy, and G21 and AFL Barwon Regional Football Netball Strategy.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Community sport and recreation makes a significant contribution to Victoria's economy. It is expected that an investment into lighting projects across multiple sites would provide benefits to the Colac Otway Shire economy.

The AFL and AFL Victoria partnered with La Trobe University to determine the social value of a "typical" community football club; specifically, its social, health and community impact. For every \$1 spent on a community football club, there is at least a \$4.40 return in social value. This social value relates to increased social connectedness, wellbeing, and mental health status; employment outcomes; personal development; physical health; civic pride and support of other community groups. The average community football club in Victoria makes an annual economic contribution of \$630,000. Local football/netball clubs in Colac Otway Shire are considered the hub of the community. They become the focal point for the community in times of crisis and celebration, and are considered by club and community members as central to shaping the identity of the area. A football club extends far greater than its players, coaches, administrators and volunteers. La Trobe University identified that for every one player, football clubs reach 10 people in the community which generates community pride.

The value of a community football club cannot be underestimated. During the recent COVID-19 pandemic, the value of clubs and community sport on supporting a person's mental health and wellbeing, as well as their physical health, has been furthermore highlighted. Whilst the 2020 local football/netball senior season was abandoned due to COVID-19 restrictions, improving the quality of facilities will encourage greater participation in sport and recreation, and will assist with club sustainability (including recruitment of players, club volunteers, officials and umpires). Providing good facilities for players, members and volunteers promotes an inclusive culture and will encourage people to become involved in the tenant clubs at the respective facilities.

Oval lighting upgrades to provide for compliant training standard lighting will ensure Colac Otway Shire facilities meet Australian Standards for training purposes and support greater ground capacity options to maintain and in some instances grow participation. Providing lighting lux levels to Australian Standards at facilities also improves ground and turf management, as inadequate lighting leads to premature wearing of the ground. Players are unable to utilise the whole surface, which means higher wear and tear under lit areas. Consistent lighting across the playing surface will improve management options and allow areas to be rested if needed.

SRV requires projects to demonstrate Environmentally Sustainable Design principles where applicable. The proposed Musco lighting systems across all sites will use LED lighting technology and reduce Council's carbon footprint, cutting energy consumption. This product will see a reduction of energy and maintenance costs by up to 50 per cent over typical 2000W metal halide equipment. Over the course of its life (typically 25 or more years) Greenhouse Gas emissions will be reduced which would have been required to run the lighting at this facility by 40 per cent. Extensive maintenance costs for the lighting system incurred by the community, government and sporting bodies are saved, as this is fully covered for 10 years (materials and onsite labour warranty). Other benefits to the lighting system include – power savings over the life of the lamp and the lifecycle of the whole lighting system when compared to conventional lighting systems; constant guaranteed light output 10,000 hours; and less spill light than conventional systems.

LEGAL & RISK

Upgrading lighting across Colac Otway Shire facilities focuses on either providing or upgrading reserve sports lighting to allow for training to be undertaken in a safe environment. Where there are existing oval sports lighting, the lighting lux levels do not meet Australian Standards for football training. Football oval sports lighting readings at the respective sites are between 8-15 lux. This is well below the 50 lux required to meet non-contact football training standard. Match simulation training requires a minimum of 100 lux.

At some reserves, the oval lighting has further deteriorated with some clubs needing to provide temporary lighting improvements for the players to train and use the oval in a safe environment. With the 'return to play' situation following COVID-19 restrictions, using funds to make minor lighting improvements to conduct training activities will cause a drain on already limited club funds. Not having adequate lighting provides challenges with player safety and uneven wear and tear of an oval's surface. There is a high risk of ball injuries when players train under poor lighting.

The lighting upgrades project will maintain current participation levels, and will no doubt provide the opportunity in some instances to increase participation for future seasons. Providing a safe environment in which to train and participate in sport is paramount.

FINANCIAL & BUDGETARY

Accessing funding from the State Government is a cost-effective way of improving much needed sport and recreation facilities within the Shire. Without external funding, Council would be unable to fund these projects in their entirety.

Providing lighting at the Colac Lawn Tennis Courts is supported strategically and identified in the Colac Otway Shire Tennis Facility Audit and Development Plan as a way to increase and provide tennis competition and training options at night and during the winter months.

If Council was to receive funding through the CSISP Round 2 to complete lighting upgrades at Lake Oval (Colac Cricket Ground), Irrewillipe Recreation Reserve, Alvie Recreation Reserve, Warrowie Recreation Reserve and Gellibrand Recreation Reserve, our local football community would have compliant training standard lighting at all but two reserves within the shire.

The two remaining reserves (Birregurra and Elliminyt) are ineligible for funding under this program due to not being included in the Round 1 application. These reserves were excluded from the Round 1 application due to having applications under consideration under the SRV 2020-21 Local Sports Infrastructure Fund program. Please note that the State Government has announced that a new sports lighting funding program will be available for LGAs to apply to in the near future. Both Birregurra and Elliminyt would be considered under this new funding program when program guidelines are released.

The total cost of the CSISP Round 2 application project is \$2,312,400 where the Council contribution would be \$231,240 (10% minimum local financial contribution required under the program) and a funding request of \$2,081,160 from the State Government. If the project is successful, the \$231,240 Council contribution would need to be included in the 2021/22 budget. A Council resolution approving this allocation in the 2021/22 budget is required as part of the Round 2 application.

Should Council not support submitting a CSISP Round 2 application, then the proposed lighting upgrade projects are unlikely to be completed in the short to medium term, with the onus falling back onto Council to potentially fully fund in future budgets.

As per Colac Otway Shire Council facility user agreements, capital works projects at Council owned and/or managed facilities are subject to Council approval, and are subject to statutory planning and building permit processes. Under the user agreements for sports lighting, maintenance of light towers and poles, and the replacement of globes is the responsibility of the tenant club. Council's responsibility extends to assisting the clubs/reserve committees with sourcing funds to construct new or to develop existing infrastructure. The tenant club and/or reserve committee is responsible for paying utility costs for each of the facilities, which includes costs associated with the existing sports lighting. This being the case, the cost of annual maintenance of the sports lighting is not Council's ongoing responsibility. The proposed lighting upgrades will see LED luminaires installed which will cut energy consumption and maintenance costs by up to 50% over typical 2000W metal halide equipment which is currently installed onsite. It is expected that this will result in a reduction in ongoing utility costs for the tenant clubs/reserve committees. The existing sports lighting infrastructure has not been captured in current asset management plans. The installation of new lighting infrastructure will need to be included in these plans. The typical life of the lighting pole/tower is 25 or more years.

IMPACT ON LONG TERM FINANCIAL PLAN (LTFP)

From a cash perspective, there will not be any impact over the life of the 10-year LTFP. The cost of replacing the six towers (of which two are on DELWP land - Warrowie and Gellibrand) will be approximately \$4.7m in 25 years' time, assuming a CPI of 3% p.a.

From an accounting perspective, only four of these sites will be capitalised as Council assets (lighting infrastructure on Council owned and/or managed land only), at an estimated value of \$1.6m, which will require an annual depreciation amount of approximately \$64,000 or \$640,000 over the life of the 10-year LTFP.

7. IMPLEMENTATION STRATEGY

Applications under the CSISP Round 2 are by invitation only and can only be submitted by Councils. Council officers work closely with the relevant Council departments and community groups to develop project scopes and applications. Applications must be submitted to the State Government by 5pm, Tuesday 2 March 2021.

Outcomes of the application are expected May 2021 onwards with funding agreements for successful projects to be executed during June 2021, with first payments made in the 2020-21 financial year.

Should the application be successful, the project is required to be delivered by Council during the 2021/22 year.

COMMUNICATION

The respective tenant clubs and recreation reserve committees will be notified of the outcome of the Round 2 application through the relevant communication channels.

The community will be notified of any successful project through relevant communication channels.

TIMELINE

The timing of funding announcements (May 2021 onwards) will allow for Council to include the project in the 2021/22 budget if successful. The project would be predominantly delivered during the 2021/22 financial year. If successful, projects are required to commence construction within 6 months of executing a funding agreement, and projects need to be completed within two years.

8. OFFICER DIRECT OR INDIRECT INTEREST

Nicole Frampton, Recreation and Open Space Coordinator, declared a General Conflict of Interest under the *Local Government Act 2020* in the preparation of this report as her children play football and netball with the Irrewarra Beeac Football Netball Club and her family are members of the Club.

Ian Seuren, General Manager Development and Community Services, declared a General Conflict of Interest under the *Local Government Act 2020* in the preparation of this report as he and his family are members of the Colac Cricket Club, a tenant club of the Lake Oval.

Tamzin McLennan, Manager Healthy Active Communities, declared a General Conflict of Interest under the *Local Government Act 2020* in the preparation of this report as her husband is the president of the Alvie Football Netball Club, and she and her husband are members of the club.

Item: 10.5

Colac Otway Shire Grants Program 2021-22 - Guidelines Review

OFFICER	Katrina Kehoe
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	1. Draft Guidelines Category 5 - Colac Otway Shire Grants Program 2021 - 2022 marked up copy [10.5.1 - 19 pages]
PURPOSE	To seek endorsement for the proposed changes to the Colac Otway Shire Grants Program Guidelines 2021/2022.

1. EXECUTIVE SUMMARY

The Colac Otway Shire Grants Program will be entering its fourth year in its current form in 2021/2022. In preparation officers have undertaken a review of the program's guidelines and recommend a number of changes. In broad terms, the proposed changes will provide for:

- Clarification on eligibility and assessment criteria.
- Council to consider the continuation of Category 5 – Small Business Energy & Water Efficiency Upgrades Program, grants up to \$5,000 (to be renamed Small Business Environmental Sustainability Program).

The total budget for the Grants Program is expected to remain at \$311,500, subject to approval of the 2021/2022 budget.

Should Council resolve to add a Category 5 Small Business Environmental Sustainability Program to the Colac Otway Shire Grants Program, a nominal budget of \$25,000 will be provided by adjustments to the nominal budgets of existing categories. It is proposed to reduce the nominal budgets of Category 1 Community Grants Program by \$20,000 and Category 4 Building Façade Improvement Program by \$5,000.

2. RECOMMENDATION

That Council:

- 1. Adds a Category 5 Small Business Environmental Sustainability Program to the Colac Otway Shire Grants Program for grants up to \$5,000 in accordance with the guideline's eligibility and assessment criteria.**
- 2. Provides for a nominal budget of \$25,000 for Category 5 Small Business Environmental Sustainability Program in the Colac Otway Shire Grants Program by reducing the nominal budgets of Category 1 Community Grants Program by \$20,000 and Category 4 Building Façade Improvement Program by \$5,000.**
- 3. Endorses the Colac Otway Shire Grants Program Guidelines 2021/2022.**

3. KEY INFORMATION

The revised Colac Otway Shire Grants Program was first implemented in 2018/2019 following a review and consolidation of the former three Council grants programs, with the grants program going online in 2019/2020. After three years of implementing the Colac Otway Shire Grants Program, officers have undertaken a review of the guidelines based on experience of implementing the program and feedback from applicants.

Round 2 of the Grants Program in 2020/2021 included a new *Category 5 Small Business Energy & Water Efficiency Upgrades Program* which was funded from the undersubscribed Round 1 remaining funds.

On 16 September 2020, it was resolved "*That Council authorises grants to be made available from remaining funds for small business with an aggregated turnover of less than \$10 million under a new Category 5 for environmental projects including energy efficiency and/or water saving or water related public health initiatives. Category 5 grants will be available up to a maximum of \$5,000 with a dollar-for-dollar cash contribution and use of local trades and suppliers is encouraged.*"

The purpose of adding a Category 5 Small Business Energy & Water Efficiency Upgrades Program was to provide an element of assistance and economic stimulus during COVID19, to help business and/or groups with projects that will permanently reduce some of their operating costs. In addition, to improve the environmental impact of local businesses.

Council expressed an interest in continuing to offer *Category 5 Small Business Energy & Water Efficiency Upgrades Program* in future rounds. It is recommended to change the title to *Category 5 Small Business Environmental Sustainability Program* and keep the eligibility criteria similar. A proposed change to the eligible expenditure items is recommended in the draft guidelines 2021/2022 (attached) *to exclude projects that are eligible to receive a subsidy from another agency or State or Federal government e.g. solar panels and batteries.* The recently available Federal Government's *Energy Efficient Communities Program – Dairy Farming Business Grants* provided dairy farming businesses with grants of up to \$20,000 to improve energy efficiency, reduce energy costs and lower on-farm emissions. Community groups and clubs are eligible to apply for similar and subsidised environmentally sustainable projects through Category 1 Community Grants Program.

In 2020/2021 through Round 1 of the grants program, all categories were undersubscribed which is likely due to the start of COVID-19 impacting community groups capacity to write applications and

deliver on projects. In 2019/2020 Category 1 was also undersubscribed hence the recommendation for the majority of the funding for Category 5 to come from Category 1.

Proposed changes to Guidelines

Feedback has been received from applicants, external agencies and Council officers leading to the following changes proposed to provide clearer details on eligibility and assessment criteria to assist applicants and assessors, as summarised in the table below.

Page	Proposed Change	Comment
17	<i>Remove from - Category 1 Community Grants</i> <i>Add to - Category 3 Small Grants</i> 'Workshops, training or programs for volunteer members'	Provide clarification that applications of this nature should be to Category 3.
14 17	<i>Add to - Category 1 Community Grants</i> <i>Add to - Category 3 Small Grants</i> Consumable items (eg: sports balls, uniforms) that do not provide long term asset improvements cannot be funded as membership fees should provide for consumable items. An application for consumables may be considered if a club is under severe financial hardship, requesting one-off funding. The grants program objective is to support long term infrastructure improvements and equipment purchases.	Addition to provide clarification on eligible expenditure.
15	<i>Add to - Category 2 Community Events & Support</i> Workshops, training or programs for the general public.	Provide clarification on suitable Category for these types of activities.
16	<i>Add to - Category 2 Community Events & Support</i> Increase assessment score weighting of events that include environmental waste initiatives to address waste reduction.	Prioritise event applications that address environmental waste initiatives or run waste free events.
17	<i>Add to - Category 3 Small Grants</i> Minimum grant \$200 up to maximum \$2,000.	Specify a minimum grant amount.
11 17	<i>Add to - Category 3 Small Grants</i> Equipment purchases will require a \$1 for \$1 matching cash contribution. Use of the equipment is not considered as In-kind. Eligible In-kind contribution may be considered where the equipment purchase is part of a program or an element of a larger project.	Provide clarification re cash contribution required for equipment purchases. Provide clarification on eligible in-kind contribution.
11 17	In-kind contribution should be calculated from activities that directly contribute to the delivery of the project or event. Activities undertaken prior to the project or event are not eligible. Ineligible for In-kind contribution: <ul style="list-style-type: none"> • Research, planning and application writing (undertaken prior to the commencement of the project/event). 	Provide clarification of eligible in-kind.

Page	Proposed Change	Comment
	<ul style="list-style-type: none"> • Official opening. • Fundraising activities for a project or event. These should be completed prior to the application. • Applicant's core operational maintenance (eg: Reserve or Public Hall grounds maintenance). <p>Eligible for in-kind will include:</p> <ul style="list-style-type: none"> • Project administration (Cat 1 & 3). • Project management (Cat 1 & 3). • Event Management (Cat 2 & 2a) non-commercial event organisers. • General maintenance directly related to the project (eg: replacement of roof, painting, floor resurfacing, repair roof to enable solar installation). <p>The In-kind value must reflect the actual volunteer hours contributed to the project, and calculated with the provisional hourly rates in the Guidelines.</p>	
4	Applicant organisation must be located within the Colac Otway Shire. An exception applies to Category 2 Commercial Event Organisers	Clarify Eligibility
4 5	<p>Canvassing or lobbying of Councillors, Council employees or members of the Assessment Panel is strictly prohibited.</p> <p>Colac Otway Shire reserves the right to reject any application that does not meet the eligibility criteria.</p> <p>Elected members (Councillors) and employees (staff):</p> <ul style="list-style-type: none"> • Are not permitted to apply to the Colac Otway Shire Grants Program. • Any Council officer that assists with an application must be declared in the application, noting guidance and advice for grant applicants is available through the Grants Officer. • Must not be named in an application for the grant other than in the declaration. • Must not initial or sign an application form or funding contract for the grant programs. • Must declare any conflict of interest with a grant application, and must remove themselves from any role in the assessment and approval process. • Must not profit in any way from the grant programs or the activities that they are funding. 	<p>New Clarification on eligibility and conflict of interest</p> <p>Improved guidelines to reduce audit risk to Colac Otway Shire.</p>
6 9	Applicants are strongly encouraged to use local trades and suppliers located within the Colac Otway Shire.	<p>Prioritise applications that use local trades and suppliers.</p> <p>The assessment scores will reflect the use of local suppliers.</p>
9 16	A regionally significant event would attract a minimum of 3,000 – 5,000 attendees, with the aim to increase	Provide clarification for eligibility for Category 2A Major 'Community Organised' Events.

Page	Proposed Change	Comment
	visitation from outside of the local area in off peak periods.	
5	What will not be funded? Monetary prizes	Add to items that will not be funded.
3 4 19	<i>Add - Category 5 Small Business Environmental Sustainability Program</i> Projects which receive subsidies from other agencies or the State or Federal Government will not be funded eg: Solar panels and batteries.	Addition of new Category 5 Add to Category 5 'What will not be funded'. Community groups and clubs will continue to be eligible to apply under Category 1.

It is recommended that *Category 5 Small Business Environmental Sustainability Program* is included in future rounds. If supported, a nominal budget allocation of \$25,000 is required by reducing the nominal budget of *Category 1 Community Grants Program* by \$20,000 and *Category 4 Building Façade Improvement Program* by \$5,000. The Category 5 nominal budget will allow for a minimum of five applications in this category. In 2020/2021 Round 2, Category 5 received seven applications, of which five were approved and allocated funding of \$14,315. Community groups and clubs are eligible to apply to Category 1 for energy efficiency upgrades to their facilities.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The 2021/2022 grants program will open on 9 March 2021 for 5 weeks, and close on 9 April 2021. The Guidelines will be available at Council's customer service offices in Colac and Apollo Bay and on Council's website.

In accordance with COVID19 restrictions at the time, two information sessions will be held in Colac and Apollo Bay (or online) and Council's Grants Officer will schedule individual appointments during the applications' open period for any interested groups.

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

1. Assets and infrastructure meet community needs.

Theme 3 - Our Community

4. Provision of resources to support physical activity by the community.

Support community organisations through the community grants program.

Provide grant programs to involve local people in activities that facilitate their health, wellbeing and enjoyment.

Alignment to Health and Wellbeing Plan 2017 – 2021:

Promote gender equity as a priority consideration when determining community grants.

Creative Colac Otway Arts and Culture Strategy 2018 – 2022:

Theme 2 – Increase Participation in Arts & Culture Activity.

GOAL 1: Develop and strengthen audience engagement and participation in arts and culture activities and programs.

2.1.4 Review the ‘Festival and Events Support Scheme’ (FESS) guidelines to ensure that timelines and support mechanisms are appropriate to the creative sector.

GOAL 2: Our Arts and Culture Services and Programs are accessible.

2.2.2 Subsidise and support community hire of COPACC.

4.2.1 Use Local History Stories as a connector for the Community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The Colac Otway Shire Grants Program includes an opportunity for Council to partner with our community to undertake important social, cultural and environmental projects. The program provides significant benefits by leveraging community resources, both cash and in-kind, to deliver much needed projects. Many of the events that are funded through the program provide a range of benefits, including economic outcomes for our towns.

If included in future rounds, a Category 5 *Small Business Environmental Sustainability Program* will assist businesses located in the Colac Otway Shire with an annual aggregated turnover of less than \$10 million to undertake environment projects including energy efficiency, water saving or public health initiatives for businesses

The *Building Façade Improvement Program* assists local business owners to improve facades, in turn making their shop fronts much more attractive. This assists with making our townships more attractive and welcoming for both the community and visitors.

LEGAL & RISK

The update to the Guidelines to restrict elected members (Councillors) and employees (staff) from applying to the Grants Program will reduce any reputational and legal risk to Council. The grants officer is available to provide advice to applicants.

The online grant system provides a streamlined process which minimises risk of items such as misplaced or non-delivered applications.

The online system also ensures that Council’s funding allocations are used in the correct way as per the application through a more consistent acquittal process.

FINANCIAL & BUDGETARY

The allocation of the grants funding is subject to the approval of the 2021/2022 budget. The current funding level of \$311,500 for the Colac Otway Shire Grants Program is recommended to remain the same, subject to budget approval. There are nominal allocations for each of the four categories as detailed below. This would need to change to provide for a Category 5 Small Business Environmental Sustainability Program.

It should be noted that as the budget allocations for each category are nominal, depending on the number and type of applications, Council can determine to award grants in excess of the nominal allocation in any of the categories.

Category	Nominal Budget
Category 1: Community Grants Program	\$140,000 (reduced by \$20,000)
Category 2 and 2a: Community Events & Support and Major 'Community Organised' Events	\$100,500
Category 3: Small Grants	\$ 30,000
Category 4: Building Façade Improvement Program	\$ 16,000 (reduced by \$5,000)
Category 5: Small Business Environmental Sustainability Program	\$25,000 (new Category)
Total	\$311,500

7. IMPLEMENTATION STRATEGY

The Colac Otway Shire Grants Program 2021/2022 will be advertised across the Shire from March 2021. If COVID19 restrictions allow, community information sessions will be held in Colac and Apollo Bay to enable groups to discuss the funding program with Council Officers.

Information about 'How to Apply' will be available from Council's Customer Service Centres in Colac and Apollo Bay, via the website and through direct database mail.

Assistance is available on an individual basis to assist applicants to submit applications electronically. Appointments will be available and promoted for any applicants who require one on one assistance with their proposal or the online application process.

COMMUNICATION

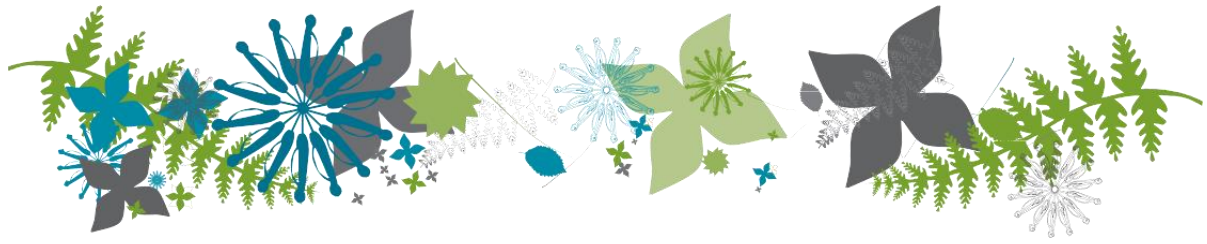
Marketing of the Colac Otway Shire Grants Program for 2021/2022 will be through media releases, use of Council's Facebook page on a number of occasions, direct email to our community and business database and to groups and clubs that have applied in previous years, radio, and advertisements in the Colac Herald and Apollo Bay Newsheet.

TIMELINE

The Colac Otway Shire Grants Program 2021/2022 will open on 9 March 2021 for 5 weeks, and close on 9 April 2021. Eligibility checks and assessments will be undertaken during April and May. The recommendations for the funding allocations will be presented to the June 2021 Ordinary Council meeting for approval.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the Local Government Act 2020 in the preparation of this report.



Colac Otway Shire Grants Program Guidelines 2021-2022

DRAFT

includes

Category 5 Small Business

Environmental Sustainability Program

Contents



Program Description and Objectives

1. **What is the Colac Otway Shire Grants Program?**
2. **Who can apply?**
3. **What types of activities might be funded?**
 - 3.1 What will not be funded?
4. **What are the funding details?**
5. **What is the application process?**
6. **How will applications be assessed?**
 - 6.1 Information you will need to provide as part of your application
 - 6.2 What are the assessment criteria?
Budget
7. **Conditions that apply to applications and funding**
 - 7.1 Funding agreements
 - 7.2 Acknowledging Council's support and promoting success
 - 7.3 Privacy
8. **Resources and additional information**
9. **Information Sessions**

KEY INFORMATION

Category 1 – Community Grants Program

Category 2 – Community Events & Support Program

Category 3 – Small Grants Program

Category 4 – Building Façade Improvement Program

Category 5 – Small Business Environmental Sustainability Program

Program description and objectives

1. What is the Grants Program?

The Colac Otway Shire Council Grants Program provides one-off financial assistance grants to assist not-for-profit, community organisations, event organisers and businesses in providing opportunities that benefit the wider community and help in achieving goals and outcomes consistent with Council's objectives.

The program supports our communities through the support of community projects, community and recreation infrastructure improvements, community activities, programs and events that contribute to community strengthening and bring a wide range of social and economic returns across the Shire.

The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects and events within the Colac Otway Shire.

The funding pool of \$311,500 is available for the Colac Otway Shire Grants Program (subject to budget approval).

All applications require a matching contribution from the applicant on a \$1 for \$1 basis. *Key Information* for each category will detail if the contribution required is cash or cash/in-kind.

Key Information for each category

Refer to the **Program Category Key Information** (pages 13-18) in these guidelines for specific details of each funding Category.

The Grants Program has five funding categories.

Category	Program Name	Amount	Program outline
1	Community Grants Program	\$2,001 up to \$10,000	Assist community groups provide a broad range of community development programs, services, activities or new initiatives.
2	Community Events & Support Program	Max. \$5,000 Max. \$2,000 50% standard room hire, max. \$5,000	Established events One-off or start-up events COPACC Hire Assistance
2a	Major Community Organised Events Program	Max. \$10,000	Regional significant Event <i>*Specific eligibility applies, contact grants officer.</i>
3	Small Grants Program	\$200 - \$2,000 max	Small equipment purchases, community initiatives, environmental or arts projects
4	Building Façade Improvement Program	Max \$3,000	Upgrade or improve the retail shop/ business façade for businesses in Commercial retail areas across the Shire.
5	Small Business Environmental Sustainability Program	Max \$5,000	Environmental projects including energy efficiency or water saving initiatives for small businesses.

2. Who can apply?

Applicant organisation must be located within the Colac Otway Shire. An exception applies to Category 2 Commercial Event Organisers

Canvassing or lobbying of Councillors, Council employees or members of the Assessment Panel is strictly prohibited.

Colac Otway Shire reserves the right to reject any application that does not meet the eligibility criteria.

Community

Category 1 and Category 3

Community organisations or organisations that are providing a direct benefit to the Colac Otway Shire may apply. Applicants must:

- be non-government, not-for-profit and registered as an incorporated body at the time of application for the project duration.

If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to manage the grant funds. Auspice organisations must provide a letter of consent which must be included with your application.

- possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- have satisfactorily met Acquittal reporting requirements on any previous grants received from Colac Otway Shire.
- meet the definition of a community group. A community group is defined as a group or organisation which works for the public benefit. Voluntary and Community Groups have the following characteristics:

Organised. A Voluntary and Community Group has a structure with rules about how the group is organised and run. This is called a 'governing document' or 'constitution'.

Self-governing and independent from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee.

Not for Profit. No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group

Voluntary. Voluntary and Community groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities.

Public/community benefit. The group will carry out activities which benefit a particular group of people within the community.

Events

Category 2 and Category 2a

Event organisers can apply if the event is held in the Colac Otway Shire. 'Event organiser' means a commercial entity, community group or individual who undertakes the planning, control or management and/or implementation of an event.

Schools

Schools may apply for COPACC Hire Assistance. Schools are not eligible to apply for any other category.

Groups and Associations affiliated with schools can apply for eligible events or projects that provide a benefit to the broader community (Note: events or equipment/infrastructure that are held or installed on school grounds which only benefit the school community are not eligible. Activities or equipment that should be funded by the State Government are ineligible).

Business

Category 4

All businesses located in the commercial retail area of towns within the Colac Otway Shire that have street frontage will be eligible to apply for Category 4.

Category 5

Small businesses located in the Colac Otway Shire with an annual aggregated turnover of less than \$10 million will be eligible to apply for Category 5.

Ineligible to apply

Elected members (Councillors) and employees (staff):

- are not permitted to apply to the Colac Otway Shire Grants Program.
- must not be named in an application for the grant
- must not initial or sign an application form or funding agreement for the grant programs
- must declare any conflict of interest with a grant application, and must remove themselves from any role in the assessment and approval process
- must not profit in any way from the grant programs or the activities that they are funding.
- any Council officer that assists with an application must be declared in the application. Note that guidance and advice for grant applicants is available through the Grants Officer.

For Categories 1 and 3, applications will not be accepted from or on behalf of individuals.

3. What type of activities might be funded?

Eligible items may include but are not limited to:

- Community initiatives.
- Arts and culture projects.
- Environmental projects.
- Projects that encourage participation in community activities.
- Projects that revitalise community and recreation facilities.
- Projects that promote gender equity
- Equipment purchases that are facility enhancing designed to remain as part of a facility or which provide general benefit to groups.
- Training for the development of specialist skills for volunteer community members.
- Festivals and events.

- Performing arts and cultural activities/events at COPACC.
- Commercial retail building façade improvements.
- Environmental sustainability initiatives including energy efficiency and water saving upgrades.

Refer to the **Program Category Key Information** (pages 13-18) in these guidelines for specific details of each Category.

3.1 What will not be funded?

- Applications will not be received after the closing date/time.
- Standard Council infrastructure is not eligible to be funded through any grant program. For example: footpaths, bins, drainage, road construction, upgrades to Council owned buildings if compliance related or within the current lease arrangements.
- Applicants cannot receive a grant in any grant program in future years if they have not completed a satisfactory acquittal report for a previous grant (contact the Grants Officer to discuss).
- Requests for retrospective funding are not eligible for funding. The project activity cannot commence or equipment be purchased prior to signing the funding agreement.
- Funding is not available for ongoing operational expenses including recurrent operating costs and salary subsidies eg: rent, utility costs, staff wages etc.
- Public Liability or other Insurance
- Capital expenditure projects over \$20,000
- Administrative costs
- Project or Event Management costs
- Projects considered the responsibility of other agencies.
- **Monetary prizes**
- Council will not enter into funding arrangements deemed inappropriate which are associated with or promote (including but not limited to):

- any illegal activity
- any activity not in accordance with relevant legislation; permitting; regulations etc
- tobacco
- offensive or sexually explicit material
- discrimination on the grounds of race, gender or religion
- activities violating human rights
- political parties
- gambling

- Grants to recipients (or Auspice) not registered for GST will have payments made inclusive of GST.
- For grants above \$5,000, payments will be made in two instalments:
 - 90% paid upfront on signing the Agreement or when conditions have been met.
 - 10% paid upon satisfactory completion of the acquittal report.
- Conditions included in the Funding Agreement (if applicable) must be met prior to the release of the grant payment.

4. What are the funding details?

The following conditions will apply to activities that receive a grant:

- The grant recipient (or the Auspice organisation who will manage the funds) must enter into a funding agreement with Colac Otway Shire Council which sets out the conditions, payment details and reporting requirements.
- The project must be completed within the financial year in which the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted in writing to Colac Otway Shire Council for approval prior to implementation.
- Applications that address gender equity are highly encouraged and prioritised through the assessment phase.
- Applicants are highly encouraged to use local trades and suppliers located in the Colac Otway Shire and will be prioritised in the assessment phase.
- Grant recipients (or Auspice) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.

5. What is the application process?

Applications will be considered in an assessment round each year as detailed in the table below:

Funding round	Applications open	Applications close
2021-2022 Round 1	9 March 2021	9 April 2022
Round 2	If remaining funds are available following Round 1, Council may consider opening a Round 2.	

There are some important steps to consider before submitting an application.

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organisation and your proposed activity is eligible.

Category 2a – Major ‘Community Organised’ Events applicants must contact the Grants Officer to check eligibility prior to applying.

It is recommended applicants contact the Grants Officer to discuss the prospective application and for any assistance applying online.

Grants Officer
 Colac Otway Shire
 2-6 Rae Street Colac
 Ph: (03) 5232 9400
 Email: grants@colacotway.vic.gov.au

Step 2: To apply

Guidelines and the link **TO APPLY** is available through Council's website:

www.colacotway.vic.gov.au

Apply for a Grant

Colac Otway Shire Grants Program 2021-2022

Grant information, applications, correspondence, reporting and financial acquittals will be managed through Smartygrants, an online web based system.

Applicants will be required to register on Smartygrants before the application can be commenced.

Please ensure that emails delivered from 'noreply@smartygrants.com.au' are not blocked or directed to your junk email inbox. You will receive an email to acknowledge that you have submitted your application. A help guide for applicants is available:

<https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

Late or incomplete applications will not be considered.

Prepare for your application by making sure you have the information you need on hand including required documents e.g. recent quote(s), land owners consent, public liability insurance, letters of support, financial statements etc. Please allow sufficient time to lodge your application before the closing date.

Attach required information to your application

You can attach documents to your electronic application as long as they are in an acceptable file type (e.g. Word, Excel, PDF or JPEG) and don't exceed the maximum file size. Attached files must not be larger than 10MB in size.

Applications must be submitted online and close 5.00pm on 9 April 2021.

IMPORTANT

The Colac Otway Shire Grants Program is a competitive funding program. Applicants should note that the submission of an application does not guarantee funding of the proposal.

6. How will applications be assessed?

Eligible applications will be assessed based on responses provided in the application form. The assessment criteria are outlined in these guidelines.

Eligibility does not guarantee success. It is a competitive program and often more applications are received than the funding available.

Please note that the assessment process may take up to two (2) months from the closing date. Applicants will receive written notification whether the application has been successful or unsuccessful following the decision by Council at an Ordinary Council Meeting.

Applications for **Major 'Community Organised' Events** must meet specific Assessment Criteria and scoring, refer to 6.3. Applicants must contact the Grants Officer prior to applying for this Category.

6.1 Information you will need to provide as part of your application

All applications must provide a quote prepared within the past three (3) months for the project or event. The quote(s) must include:

- Details of individual items to be purchased or project activity to be undertaken.
- Total project cost of items or services to be purchased for an event.

NOTE: Applications submitted without an adequately detailed quote will not be recommended for funding.

The program will not fund items that have been purchased or projects or events that have commenced prior to the funding announcement as outlined in these guidelines.

Include the following as part of your application (if applicable):

- Letter(s) of support from organisation(s) involved in the proposed project.
- If required, include land manager or land owner's consent for the project or event to be undertaken on their land.

Public Liability Insurance is required for all projects or events and is not funded by the grant program. A Certificate of Currency must be submitted with your application.

If your application has appointed an Auspice, your project or event must be noted on the Auspice organisation's insurance policy.

6.2 What are the Assessment Criteria?

To be competitive, you will need to address each of the assessment criteria in your application.

Your application will be assessed against each of the assessment criteria using the weighting indicated in the application form and in these guidelines. The application form asks questions and provides tips that relate to the assessment criteria to assist you with your response.

An unsuccessful application does not necessarily mean that the project or activity is unworthy of support. An application could be rejected because of limited funding resources or the need to balance support given to a wide range of proposals after considering the assessment criteria.

Council will work with unsuccessful applicants to identify alternate funding sources and/or provide feedback on their application for future funding rounds for the Colac Otway Shire Grants Program

How much information do I provide?

The amount of detail and supporting evidence you provide should be relative to the project size, complexity and grant amount. The application displays word limits as a guide as to how much information (maximum) is required to provide sufficient details to support your application. Each question has handy tips to guide your response.

Categories 1, 2 and 3 Assessment Criteria:

(excluding Category 2A Major 'Community Organised' events)

Assessment Criteria 1 – What benefits will the project provide to your organisation and the broader community? (Weighting 50%)

In your response, please describe:

- The anticipated benefits of the project or event to the community.
- How is the project or event supporting the local community?
- Who will benefit from the project or event?
- Details of short term and long term benefits
- The expected number of people who will benefit from the project or attend the event
- The benefit for current and future generations.

Assessment Criteria 2 – Why is this project needed? (Weighting 20%)

In your response, please describe:

- How is this project or event supporting the local community?
- What demand exists that has created the idea for this project or event?
- The evidence to show why this approach will work?
- To demonstrate support from the community for your project and for **all new events** attach support letters and detail any discussions held with related groups in the area.
- Will the project address gender inequity?

Assessment Criteria 3 – How will the project be delivered? (Weighting 15%)

Applications must clearly demonstrate the capacity of the applicant to deliver the project.

In your response, please describe:

- Who will manage the project?
- What planning has been undertaken to complete this project or run the event?
- Events that include environmental waste initiatives to address waste reduction will receive a higher assessment score weighting.
- Detail the stages involved in your project or event and how you propose to deliver it.
- Details if it involves knowledge and skills development.
- Will the project be an innovative and creative response to the issue?
- Will it be sustainable? Explain how you intend to fund this project or event into the future.
- Demonstrated experience of the Applicant organisation to deliver and acquit the project within timeframes.
- Events – describe what environmental waste initiatives will be implemented at the event to address waste reduction.

Assessment Criteria 4 – Who is involved?

(Weighting 15%)

In your response, please describe:

- Who are the partners?
- Will there be voluntary or in-kind contributions?
- **Are suppliers based in the Colac Otway Shire? Priority will be given to the use of local trades and suppliers.**
- How many people from your organisation will be involved?
- Does the project actively involve a range of stakeholders?
- What size audience are you expecting?
- Who is the target market to benefit from your project or event?

Assessment Criteria	Weighting
<i>Community Benefits</i>	50%
<i>Addressing a need for the project or event</i>	20%
<i>Planning and Project or Event delivery</i>	15%
<i>Involvement of stakeholders, partners, volunteers</i>	15%

6.3 Major ‘Community Organised’ Events Assessment Criteria

Applications for up to \$10,000 must address and satisfactorily meet specific criteria outlined below. If the application does not fulfil the criteria for major events, it will be considered against the ordinary Category 2 events assessment criteria above.

Assessment Criteria 1 - Community Economic development opportunities (Weighting 40%)

Describe how the project will stimulate the economy including:

- Boosting off peak visitation, overnight stays and expenditure;
- The amount of visitation/tourism from people attending from outside Colac Otway Shire and the length of stay during the event;
- **Events with approximate 3,000 - 5,000 attendees or above;**
- The level of pre training or visitation that the event will generate in the lead up to the event;
- The level of expenditure these visitors will generate (or have generated historically);
- The opportunities where Colac Otway Shire or the host township can be promoted, the nature of this promotion and the marketing reach;
- The level of involvement of local businesses in the event both pre (supply chain expenditure in event set up) or during (stall holders);
- The ability of the event to trigger repeat visitation to Colac Otway Shire;

- Reinforce and/or strengthen the desired 'brand' of the host township or Colac Otway Shire in a positive way.

Assessment Criteria 2 - Social opportunities

(Weighting 20%)

Detail the community benefits provided by the event – short and long term including:

- How the event will create social gathering opportunities;
- The level to which people of diverse groups and ages are brought together;
- Evidence of how the event will positively impact the host community;
- Identify if the social opportunities are short (event specific) or long term (ongoing spin offs) in nature;
- Level of involvement by local volunteer (No. of people and hours);
- How the event caters for needs of all abilities (accessibility etc.).

Assessment Criteria 3 (Weighting 20%)

Cultural opportunities

Describe how the event contributes towards:

- The development of arts & culture in the host township or greater Colac Otway Shire;
- Arts and cultural networks in Colac Otway Shire;
- Other arts and cultural programs and/or projects taking place;
- Linking attendees to culturally significant aspects of the host community through the event.

Assessment Criteria 4 (Weighting 20%)

Environmental sustainability

Does the event plan for and contribute to:

- Positive environmental sustainable outcomes in the short (event specific) or longer term;
- Provide an element of environmental education or awareness for attendees;

- A level of excellence in event management from an environmental aspect (includes rubbish removal, waste, recycling, techniques that minimise the carbon footprint of the event);
- Minimisation of single use of plastic bottles, plastic bags and plastic straws.

Budget

A budget that accurately reflects your project or event must be included in your application. The budget should include details on all income (all sources of income which will be used to deliver the project/event) and expenditure (list all costs involved in the project/event). Indicate the expenses that the grant funds will be spent on by marking 'x' against the item(s).

Copies of quote(s) must be included with your application.

The budget must include the matching contribution required for your project/event including cash and in-kind contributions.

Any other source of funding provided by Colac Otway Shire towards your project or event cannot be used as a matching contribution.

The income and expenditure columns must be equal = balance.

Cash contributions

Cash contributions over \$5,000 can be confirmed by providing a detailed financial statement or Treasurer's report for the past two (2) years and a copy of a current Bank Statement. Cash contribution under \$5,000 can be confirmed by providing a copy of a current Bank Statement.

In-kind contributions

An in-kind contribution means support, other than cash, provided by your organisation towards your project. This can include voluntary labour or donated goods and services.

In-kind contributions should be calculated from activities that directly contribute to the delivery of the project or event.

Activities undertaken prior to the project or event are not eligible.

Eligible for in-kind will include:

- Project administration (Cat 1 & 3)
- Project management (Cat 1 & 3)
- Event management (Cat 2 and 2a)-non commercial event organisers
- General maintenance directly related to the project (eg: replacement of roof, painting, floor resurfacing, repair roof to enable solar installation)

Ineligible for In-kind contribution:

- Research, planning and application writing (undertaken prior to the commencement of the project/event).
- Official opening
- Event management (Cat 2 and 2a)
- Fundraising activities for a project or event. These should be completed prior to the application.
- Applicant's core operational maintenance (eg: Recreation Reserve or Public Hall grounds maintenance)

Use of equipment purchased is not considered as in-kind.

Eligible in-kind contribution may be considered where the equipment purchase is part of a program or an element of a larger project.

The in-kind value must reflect the actual volunteer hours contributed to the project, and calculated with the provisional hourly rates in the Guidelines.

In-kind contribution calculations

If you have in-kind contributions towards your organisation's matching funding contribution for an event or project activity, you will:

- Record the value in the Budget table under Income and Expenses.
- List the 'In-kind' labour, donated goods and services in the In-kind table.

In-kind contributions received

You will need to submit written records of in-kind contributions received for your project/event. It is your organisation's responsibility to keep written records (e.g. letter of donations or receipts) of the in-kind support committed or received.

Example how to calculate your in-kind contribution

Goods/ service to be provided	Organisation or Supplier	No. Hours	Rate per hour	Total Value (\$)
Architectural drawings	Smith Consulting	10	\$45	\$450
Labour to paint the new community hall – 5 people	Members of XYZ community organisation	10	\$25	\$250
Donation of new kitchen equipment	Commercial Kitchens Ltd	n/a	n/a	\$4,000
	Total			\$4,700

7. Funding Conditions

7.1 Funding agreements

Successful applicants will enter into a funding agreement with the Colac Otway Shire Council. Funding agreements establish the parties' commitments and obligations to each other and set out the general terms and conditions of funding.

Conditions may vary for each grant category and recipients, depending on the requirements of the project or the event. These specific conditions will be outlined in the Funding Agreement and can be discussed with the successful applicant prior to finalising the agreement.

Public Liability Insurance of at least \$10 million is required for all projects and events other than equipment purchases. A Certificate of Currency must be submitted with your application.

For Category 2A Major Community Organised Events, Public Liability Insurance is increased to at least \$20 million. A Certificate of Currency must be submitted with your application.

Category 2 – Community Events & Support Program

Event organisers holding events on Council owned or managed land are required to apply for an Event in a Public Place permit and complete the Colac Otway Shire Council's Indemnity Form.

Ongoing Council support should not be relied upon, as each year applications will be assessed in conjunction with other applications and will be determined on funding availability.

Acquittal Report Process

At the completion of the project or event, an acquittal report must be submitted to Colac Otway Shire Council through Smartygrants. The report should include:

- A summary of the project including feedback on the things that went well and also lessons that you have learnt from the project.
- The success of the project or event and achievements.
- A financial statement must be completed with receipts attached to detail how the projects or events funds were expended.
- Copies of project or event promotional materials, photographs or video.
- Evidence of acknowledgement of Council's support e.g: club newsletter, media articles, social media etc.

An applicant which fails to submit a satisfactory acquittal report will be ineligible to apply for funding under any future rounds of the Colac Otway Shire Grants Program until their acquittal report is completed and reviewed by Council as satisfactory.

7.2 Acknowledging the Council's support and promoting success

Successful applicants need to acknowledge the Colac Otway Shire Council's support through the provision of a grant from *Colac Otway Shire Community Grants Program*.

Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Colac Otway Shire Council support through logo presentation on any activity-related publications, media releases and promotional material, social media, written or verbal acknowledgement at presentations or 'openings' and/or placing a Colac Otway Shire endorsed sign at the site of larger infrastructure activities.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the Council's marketing materials.

7.3 Privacy

The Colac Otway Shire Council is committed to protecting your privacy. We collect and handle any personal information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal information with others for the purpose of assessment, consultation, and reporting. This can include Council staff or Councillors.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au enter Search - Privacy Statement.

Council uses an online grant application program called Smartygrants. [Click Here](#) to view Smartygrants Privacy Policy <https://www.ourcommunity.com.au/privacy>

8. Resources and additional information

For queries relating to the grants program, your proposal or online applications, contact the Grants Officer at Colac Otway Shire Council on (03) 5232 9400 between 9.00am and 5.00pm Monday to Friday or grants@colacotway.vic.gov.au

If your query is related to an event, please ask for the Events Officer.

9. Information sessions

Information sessions will be scheduled in Colac and Apollo Bay (as Covid19 restrictions permit). The grants officer is also available to discuss the grants program, your proposal and assist with the online application process via an online meeting, phone, email and by appointment (if covid19 restrictions allow).

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Key Information for each category

Category 1: Community Grants Program

Grants from \$2,001 up to \$10,000 are available.

Grants are provided on a matching cash and/or in-kind basis.

In-kind contributions should be calculated from activities that directly contribute to the delivery of the project.

What type of activities might be eligible?

This category provides funding to Committees of Management and organisations responsible for community facilities, including public halls and recreation reserves, to assist with minor facility refurbishments and purchases that assist with delivery of the service. The applicant must demonstrate the project provides long term community benefit.

This category provides assistance to Community Groups for a broad range of community development programs, services, activities or new initiatives.

Strategic plans and updates of community priorities including Master Plans for recreation reserves/facilities will also be considered.

What type of activities might be funded?

Eligible items may include but are not limited to:

- Community projects and initiatives
- Community programs that encourage health and wellbeing
- Arts and culture projects
- Environmental projects, including energy efficiency, water saving or public health initiatives
- Recreation or hall facility upgrades
- Projects that demonstrate broad benefit to the Colac Otway community.

- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.
- Equipment purchases including sporting and safety equipment and community programs that would assist with the operation of a community group or organisation that is greater than \$2,000
- Minor repairs and works.
- Minor capital improvements of community and recreation facilities up to \$20,000. Excludes project on Council owned buildings if compliance related or within the current lease arrangements.
- Strategic Planning activities that identify opportunities for growth and development. This may include master plans, feasibility plans, action plans or business plans for Council managed Committees of Management of Council facilities.

What is not funded

Consumable items (eg: sports balls, uniforms) that do not provide long term asset improvements are not supported. Membership fees should provide for consumable items.

The grants program objective is to support long term infrastructure improvements and equipment purchases.

An application may be considered if a club is under severe financial hardship, requesting one-off funding.

Category 2: Community Events & Support Program

This category provides:

- Grants up to \$5,000 to provide support for established events
- Grants up to \$2,000 to provide support for one-off or start-up events.
- COPACC Hire Assistance

Grants available for up to 50% of the cost of standard room hire at COPACC for the provision of performing arts and cultural activities.

The maximum grant available is \$5,000.

Category 2A Major Community Organised Events

- Grants up to \$10,000 to provide support for major 'community organised' events of regional significance.* Specific eligibility applies, contact grants officer before applying

Grants are provided on a matching dollar for dollar cash and/or in-kind basis.

In-kind contributions should be calculated from activities that directly contribute to the delivery of the event.

What type of activities might be funded?

Groups and organisations can seek funds for events and programs within the Shire for:

- Established annual events (funding for development and growth of events)
- Major 'Community Organised' Events
*Specific conditions apply. Contact Grants Officer.
- New events (seed funding)
- One off events
- Not-for-profit events
- Commercial events (subject to substantial community return)

- COPACC Hire assistance
- Workshops, training or programs for the development of specialist skills for general public
- Education or coaching courses for officials, administrators or relevant community members

An **event** means any planned activity open to the public, where any structure (permanent or temporary), open area or road, (fenced or unfenced) will contain a number of persons greater than that normally found in that area or location at one time.

This activity may affect the location surrounding the area prior to, during or after the activity, and includes:

- Sporting activities, whether conducted in an enclosed or unenclosed ground or venue (but does not include a regular, locally focused and organised sporting competition at a venue built for that sport).
- One off or annual events such as meetings held in parks or sporting venues and promotional events.
- Live performances and concerts.
- Festivals.

Events eligible for funding must be designed to benefit Colac Otway Shire's residents and businesses, and have a strong community focus. Events should enhance the region's profile, develop community cooperation and cohesion, build local skills or in other ways have a positive impact on the local community.

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual), sporting, culinary, environmental and could include markets, festivals and exhibitions.

Eligible costs associated with events could include:

- Signage
- Promotional material
- Hire costs (e.g: performers, PA equipment, staging, portable toilets etc)

- Equipment Hire
- Events that include environmental waste initiatives to address waste reduction will increase the assessment score weighting.

A permit may be required for your Event.

Event organisers may apply to fund only one element of an Event/Festival, however the Applicant must provide information on the full Event/Festival programme. The full programme will be required to meet the Grants Program Guidelines.

The grant payment will be made once any specific funding conditions have been met and permits (if required) have been issued.

Major 'Community Organised' Event is one that may occur annually, biennially or a one-off event, is regional, State or nationally recognised. The primary evaluation is the generated economic return to Colac Otway Shire. Marketing and branding opportunities for Colac Otway Shire and its townships at a regional scale (or beyond) must also be displayed. The event must show growth elements from previous years.

A regionally significant event would attract a minimum of 3,000 – 5,000 attendees preferably more, with the aim to increase visitation from outside of the local area in off peak periods.

New Major 'Community Organised' Events must demonstrate the event is at a suitably planned and accepted stage prior to submitting an application. This includes planning approval, approvals from key bodies such as (but not limited to) Police, VicRoads, CFA, landowners.

Specific assessment criteria apply for Major 'Community Organised' Events. Refer to 6.3

All applicants should discuss their event with Council's Event Officer on (03) 5232 9400 between 9.00am – 4.00pm, Monday to Friday or inq@colacotway.vic.gov.au

What will not be funded?

- Events conducted completely outside of the Colac Otway Shire boundary.
- Events which lack a strong community base.
- Event organisers are accepting sponsorship from companies that Council deem are not suitable or do not align with the Council Plan 2017-2021.
- A second or subsequent element of an Event or Festival will not be funded where the main Event or Festival is to receive funding.
- General ongoing administration costs.
- Request total funding of the festival or event.
- Retrospective funding of a festival or event.
- Public Liability or other Insurance for the event.
- Project or Event management costs

COPACC Hire Assistance

COPACC Hire Assistance does not include:

- Cleaning
- Box office fees
- Security
- Catering
- Piano tunes
- Labour charges
- Specialised lighting

Information you will need to provide as part of your application

COPACC Hire Assistance quotes must be obtained from COPACC at least 10 days prior to the application closing date.

The quote must include event dates and resources required (room, audio-visual support, labour and technical staff).

Preference is given to events that are organised co-operatively and where some profits will be distributed back into the community.

Category 3: Small Grants Program

Grants from \$200 up to \$2,000 are available.

Grants are provided on a matching cash and/or in-kind basis.

In-kind contributions should be calculated from activities that directly contribute to the delivery of the project.

Equipment purchases require \$1 for \$1 matching cash contribution. Use of the equipment is not considered as in-kind.

Eligible in-Kind contribution may be considered where the equipment purchase is part of a program or an element of a larger project.

This category provides funding to purchase or undertake projects related to:

- Small equipment to enhance facilities and designed to remain as part of the facility
- Community programs that encourage health and wellbeing participation and show economic benefits
 - Workshops, training or programs for volunteers
- First Aid and CPR Training for staff and volunteers
- Community projects
- Environmental community projects
- Environmental projects including energy efficiency, water saving or public health initiatives.
- Community initiatives
- Cultural & Arts projects

What type of activities might be funded?

To purchase small equipment, such as:

- appliances
- furniture
- sporting equipment

- First Aid equipment
- Uniforms

Examples of projects that might be funded:

- Install watering system to automatically water communal garden beds
- Purchase a defibrillator unit
- Installation of energy efficiency and/or water saving equipment and appliances
- Water related public health initiatives
- Purchase work benches, tables, cupboard, tools and safety equipment
- Community Variable Message Sign
- Outdoor equipment for playgroup sessions with an emphasis on active play
- Purchase of Sunshade
- Purchase of whitegoods
- Purchase of IT equipment that assists in the running and administration of the club or community organisation
- Purchase of tools specific to club/organisation activities

NOTE – all equipment purchases must remain as part of the facility/organisation.

What is not funded

Consumable items (eg: sports balls, uniforms) that do not provide long term asset improvements are not supported. Membership fees should provide for consumable items.

An application may be considered if a club is under severe financial hardship, requesting one-off funding.

The grants program objective is to support long term infrastructure improvements and equipment purchases.

Category 4: Building Façade Improvement Program

Grants up to \$ 3,000 are available.

Grants are provided on a matching cash and/or in-kind basis.

What type of activities might be funded?

- Exterior painting of retail business building façade.
- Cleaning the existing façade.
- Removal or replacement of redundant signage, air conditioning units and hoardings.
- Minor repair, maintenance or reinstatement of missing elements.
- Minor repairs to existing façade tile or stone accents.
- Minor repairs to structural façade elements and awnings.
- New, repairs and replacements of verandahs.
- External signage.

Please note: A Planning Permit or other permits related to your proposal may be required. Please contact the Grants Officer to check if permits are required.

Information you will need to provide as part of your application

You will need to provide the following documents as part of your application:

- Description of works to be completed as part of the application form. A quote for the proposed works.
- Where the application is proposing the painting of a building, the colour palette will need to be provided for approval by Council.
- Photographs of the buildings existing condition will need to be provided including close ups of the affected areas.

Photographs will also need to be provided following the completion of the works if the application is successful.

- A Planning Permit may be required for the proposed works that need to be completed. The permit process, if required, can run concurrently with this application.
- If your building is heritage listed, you will be required to undertake research to provide Council with evidence including photographs or other documentation. Council can assist with this research or provide information on whether your business is located within a heritage building or area.
- Public Liability Insurance is required for all projects and is not funded by the grant program. A Certificate of Currency must be submitted with your application.

What will not be funded?

- Requests for retrospective funding are not eligible for funding. The project activity cannot commence or equipment purchased prior to the funding being approved.
- Ongoing or administrative costs not directly related to the project.
- Equipment purchasing (e.g: ladders, gurneys, scaffolding, and safety barriers) Hiring of equipment is permitted when related directly to the project.
- Applications will not be considered for projects that have already received funding from Council.
- Proposed works where a planning permit has been refused.

Category 5: Small Business Environmental Sustainability Program

Grants up to \$5,000 are available.

Grants are provided on a matching dollar for dollar cash basis

Eligibility

Business must be located in the Colac Otway Shire and have an annual aggregated turnover of less than \$10 million.

What type of activities might be funded?

- Energy efficiency upgrades eg: lighting
- Water saving initiatives
- Upgrades to energy efficient equipment
- Water related public health initiatives
- Use of local suppliers and contractors is strongly encouraged

What will not be funded?

- Projects which receive subsidies from other agencies or the State or Federal Government will not be funded eg: Solar panels and batteries.
- Requests for retrospective funding are not eligible for funding. The project activity cannot commence or equipment purchased prior to the funding being approved.
- Ongoing or administrative costs not directly related to the project.
- Equipment purchasing to undertake the works (e.g: ladders, gurneys, scaffolding, and safety barriers) Hiring of equipment is permitted when related directly to the project.
- Applications will not be considered for projects that have already received funding from Council.
- Proposed works where a planning permit has been refused.

Please note: A Planning Permit or other permits related to your proposal may be required. Please

contact the Grants Officer to check if permits are required.

Information you will need to provide as part of your application

You will need to provide the following documents as part of your application:

- Description of equipment purchase or works to be completed as part of the application form.
- Payback period and estimated annual savings on the proposed energy efficient equipment or works.
- A quote for the proposed equipment or works is mandatory.
- Calculate the percentage of works &/or equipment to be procured locally.
- Details of local suppliers/trades to be used to demonstrate the benefit to the local economy.
- A Planning Permit may be required for the proposed works that need to be completed. The permit process, if required, can run concurrently with this application.
- Public Liability Insurance is required for all projects and is not funded by the grant program. A Certificate of Currency must be submitted with your application.

Acquittal at completion

- Keep evidence of payments to suppliers and contractors for the acquittal report.
- Use of local suppliers and contractors is strongly encouraged.
- Photographs of new equipment or completed works will need to be provided following the completion of the project, if the application is successful.

Item: 10.6

Road Management Plan Review

OFFICER	Madeleine Bisits
GENERAL MANAGER	Tony McGann
DIVISION	Environment and Infrastructure
ATTACHMENTS	<ol style="list-style-type: none"> 1. Road Management Plan 2018 [10.6.1 - 27 pages] 2. Draft Road Management Plan 2021 - Review V6 [10.6.2 - 36 pages]
PURPOSE	To seek endorsement for the draft 2021 Road Management Plan and authorisation to engage the community for feedback.

1. EXECUTIVE SUMMARY

In accordance with the *Road Management Act 2004* (RMA), Road Management (General) Regulations 2016 and Section 125 (1) of the *Local Government Act 1989*, each incoming municipal Council must review its Road Management Plan (RMP) within six months of the Council elections or by 30 June the following year, whichever occurs later.

To comply with the RMA, Council underwent an internal review process which involved input from internal stakeholders and Council's insurers. As a result, multiple minor changes have been proposed to the current RMP dated 2018.

These changes are proposed to align the existing RMP with current legislation as well as improve the layout and logic of the RMP. The Audit and Risk Committee were briefed on the progress of the review and was presented with the updated RMP with proposed changes in February 2021.

Engagement with the community on these proposed changes is a crucial part of the revision process. As such, Council has prepared a draft Community Engagement Plan with the intention of publicly exhibiting the updated RMP in February/March 2021 over a six-week period. This report proposes that Council endorse the revised 2021 RMP and places the document on public exhibition for a six-week period. This consultation will follow the requirements of Council's Community Engagement Policy and s223 of the *Local Government Act 1989*.

At the end of the community engagement phase, Council Officers will collect the feedback and make recommendations on whether to incorporate these into the revised RMP. Once the final RMP has been prepared following feedback from the community, Council Officers will present the revised RMP to the Audit and Risk Committee in May 2021. The Audit and Risk Committee will then review, suggest

any proposed changes and note the finalised RMP to be proposed for adoption through the Ordinary Council Meeting in June 2021.

2. RECOMMENDATION

That Council:

1. ***endorses the revised Road Management Plan as attached to this report; and***
2. ***authorises the document to be placed on public exhibition for a 6 week period for comment.***

3. KEY INFORMATION

The purpose of the RMP is to outline Council's standards and policy decisions as a Road Authority. The RMP sets the service standard that balances the levels of risk that are reasonable for road related assets with usage and cost-effectiveness. The road related assets include roads, kerbs, footpaths, signage, traffic management devices and stormwater drains.

In accordance with the RMA and the Road Management (General) Regulations 2016, Council is required to conduct a review of its RMP within the period of six months after each general election (or by the next 30 June).

Scope and objectives of the review

Council Officers have engaged CT Management Group Pty Ltd to assist in the review of its existing 2018 RMP. The purpose of this review was to:

1. update Council's 2018 RMP to meet its obligations under the RMA and Road Management (General) Regulations 2016
2. ensure the 2021 RMP outlines achievable compliance targets that also meet community expectations, legislative requirements, financial constraints and risk considerations
3. identify improvements required to systems, policies and processes relevant to the management of the road network and
4. ensure the updated 2021 RMP is adopted by Council no later than 30 June 2021.

The 2018 RMP has been reviewed based on:

- compliance with current legislation such as the introduction of the new *Local Government Act 2020* which is in a transition process that extends into 2021, some sections of the *Local Government Act 1989* are currently noted as "continuing indefinitely"
- consideration of the draft findings in the independent auditors (Crowe) report
- clarity and logic – to ensure that the document is easy to read and understand and is succinct in its content
- comparisons of RMPs with several abutting/nearby coastal municipalities to identify common approaches, differences in inspection frequencies, intervention levels, target response times etc.
- comments from the following key internal stakeholders consulted in the review process:
General Manager Environment & Infrastructure

Coordinator Customer Services
Manager Information Systems
Manager Assets and Project Delivery
Asset Management Coordinator
Asset Condition Inspection Officer
Asset Systems Engineer
Manager Services and Operations
Business Coordinator – Services and Operations
Services and Operations Team Leaders
Risk and OHS Coordinator
CX Systems Support Officer
Project Delivery Coordinator
Surveillance Officer
Data Collection Officer
Coordinator Infrastructure Development

Changes to the existing 2018 RMP

Council has a separate policy document for cattle grids and stock underpasses that is due for revision. As part of the review, it is proposed that the separate policy is revoked and superseded by the policy statements in the RMP. This would mean that the RMP will be considered a policy document for all road management related matters. These policy statements cover the following assets related to the road network:

- cattle grids
- stock underpasses
- nature strips, infill areas and vegetation
- property stormwater drains
- vehicle crossings and;
- fire access tracks.

Council does not currently have an adopted policy position with regards to development of unused road reserves. The current Policy: 13.1 Closure of Unused Government Road Reserves, Licencing of an Unused Road Reserve or Water Frontage does not address matters of responsibility for development of unused road reserves. It's proposed that a policy position on unused government road reserves is introduced in the RMP.

Council's insurers (MAV Insurance) have reviewed the draft 2021 RMP and have proposed several suggested amendments. These include:

- changing the time for inspections from the initial customer request from five days for all inspections, to two days for Primary roads and footpaths, and five days for all other roads and footpaths – this is a more risk-based approach to the reactive (request) inspection timeframes. As the current inspection timeframe is considered adequate and is not causing any issues, it is proposed to retain the current 5-day timeframe for inspections
- the repair timeframe for Pavement Markings (line marking, Give Way/Stop lines, school crossings, parking bays, bicycle lanes) is currently six weeks for all categories of road. It was suggested by Council's Insurer that we change the Primary roads to 4 weeks which is a more risk-based approach. The current target response timeframes are being achieved without any detriment, therefore it is proposed to retain the current 6-week time frame for all road categories.

- Other changes are considered minor and do not change the intent of the document.

These changes have been incorporated into the draft 2021 RMP (attached) and will be provided to the community for feedback through the community engagement process. This process will occur once it has been endorsed by Council at the February Ordinary Council Meeting.

4. COMMUNITY CONSULTATION & ENGAGEMENT

A Community Engagement Plan has been prepared for the exhibition of the draft 2021 RMP, including tasks such as:

- outlining the methods of engagement with the community
- methods by which members of the community can access and view the draft 2021 RMP and make comment and;
- responsible Council Officers and target dates for completion of the tasks.

At the conclusion of the public consultation period, public submissions will be reviewed internally. The recommendations and their impacts on the revised RMP will be collated into a report which, along with the revised RMP, will be presented at EMT, Audit and Risk Committee, Councilor Briefing and the Ordinary Council Meeting for endorsement in June 2021.

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

1. Assets and infrastructure meet community needs.

Theme 3 - Our Community

1. Increase social connection opportunities and community safety.

The review of the Road Management Plan is supported by the following Council policies:

- Asset Management Policy (Council Policy No. 13.7 – updated 23 October 2013)
- Risk Management Policy (Council Policy RM-04 – updated 24 October 2018)
- Customer Service Policy/Guidelines (Council Policy No. 2.6 – updated 24 July 2013)
- Closure of Unused Government Roads, Licencing of an Unused Road or Water Frontage (Council Policy No. 13.1 – updated 23 October 2013)
- Installation and Use of Stock Underpasses (Council Policy No. 13.4 – updated 23 October 2013)
- Street Tree Management (Council Policy No. 13.6 – updated 23 October 2013)
- Installation and Usage of Cattle Grids (Council Policy No. 13.10 – updated 23 October 2013)
- Special Rate and Special Charges (Council Policy No. 11.3 – updated 23 October 2013)

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The economic effects of the proposed changes to the RMP were considered, especially regarding the reduction of the response period for pavement marking defects. It is anticipated that this reduction of two weeks (from six weeks to four weeks) will not have any major changes to the annual road maintenance budget.

LEGAL & RISK

The review of the Road Management Plan is a legislative requirement and is supported by Council's Risk Management Policy.

FINANCIAL & BUDGETARY

Council Officers have engaged CT Management Group Pty Ltd to assist in the review of its existing 2018 RMP. The estimated cost is \$15,000 for this review and is covered through the Operations budget.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

As part of the review process, Council's internal business units provided input into the review of the RMP. These business units included: Services and Operations, Assets and Project Delivery, Information Services, and People and Culture.

At the end of the consultation period, Council Officers will review the community responses and draft recommendations based on the feedback. Council Officers will present these recommendations and the updated 2021 RMP to the Audit and Risk Committee for review in May 2021.

The Audit and Risk Committee will then review, propose any changes and note the finalised RMP which will be proposed for adoption through the Ordinary Council Meeting in June 2021.

TIMELINE

The following table outlines the task and anticipated date for completion:

Item	Task	Date
1	Councillor Briefing – draft 2021 RMP and request for Public consultation	04/02/21
2	OCM - Endorsement of draft 2021 RMP and Public Consultation	24/02/21
3	Commencement of public consultation process (6 weeks)	25/02/21
4	End of Public Consultation	09/04/21
5	EMT - Final RMP with Public Comments and Recommendations	20/04/21
6	Audit and Risk Committee – Present final RMP with EMT and Public comments and recommendations	12/05/21
7	Councillor Briefing - Present final RMP with EMT and Public feedback, Audit and Risk Committee comments and recommendations	02/06/21
8	OCM - Adoption of final 2021 RMP with all relevant incorporated feedback	23/06/21

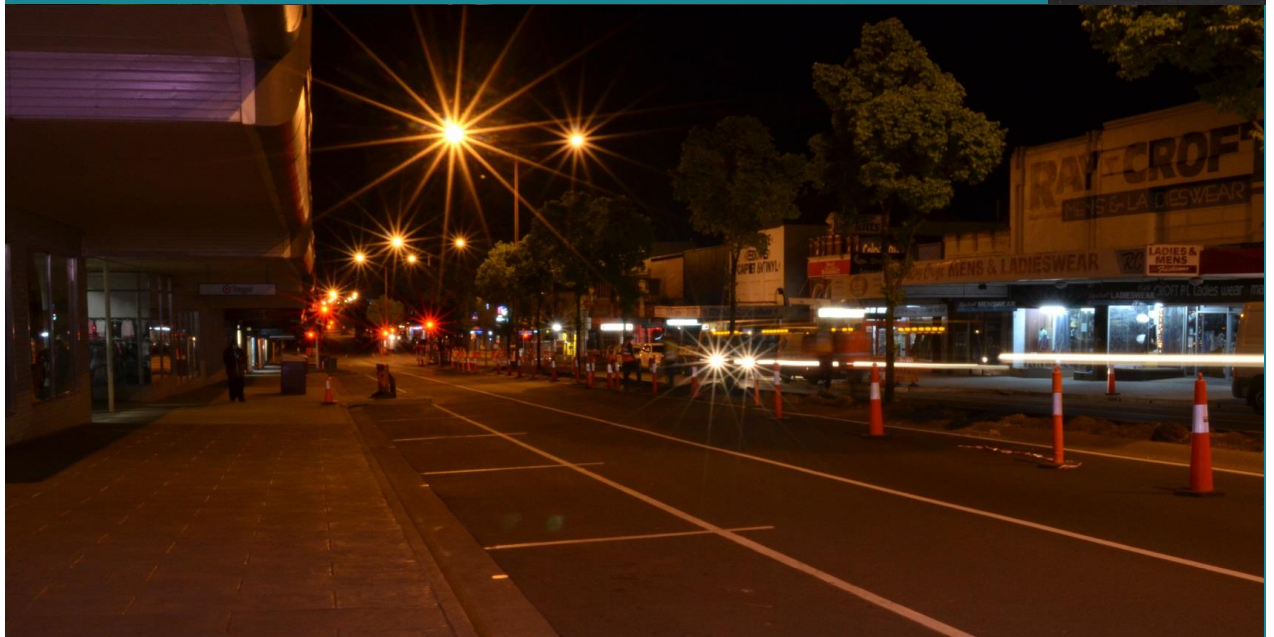
The review must be completed and the amended RMP must be adopted by 30 June 2021.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



Road Management Plan



Colac Otway Shire
2018

Road Management Plan

GENERAL

Distribution

The General Manager of Infrastructure and Services shall be responsible for the:

- Control of this Plan,
- Distribution of the Plan, and
- Control and issue of any amendments.

Amendment Register

Issue	Date	Details	Amendment By
Version 1.1	April, 2006	Amendment No. 1	Gary Dolan General Manager, Infrastructure & Services
Version 2.0	June, 2009	Amendment No. 2	Neil Allen General Manager, Infrastructure & Services
Version 3.0	September, 2013	Amendment No. 3	Adam Lehmann Acting General Manager, Infrastructure & Services
Version 4.0	January, 2018	Amendment No. 4	Tony McGann General Manager, Infrastructure and Leisure Services.

Contents

1.	INTRODUCTION	4
1.1	Background	4
1.2	Legislative Requirements	4
1.3	Duties of the Road User	4
1.4	Purpose of the Road Management Plan	5
1.5	Codes of Practice	5
2.	COUNCIL OBJECTIVES/POLICY	5
2.1	Key Stakeholders	5
2.2	Council Plan	6
2.3	Risk Management Policy	6
3.	COLAC OTWAY MUNICIPAL PUBLIC ROAD REGISTER	6
3.1	Register of Municipal Public Roads	6
3.1.1	Criteria for Determining Whether a Road is reasonably required for General Public Use	7
3.2	Road Discontinuance	7
3.3	Road Naming and Renaming	8
3.4	Road Hierarchy	8
3.4.1	Local Road Classification	9
3.5	Demarcation of Responsibility	11
3.5.1	VicRoads	11
3.5.2	Department of Environment, Land, Water & Planning	12
3.5.3	Adjoining Municipalities	12
3.5.4	Rail Operators	12
3.5.5	Service Authorities	12
3.5.6	Other Assets	12
3.5.6.1	Vehicle Crossings	12
3.5.6.2	Nature Strips, Infill Areas and Vegetation	13
3.5.6.3	Property Stormwater Drains	13
3.5.6.4	Stock Underpasses	13
3.5.6.5	Cattle Grids	13
3.5.6.6	Fire Access Tracks	14
4.	INSPECTION STANDARDS AND SERVICE LEVELS.....	14
4.1	Strategies for Planning Maintenance Work	14
4.2	Maintenance Policies	14
4.3	Prioritising Works	15
4.4	Maintenance Records	15
4.5	Asset Inspections	15
4.5.1	Routine Inspections	15
4.5.2	Condition Inspections	15
4.5.3	Request Inspections	16
4.6	Inspection Performance Criteria	16
4.7	Levels of service	17
4.8	Community Consultation	17
5.	EXCEPTIONAL CIRCUMSTANCES	17
5.1	Unmade Road Reserves and Upgrading Roads Adjacent to Development	17
6.	COORDINATION OF WORKS	18
6.1	Road Openings	18
6.2	Service Authorities	18
7.	PLAN IMPROVEMENT & MONITORING	19
7.1	Reviewing the Road Management Plan	19
7.2	Performance Measures	19
8.	REFERENCES.....	19
	APPENDIX A	21
	DEFECTS RESPONSE CODES.....	22
	MAINTENANCE PERFORMANCE CRITERIA	23

1. INTRODUCTION

1.1 Background

Colac Otway Shire is the road authority for those roads within the municipality for which it accepts management responsibility. Colac Otway Shire exercises its duty of care to the public in a number of ways, including planning and undertaking repairs and maintenance to the road network that it manages. Colac Otway Shire demonstrates its duty of care through having in place a reasonable regime to:

- Inspect the road network to discover defects; and
- Plan and implement repairs to overcome these defects

Where a dangerous condition in the road network is shown to exist, Council may satisfy its duty of care to road users by taking one or more of the following actions, depending on the circumstances of any particular case:

- Prioritising the condition in a capital works or maintenance program;
- Installing appropriate signs warning of the dangers;
- Closing the road; or
- Repairing the dangerous condition completely.

1.2 Legislative Requirements

This Municipal Road management plan (referred to hereafter as the 'Plan') has been prepared in accordance with the Road Management Act, 2004, one of the key purposes of which is to reform the law relating to road management in Victoria. The plan reflects the purposes and objectives of the council as required by the local Government Act 1989.

The Colac Otway Shire Council is the designated 'Coordinating Road Authority' for municipal roads within the Shire and is responsible for their care and management.

As the coordinating Road authority, Council must ensure that if a road is reasonably required for public use that it is kept open for public use and may, at its discretion, carry out work on the road. Council is under no obligation to do any specific work on any road and, in particular, is not obliged to carry out any surface or drainage work on any road other than specified in the Road management Plan.

1.3 Duties of the Road User

A road user has specific duties in the respect to the use of a public highway, including having regards to the rights of other road users. A road user must also take all due care to avoid causing the risk of damage to a public highway or any infrastructure located in the road reserve.

A person who drives a motor vehicle on a public highway must drive in a safe manner having regard to all the relevant factors including the:

- Standard of construction of the road;
- Prevailing weather conditions;
- Level of visibility;
- Condition of the motor vehicle;
- Traffic conditions;
- Relevant road laws and advisory signs; and
- Physical and mental condition of the driver.

The *Road Safety Act 1986* requires other road users (other than those driving a motor vehicle) to use a road in a safe manner, having regard to all the relevant factors. Other obligations of road users are also set out in the *Road Safety Act 1986* in regard to relationships with other road users and damage to road infrastructure.

1.4 Purpose of the Road Management Plan

The Road Management Plan ('the Plan') sets the relevant standards and policy decisions in relation to the discharge of Council's duties in the performance of its road management functions.

This Plan details the management systems that Council will implement to maintain, upgrade and operate its physical road assets cost-effectively.

Colac Otway Shire through the Plan accomplishes its duties by combining engineering principles with sound business practices, and providing tools to facilitate an organised logical approach to decision making.

1.5 Codes of Practice

Council is guided in the application of the Plan through Codes of Practice, as part of the Act. The codes set out benchmarks of good practice in relation to the road management duties of councils and allow scope for individual councils to set standards and allocate road maintenance priorities according to their particular level of resources.

The Plan includes the matters that relevant Codes of Practice specify.

A Code of Practice cannot:

- Impose a duty;
- Direct how operations may be done;
- Create an enforceable legal right; or
- Impose a liability or penalty

2. COUNCIL OBJECTIVES/POLICY

The Colac Otway Shire is committed to continual improvement in the way it manages its road network and associated assets. A fundamental component of this task is the maintenance of or the management of the ongoing performance and condition of this infrastructure.

This Plan provides a vision for how Council plans to manage its road network. This vision will ensure that the community is provided with a road system that returns optimum economic benefit for the life of the asset while recognising social, safety, environmental and user needs.

This document provides a policy framework to guide Council's management of the road infrastructure under its authority. It defines roles and responsibilities for decision making, outlines the way management requirements should be assessed, and addresses appropriate methodologies for roads based funding.

2.1 Key Stakeholders

A stakeholder represents any groups or individuals having an interest, in this case, the service provided by Council's road network.

The stakeholders in the management of Council's road and other related assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Local residents including private car drivers, cyclists, pedestrians, etc.;
- Industrial and commercial operators and other transport services;
- Emergency services;
- Enforcement agencies;
- Primary producers;
- Land developers;
- Other Government Departments;
- Tourists and visitors to the area;
- Utilities as prescribed in section 3 of the Road Management Act 2004; and
- Council as the custodian of the network, including all internal and external support staff.

Road Management Plan (Version 3.0)
Date Adopted:
File Ref: 11/95398

The community's needs and expectations are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

2.2 Council Plan

The Council Plan outlines the principles that support Council's commitments and serves as a standard by which community outcomes can be assessed. The Council Plan is a dynamic document which is updated annually to reflect changing priorities and impacts of external factors.

The Colac Otway Shire's Road Management Plan is consistent with Council's commitment to providing and maintaining infrastructure and assets that meet community needs now and in the future, whilst providing Best Value to the community. The specific objectives of Council's vision are:

- To ensure sound road management decisions;
- To ensure that Council's road assets perform effectively throughout their service lives; to appropriate standards, which have been set with due consideration of community expectations;
- To enable a sound basis for establishing road funding requirements; and
- To ensure sound allocation decisions between capital works and maintenance.

2.3 Risk Management Policy

The purpose of this policy is to provide a framework for risk management, and to define the responsibilities of staff and management in the risk management process. The Colac Otway Shire is committed to managing risk by logically and systematically identifying, analysing, assessing, treating and monitoring risks that are likely to adversely impact on Council's operations.

For all significant risks associated with Council's road infrastructure appropriately planned actions are determined and implemented. These actions include capital development, maintenance and/or operational enhancement.

3. COLAC OTWAY MUNICIPAL PUBLIC ROAD REGISTER

3.1 Register of Municipal Public Roads

The Road Management Act 2004 requires Council to keep and maintain a register of municipal public roads, and ancillary areas for which it has the responsibility for managing operational functions.

Public Roads are municipal roads which meet the definition as prescribed under the Road Management Act 2004 and have been determined by Council, acting as a Coordinating Road Authority, to be roads reasonably required for general public use. The definition of a municipal road under the Road Management Act 2004 includes any road within the municipality which is not a State road, including any road which:

- Is a road referred to in section 205 of the Local Government Act 1989, which indicates certain roads for which Council is responsible for care and management;
- Is a road declared by VicRoads to be a municipal road under section 14(1)(b) Road Management Act 2004; and
- Is part of a Crown land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management.

Council's Register of Municipal Public Roads is available for public inspection upon request. This document may be viewed at both the Colac and Apollo Bay Customer Service Centres during normal business hours.

Assets on municipal public roads that the Colac Otway Shire is responsible for and which this Road Management Plan incorporates include:

- Road surface, pavement, and earth formation;
- Surface and underground drainage systems;
- Signs, guideposts, line marking, barriers, and retaining walls;
- Footpaths and shared pathways;
- Parking areas,
- Bridges and major drainage structures, and
- Other road related infrastructure.

3.1.1 Criteria for Determining Whether a Road is reasonably required for General Public Use

A road is considered a Public Road when Council has made a decision that the road is reasonably required for general public use and hence included in the Municipal Public Road Register.

When deciding on which roads should be included or not included on the Register the very broad test is 'is the road reasonably required for general public use?' This test can be refined into more specific criteria that will provide a fair, consistent and justifiable guide for Council when deciding on which areas need to be added to the Register.

For a road to "be reasonably required for general public use", consideration should be given, but not necessarily limited to the following:

- The number and nature of separately owned and occupied properties abutting onto the road or requiring the road for access purposes;
- Whether the properties which abut the road or require the road for access purposes have alternative access rights;
- Whether the road connects into, and forms part of, the wider network of Public Roads;
- Whether the road contains assets owned and managed by public service authorities (gas, electricity, telecommunications, sewerage, water); and
- Whether the road is safe for public access (no horizontal or vertical alignment issues, existing pavement, suitable drainage, no large trees or obstacles restricting vision).

All roads included in the Register of Public Roads will be maintained to a standard as specified in the Road Management Plan. Council is not obliged to undertake any works on roads that are not registered as Public Roads.

Developers generally fund the construction of new infrastructure e.g. roads, footpaths, drainage, etc. as part of new subdivision developments. This leads to an expansion in Council's asset portfolio for which it is responsible for.

The Colac Otway Shire assumes responsibility of public highways created through expansion at registration of subdivision, providing that all infrastructure is constructed to meet Council's minimum specifications.

A public highway is not a public road for the purposes of the Act unless and until it is registered on Council's register of municipal public roads.

Council reserves the right to review the status of public highways as public roads, should they not appear on its register of public roads.

3.2 Road Discontinuance

Council may in accordance with Schedule 10(3) of the Local Government Act 1989 discontinue a public highway or part of a public highway via a notice published in the Government Gazette.

If a road or part of a public road is discontinued, Council must specify all details in its register of public roads.

3.3 Road Naming and Renaming

Where a road is required to be named or renamed the Local Government Act 1989 provides an administrative procedure for Road Renaming.

3.4 Road Hierarchy

Colac Otway Shire is a unique municipality with major topographical, climatic and geological differences within the shire that have a direct impact on the ability of Council to provide a suitable road network. If Council is to provide a sustainable road network system, its Road Classification system must take into account these differences. A Classification system and Hierarchy was adopted as part of this Plan.

The Colac Otway Planning Scheme, Victorian Grants Commission and VicRoads definitions were reviewed for applicability to the Urban and Rural areas of the Colac Otway Shire.

3.4.1 Local Road Classification

The classification system detailed below takes into consideration the above key issues and establishes a clear distinction between each classification. The classification system is primarily based on the functions of **Primary, Secondary, and Minor** within the road system.

Road Network

Hierarchy Identifier	Name	Explanatory Notes	Road Surface
P	Primary	<ul style="list-style-type: none"> ▪ Direct linkage between significant population centres and major traffic generators and supplementary to arterial road system within the municipality ▪ High heavy vehicle count ▪ Access to major industries and tourism nodes ▪ Generally >100 vpd 	Generally a sealed surface, may be an unsealed surface
S	Secondary	<ul style="list-style-type: none"> ▪ Carry moderate volumes of traffic and provide access by linking local areas to primary and arterial roads. ▪ Also provide links between the various minor roads. ▪ Cater for, but may restrain, service and heavy Vehicles. ▪ Minimum two clear traffic lanes 	May be either sealed or unsealed surface
M	Minor	<ul style="list-style-type: none"> ▪ Carry only local traffic ▪ Primary function is to provide property access ▪ Medium usage access to rural properties generating regular and consistent vehicle usage. Generally >30 vpd. ▪ Rural bus route minimum standard ▪ In the case of access to a single property with a residence, the road will only be maintained to the closest boundary of that property, ▪ Occasional usage property access routes ▪ Maintained infrequently (less than annual) ▪ Dry weather road only. All year round access is not guaranteed. ▪ Occasional usage primary access to non-residential rural properties generating sporadic vehicle usage. 	May be either sealed or gravel surface , in some cases just formed or natural surface

Footpath Network

Hierarchy Identifier	Name	Explanatory Notes	Footpath Surface
P	Primary	Primary footpaths provide connectivity between the different communities to the most popular destinations, including shopping precincts, community facilities, medical facilities, sporting facilities, transport hubs, etc. Primary footpaths have a width of at least 1.5 metres. Statutory shared paths are classified as Primary.	Concrete or other approved equivalent surface
L	Local	Local footpaths provide public pedestrian access between residences and primary footpath network as well as linkages between property frontages in residential areas.	Concrete or other approved equivalent surface

3.5 Demarcation of Responsibility

Council is responsible for the majority of the roads within the municipality. These are known as Local Roads and are listed on Council's Register of Municipal Public Roads.

The register of municipal public roads and associated maps define the roads for which Council has operational duties as a road authority. Operational functions for the purposes of this road management plan relate to the establishment of standards for the construction, inspection, maintenance and repair of road infrastructure.

Various infrastructure assets, for which Council has no management responsibility, may exist in the road network within the municipality. These assets are owned and managed by service authorities, individuals and other statutory bodies.

3.5.1 VicRoads

VicRoads is the coordinating road authority for the declared arterial road network within the municipality. Section 37 of the *Road Management Act 2004* sets out those parts of the arterial road network for which Council is the responsible road authority, across urban and rural areas.

Arterial roads located in the Colac Otway Shire are as follows:

Beech Forrest Road	Cororooke Road
Birregurra Road	Forrest Apollo Bay Road
Birregurra Deans Marsh Road	Gellibrand River Road
Birregurra Forrest Road	Great Ocean Road
Birregurra Road	Lavers Hill Cobden Road
Colac Ballarat Road	Princes Highway
Colac Carlisle Road	Skenes Creek Road
Colac Forrest Road	Timboon Colac Road
Colac Lavers Hill Road	Warncoort Birregurra Road

In the situation where the public road is an arterial road within an urban area, VicRoads is the coordinating road authority, excepting the following instances where Council has responsibility for all local components of the road system. These are:

- Service road traffic lanes and shoulders,
- Pathways outside of through carriageways and central medians,
- Indented parking bays and any other part of the roadway located 'kerb to kerb' that could not be made available for through traffic (being located either on the side of the road, in the outer separator or in the central median), and adjacent kerb and channel,
- Drainage pits and underground drainage outside of through carriageways or outer separators and underground drainage that is part of a municipal drainage scheme,
- Off road bicycle paths,
- Road markings for all parking bays, plus road markings on service roads,
- Local signage including street name signs, local direction signs, parking signs for the control of stopping or parking, and advance warning (but not advance direction) signs on municipal roads,
- Pedestrian fencing outside of central medians,
- Tactile Ground Surface Indicators (TGSIs) in footpaths and kerb ramps and at bus stops (except at central medians), and

(An urban area is defined in section 3 of the *Road Management Act 2004*.)

In the situation where the public road is an arterial road outside an urban area, VicRoads is the coordinating road authority; however Council is responsible for service roads, off road bicycle paths, pathways, associated local signage, and underground drainage that is part of a municipal drainage scheme.

For definition of the limits of responsibility between VicRoads and Council, where local roads

intersect with arterial roads in an urban and rural environment, refer to the Code of Practice for Operational Responsibility for Public Roads.

3.5.2 Department of Environment, Land, Water & Planning

Within the municipality a number of roads exist of Crown Land, in such areas as parks and forests, for which Department of Environment, Land, Water & Planning (DELWP) or Parks Victoria has management responsibility.

3.5.3 Adjoining Municipalities

The Act requires that a road authority be responsible for the operational functions of a road. In the instance of boundary roads with other municipalities, the responsibility is allocated according to an agreement between each municipality.

3.5.4 Rail Operators

The *Rail Safety Act 2006* requires rail operators and road managers to identify and assess risks that may arise from operations at certain interfaces (i.e. rail crossings), and seek to enter into safety interface agreements to manage those risks.

Within the Colac Otway Shire, V/Line and Australian Rail Track Corporation, as rail operators, are generally responsible for installing and maintaining all infrastructure located at rail crossings (e.g. crossing position signs together with other signs, barriers, gates, flashing lights, etc).

Council is generally responsible for the erection and maintenance of advance warning signs and all pavement markings associated with the approaches to rail crossings on municipal roads

3.5.5 Service Authorities

Many Utility Agencies utilise a road for their infrastructure. Non-road infrastructure within the road reserve is the responsibility of the person or body that is responsible for the provision, installation, maintenance, or operation of that particular asset.

A listing of typical utility assets found within a road reserve, and the relevant management authority is given below.

Asset Type	Management Responsibility
Street Lights	Powercor
Telecommunication infrastructure assets	Telstra
Gas infrastructure assets	Tenix Gas
Water & Sewerage infrastructure assets	Barwon Water
Electricity infrastructure assets	Powercor
Traffic Signal Installations	VicRoads
Rail Crossings	V/Line and Australian Rail Track Corporation

Assets or services within a municipal public road for which Council is not responsible for include gas pipes, water and sewerage pipes, cables, electricity poles, public telephones, and mail boxes.

3.5.6 Other Assets

In relation to provision of access from adjoining properties, there are a number of assets within a road reserve for which Council has no obligation to construct or maintain. Assets of these types are described as follows:

3.5.6.1 Vehicle Crossings

Road Management Plan (Version 3.0)
Date Adopted:
File Ref: 11/95398

Generally in urban areas the adjoining property owner is responsible for maintaining the portion of a vehicle crossing (i.e. driveway) located between the carriageway and the abutting footpath. Where there is no footpath, the property owner is responsible for that part of the driveway which extends from carriageway to the fence line. This also applies to vehicle crossings located in rural areas where the property owner is responsible for all of that part of the driveway between the road edge and the fence line.

The construction of a vehicle crossing and ongoing maintenance is to be carried out to meet Council's requirements. The property owner is also responsible for the maintenance of the immediate surrounds impacted on by the vehicle crossing to ensure that it is in a safe condition.

3.5.6.2 Nature Strips, Infill Areas and Vegetation

Nature strips and infill areas are those residual areas between the edge of road or back of kerb and the property boundary not occupied by a footpath or vehicle crossing. These are normally sown to grass and may contain other features such as street trees and utility poles and underground services.

Nature strips are not recognised as a road related asset and are therefore not formally inspected or maintained to a standard defined under Council's Road Management Plan. Council will only undertake works on a nature strip where there is a safety issue either reported as a customer request or identified through programmed inspection activities.

Responsibility for maintenance of the nature strip areas is generally left to the abutting property owner as part of the presentation of their property and general appearance of the local streetscape.

Service authorities are required to reinstate any disturbed nature strip areas to a condition which existed prior to any excavation works in relation to the installation or maintenance of their infrastructure.

Street trees within the road reserve are managed by Council, however an abutting owner has the responsibility to keep a road or footpath clear of vegetation growing from their property. Council may direct the property owner to trim any overhanging branches under provisions of its Local Laws.

3.5.6.3 Property Stormwater Drains

Property stormwater drains are constructed within the road reserve from the property boundary to a discharge outlet in the kerb, table drain or connected directly to Council's underground drainage system. Property drainage lines directly benefits the property and as such are the responsibility of the owner of the property being served to maintain.

3.5.6.4 Stock Underpasses

A stock underpass is generally a box culvert type structure constructed for the purpose of providing a safe under road crossing.

A landowner that constructs a stock underpass on a local road must first sign a section 173 Agreement (Planning and Environment Act 1987) with Council that includes requirements for the landowner to maintain the structure. A cattle underpass shall be designed in accordance with all relevant VicRoads Guidelines, Australian Standards, and other applicable design codes.

Council has a responsibility to maintain the road pavement areas, seal markings and guideposts across the stock underpass. Responsibility for the maintenance of the structure, including attachments such as guardrail, stock lanes, fencing and stock underpass drainage remains with the landowner for the duration of the agreement.

Regardless of maintenance obligations, Council has a duty of care to ensure that that these assets are in a condition safe to the general community.

3.5.6.5 Cattle Grids

Road Management Plan (Version 3.0)
Date Adopted:
File Ref: 11/95398

A cattle grid is a type of obstacle used to prevent livestock from passing along a road which penetrates the fencing surrounding an enclosed piece of land.

The landowner benefiting from the use of a cattle grid is required to enter into a section 121 Agreement (Road Management Act 2004) for the construction, maintenance, repair, and insurance of the cattle grid. This agreement defines the roles and responsibilities of both Council and the landowners for the ongoing management of the cattle grid.

Cattle grids located on municipal roads are to be inspected and maintained in accordance with Council's relevant policy.

3.5.6.6 Fire Access Tracks

Designated fire access tracks throughout the Colac Otway Shire are specific purpose access tracks not intended for general access and provide only occasional access to non-residential property.

These are maintained by Council where Council has agreed to do so as a community emergency service and they are listed in the Municipal Fire Prevention Strategy. Fire access tracks are maintained to the standard as defined by Municipal Fire Prevention Plan and as funded by the Municipal Fire Prevention budget.

4. INSPECTION STANDARDS AND SERVICE LEVELS.

There are two main components of the Council's maintenance programs, these are:

- Proactive Routine Maintenance – programmed routine maintenance and repair work; and
- Reactive Maintenance – work carried out to rectify defects that are identified as exceeding 'tolerable levels' or where an emergency response is required.

4.1 Strategies for Planning Maintenance Work

A systematically planned approach is undertaken to ensure maintenance is effective. This includes the implementation of a maintenance strategy for key asset types, such as pavements, bridges, drainage, and other road related infrastructure.

For a particular asset type, the maintenance strategy includes the following considerations:

- A sound maintenance policy as a basis for planning all maintenance activity on that asset type;
- Consideration at both the design and constructions phases in order to reduce potential maintenance problems and in-service costs;
- A maintenance management system, including:
 - A current inventory for the asset type in question (e.g. pavements, signs, bridges, etc);
 - A regime of asset inspections to satisfy adopted schedules;
 - An effective asset condition and inspection recording system to produce informed decisions with regard to maintenance requirements; and
 - Maintenance performance criteria for the road network with consideration of community expectations.

4.2 Maintenance Policies

Council's maintenance policies for specific asset types are based upon the following principles:

- Road infrastructure assets being maintained to ensure that their whole-of-life performance is maximised, having regard to safety, community benefits, environmental and funding considerations,
- A collaborative approach taken to improve the performance and reduce maintenance costs of Council's road assets through team work by the Infrastructure and Services Units,
- A systematic, efficient and sustainable approach to maintenance management and work practices utilising best practice,

- Regular planned inspections of Council's assets undertaken to identify and monitor their overall condition over time, and
- Accessible information systems implemented for inventory control, condition identification of selected assets, and recording of inspections, service requests and all actions relating to maintenance activities.

4.3 Prioritising Works

Maintenance activities are objectively planned in order to achieve cost and operational efficiencies. The works program and schedule is based on seasonal/annual events and routine servicing. The most effective maintenance is based on forecasting a need and scheduling the available and proper resources and corrective actions at the appropriate time to achieve best results.

4.4 Maintenance Records

Accurate data is collected in order to make reliable judgments in relation to future network maintenance needs which consider funding requirements. Council's maintenance records are computer-based for ease of transfer, communication, and analysis.

4.5 Asset Inspections

In order for Council to carry out effective planning and competent management of its road infrastructure, both in a strategic and operational sense, it is essential to collect maintenance-related information through disciplined and regular inspections of the whole of the network. Council's inspection activities can be grouped into the following categories based on definition and purpose:

- Routine Inspections;
- Condition Inspections
- Request Inspections; and
- Incident Inspections.

4.5.1 Routine Inspections

Inspections undertaken in accordance with the formal inspection schedule to determine if road asset complies with the levels of service as specified by the Maintenance Performance Criteria. Identified defects are rated against the criteria adopted for routine maintenance works on the asset. These performance criteria indicate the magnitude of the undesirable condition for each defect requiring remedial action.

A record of each street/road is completed detailing the name of the inspector, the inspection date, time, road name/asset description and report of any defects found that are at the 'tolerable' defects level as defined by Council's Maintenance Performance Criteria.

4.5.2 Condition Inspections

Condition inspections are undertaken specifically to identify deficiencies in the structural integrity of the various components of the road infrastructure that if untreated, are likely to adversely affect network values. The deficiencies may well impact on short-term serviceability as well as the ability of the component to continue to perform at the level of service for the duration of its intended useful life.

The condition inspection process must also meet the requirements for accounting regulations and asset management. Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action and is used in the development of relevant programs of rehabilitation or renewal works.

The table below details the type of programmed and reactive inspections undertaken by Council in relation to its road infrastructure assets.

4.5.3 Request Inspections

A maintenance request is any request to undertake maintenance on an infrastructure asset. Customers or users of the asset generally make these requests. To provide the highest level of service, Council's objective in relation to maintenance requests is to inspect and prioritise the work requests within the time frames as specified.

Upon record of a request for maintenance or report of a defect received from the public, Council Officers or Councillors, an inspection will be carried by an appropriately experienced Council Officer within **5 working days** of notification, dependent on assessed urgency. As with routine maintenance inspections, any recorded defects beyond the maintenance performance criteria for that particular asset will be prioritised and rectified to satisfy established response times.

If works identified are beyond what is considered maintenance, then the project will be referred to and be considered for inclusion in Council's Capital Investment Program. Council reviews projects for its Capital Investment Program annually, in conjunction with its budget planning process.

4.6 Inspection Performance Criteria

Asset Class	Hierarchy	Routine Inspections
Road Network * Includes sealed and unsealed roads	Primary	3 times/year
	Secondary	Once every 8 months
	Minor	Once per year
	Urban Primary & Secondary	Night Inspection - Once per year
Footpath	Primary	12 months
	Local	12 months
Kerb & Channel	All Road Categories (where applicable)	12 months
Bridges	All Road Categories	Level 1 Inspection (Basic visual inspection) - 12 months
Road Furniture	Guard Rail	As per frequency for road category
	Traffic Management Devices	As per frequency for road category
	Signs & Other Furniture	As per frequency for road category
Vegetation	Roadside Vegetation	As per frequency for road category
	Urban Vegetation	As per frequency for footpath category

Note* - Relates only to the inspection of relevant assets associated with the approaches to rail crossings located on all municipal roads, as defined by applicable Safety Interface Agreements.

4.7 Levels of service

The foundation of the Road Management Plan includes setting of appropriate and reasonable standards as they relate to maintenance and construction of road assets.

Council has established maintenance and construction performance criteria that are equitable, sustainable and reflect the requirements for management of its road assets.

The defined levels of service have regard to:

- Community needs and aspirations;
- Industry standards;
- The need to provide a safe and efficient road network; and
- The Council's and its community's ability to fund such standards.

The implementation of an equitable road classification system also enables the community to readily identify the road system and have clear expectations as to the standard of construction and maintenance of the road system.

4.8 Community Consultation

An important objective of this Plan is to match the level of service provided by Council's road infrastructure with the expectations of its community given financial, technical and legislative constraints.

Council, as a continued improvement process, will measure and review both its capacity to deliver road services and actual performance of its road network against a number of key outcome areas. These are:

- Annual Community Satisfaction Survey Outcomes (Council Plan – Performance Indicators),
- Levels of expenditure and funding gaps,
- Analysis of Customer requests and responses (MERIT), and
- Ongoing development of Council Policies

Community input into service delivery needs to be considered against its willingness to fund a desired level of service. It is also important that any decision to adopt any changes to the defined maintenance and construction performance criteria is in the best interest of the overall community.

5. EXCEPTIONAL CIRCUMSTANCES

Council, under a normal operating environment, will make every endeavour to deliver all aspects of its Road Management Plan.

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts or similar, together with human factors, such as a lack of Council staff or suitably qualified Contractors, because of section 83 of the Victorian Wrongs Act 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the CEO of Council, has to, pursuant to section 83 of the above Act, consider the limited financial resources of Council and its other conflicting priorities, meaning the standards Council's Plan cannot be met, the General Manager Infrastructure and Leisure Services will be advised in writing that some, or all, of the services delivered under the Plan are to be suspended until further notice.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will provide direction to the General Manager Infrastructure and Leisure Services as to which aspects of Council's Plan are to be reactivated and when.

5.1 Unmade Road Reserves and Upgrading Roads Adjacent to Development

There are many road reserves within the shire which are currently unmade. These road reserves by

definition are unmade or natural surface roads. In some cases these roads may be graded periodically as fire access tracks or for other purposes. For the purposes of Council's Road Management Plan, these roads are also considered to be unmade roads by virtue that they have not been fully developed by Council or built by others to meet Council's Standards. In other cases unmade road reserves may be totally untouched and unused.

There are also many roads within the municipal area which are categorised as 'lower category' roads (e.g. Minor road) in accordance with Council's local road hierarchy. Roads of this nature are generally made to a very low standard and are graded periodically consistent with Council's standards.

Where a request is received or a development application is lodged which requires the construction of an unmade road reserve or for the upgrade of an existing 'lower category' road to a 'higher category', Council will give consideration for the work to be carried out provided that the developer or proponent is prepared to meet the full cost of construction.

All construction will be carried out to Council's specification, Council will then undertake to maintain the road thereafter should it be deemed to be a public road.

6. COORDINATION OF WORKS

The primary purpose of public highway is for use by the public for transport. The provision of utility infrastructure is to be managed in such a way so as to minimise, as far as reasonably practicable, interference with a road primary purpose. In particular:

- Ensure that risks to the safety and property of road users and the public are minimised;
- Minimise any damage to roads and related infrastructure;
- Minimise disruption to road users; and
- Require that roads and related infrastructure be reinstated by utility and service providers to a condition as near as practicable to their prior condition.

6.1 Road Openings

For private individuals, upon completion of a Non-Utility Minor Works within Municipal Road Reserves Application Form and payment of the appropriate fee, Council's consent to works is generally issued.

Council's consent to works allows contractors to perform civil works in a road reserve or make a connection to a drain, water main, gas, sewer or telecommunications service, or construct a vehicle crossing.

The issue of consent signifies to Council that the proponent undertakes to comply with the relevant conditions of Council's general conditions of consent. These conditions also relate to all temporary and permanent reinstatement works.

Council Officers inspect the works after four weeks from the date of proposed opening to ensure that reinstatement works have been completed adequately and that the area of works has not exceeded that as indicated on the application for consent.

Council requires that road crossings be bored rather than opened trenched unless consent is granted and a satisfactory length of pavement is reconstructed.

6.2 Service Authorities

Service Authorities are required under the relevant legislation to provide Council with prior notification of planned works before commencement. Works are usually completed under the service authority's powers related to the respective Act relevant to the utility. This usually negates the requirement for the service authority to seek a 'Works on Road' permit from Council, however Council requires that the completed work reinstates the site to an equal or better state than existed prior to the works.

Road Management Plan (Version 3.0)
Date Adopted:
File Ref: 11/95398

Council may make comment, in writing, regarding the impact of the proposed works on native vegetation, Council assets, safety and location. For Service Authorities, no Road Opening Permit is required for works; however a consent notice is issued providing Council with a record of the works.

Where Council is not satisfied with some aspects of the proposal outlined in the notice, it may provide consent to the works proceeding, subject to the utility/service provider complying with certain conditions. These conditions may involve:

- Management of traffic,
- Timing of works to minimise disruption to road users, and
- Timing and quality of reinstatement, etc.

In such cases Council will provide advice to the utility/service provider that it consents to the proposed works subject to certain conditions.

7. PLAN IMPROVEMENT & MONITORING

The Act requires that Council's Road Management Plan be formally reviewed at prescribed intervals. However, it is proposed that Council review the performance of its Plan more frequently as part of the continuous improvement process being applied to Council activities.

Improvements to work processes and practices, utilization of plant and other resources will be identified from time to time and implemented where possible or referred to the next Plan review.

7.1 Reviewing the Road Management Plan.

The Road Management (general) Regulations 2016 (Vic) requires councils to review their Road Management Plan within 6 months of a Council general election or 30 June following an election whichever comes latest.

Council elections occur every 4 years which is a suitable review period.

Any revised plan will be subject to the consultation and approval processes as detailed in Part 3 of the Road Management (general) Regulations 2016.

7.2 Performance Measures

The following performance measures have been adopted to provide an indication of the levels of service meet community requirements in terms of satisfaction of delivery.

Performance Measure	Target
Routine inspections completed as per schedule	100% as specified
Response times for remedial work as assessed against Council's Maintenance Performance Criteria*	85% as specified

*Note – Includes provision of appropriate warning of an identified hazard to make safe.

8. REFERENCES

Colac Otway Shire Council Plan
Asset Management Policy
Risk Management Policy
Strategic Resource Plan

Road Management Plan (Version 3.0)
Date Adopted:
File Ref: 11/95398



Road Asset Management Plan
Bridge Asset Management Plan
Infrastructure Design Manual
Code of practice No S201- Road management Plan.
Code of practice No S117-Management of infrastructure in road reserves.
Code of Practice No S 351-Worksite safety traffic management.
Code of Practice No S 174-Operational responsibilities for public roads.
ARRB Unsealed roads manual 2009.

APPENDIX A

Maintenance Performance Criteria & Response

DEFECTS RESPONSE CODES

Response Code	Target Response Time	Action, Response & Control
2D	Within 2 working days of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
1W	Within 1 week of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
2W	Within 2 weeks of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
3W	Within 3 weeks of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
1M	Within 1 month of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
2M	Within 2 months of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
3M	Within 3 months of defect identification via inspection or notification	Inspect and make safe defect within defined target response time
PW	Programmed Works - Long term maintenance works program (3-5 years) Developed on a priority basis having regard to available resources and annual budget limitations.	
N/A	Not Applicable	
*	Appropriate response within 1 working day if defect is assessed as exposing the travelling public to a high level of risk exposure. Inspect, rectify defect if practicable, or provide appropriate warning. [#]	

Note – Where, because of the nature of the repair, availability of resources required or existing workload, it is not possible to rectify a defect within its prescribed response time, appropriate warning of the hazard is to be provided until necessary repairs can be completed.

An appropriate warning may include, but is not limited to –

- Provision of warning signage,
- Traffic control action,
- Diversion of traffic around the site,
- Lane closure,
- Restriction of use of road by vehicles of a certain size (e.g. Load limit), or
- Temporary Road Closure.

An intermediate response of this type is to manage any risk associated with a particular defect until further remedial action may be undertaken.

MAINTENANCE PERFORMANCE CRITERIA

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES		
			Primary	Secondary	Minor
SEALED ROADWAY MAINTENANCE					
Minor Patching					
Potholes	Surface patching of potholes in travelled way using bituminous and other appropriate materials to restore riding surface to a smooth condition.	Repair when pothole exceeds 50mm in depth or 300mm in diameter.	2W*	3W*	1M*
Seal Edge Breaks	Repair of fretting along edge of seal to maintain correct overall pavement width.	Repair when edge break exceeds 100mm from the average existing seal width, or when drop off of pavement exceeds 75mm measured over a 20m length.	2W*	3W*	1M*
Stripped Seals	Loss of aggregate from a seal which can become sticky in hot weather and slippery when wet or frosty.	Emergency treatment where wearing course becomes hazardous to traffic, particularly on horizontal curves or approaches to intersections, or not waterproof. Other areas to be considered within annual reseal program	PW*	PW*	PW*
Bleeding Surface	Surfaces resulting from too much bitumen on the surface, which becomes 'sticky' in hot weather, and often slippery in wet or frosty weather.		PW*	PW*	PW*
Slick Surfaces	Slick, fatty or smooth surfaces resulting from loss of aggregate or the wearing down of the aggregate with age, accompanied by an upward movement of bitumen to form a hard, smooth surface with little grip to motor tyres in wet weather		PW*	PW*	PW*
Surface Waving or Shoving	Surface waving or shoving is caused by traffic shoving on unstable bitumen mixtures, resulting in shallow waves and hollows. Surface patching and regulation of adjacent surface irregularities <5sqm	When rutting depression holds water or exceeds 75mm under a 3m straight edge longitudinally.	2W*	3W*	1M*
Deformation or Heaving and Depressions	Depressions in the traffic lanes, with bulging of the surface outside the wheel tracks. Surface patching and regulation of adjacent surface irregularities	When depression holds water or mounding exceeds 75mm under a 3m straight edge longitudinally	2W*	3W*	1M*
aggregate*, dirt, or debris at critical locations	When accumulation of debris of more than 50mm depth for over 5 lineal metres of wheel path.	Sweeping/cleaning of pavement surface including; intersections, kerb & channel, etc *Note – Removal of access resealing aggregate or excess asphalt after spraying/laying is the responsibility of the relevant contractor under direction of the Services and Operations Department	1M*	1M*	1M*

Road Management Plan (Version 3.0)
Date Adopted:
File Ref: 11/95398

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES		
			Primary	Secondary	Minor
UNSEALED ROADWAY MAINTENANCE					
Potholes-	The application of gravel or appropriate material to potholes exceeding 300mm in diameter or 65mm in depth where moisture content is unsuitable for regular grading.	Repair when pothole exceeds 65mm in depth or 300mm in diameter.	2W*	3W*	1M*
Corrugations, rutting of pavement	Treatment to reduce corrugations, potholes, and rutting to maintain shape and crossfall of unsealed roadways and road shoulders and restore trafficable surface condition.	Road surface, scoured, potholed, rutted, corrugated to depth of 65mm over 30% of any 1km length of road. Treatment may include spot gravelling with appropriate materials. *Note - Grading of unsealed roads will only take place when moisture content of pavement materials is sufficient to maintain cohesiveness of soil aggregates.	N/A	N/A	2 per year*
Shoulders, potholed, rutted, holding water, pavement	Unsupported drop from pavement > 100mm measured over a 20m length. Insufficient shoulder material to maintain shoulder at pavement levels, over 40% of road length.	The regular grader maintenance of unsealed shoulders in accordance with the appropriate intervention levels, including spot gravelling to avoid pavement drop off, reworking existing materials to remove shoulder surface irregularities and maintain shoulder shape *Note - Grading of unsealed shoulders will only take place when moisture content of materials is sufficient to maintain cohesiveness of soil aggregates.	2W	3W	1M
ROAD RELATED INFRASTRUCTURE					
Damaged or illegible Signs including Statutory, Guide and warning Signs. (excluding rail crossing signs)	The minor repair, re- erection, straightening, and cleaning of signs and sole purpose supports.	<ul style="list-style-type: none"> ▪ Straighten sign support when it becomes noticeable that it is not vertical. ▪ Replace when damage renders either the sign or support ineffective. ▪ Clean/ replace the sign face when: <ul style="list-style-type: none"> - There is a noticeable accumulation of dirt. - Graffiti covers more than 10% of sign or message on sign is defaced ▪ Replace missing or if incorrect sign is in place. ▪ Replace if sign is illegible at 150m under low beam or in daylight 	1W	1W	1W
Signs – Rail Crossing Warning Signs (includes only those signs on the approach to a crossing for which Council is responsible)			2W	2W	2W

Road Management Plan (Version 3.0)
Date Adopted:
File Ref: 11/95398

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES		
			Primary	Secondary	Minor
Damaged Guard Rail	The re-alignment, repair and replacement of isolated guardrail sections less than 10m in length, posts and hardware that is defective. Includes the cleaning of guardrail.	Replace damaged guard rail sections, end terminals and support posts, subject to the availability of materials.	1M*	2M*	2M*
Missing/damaged Guide Posts / Delineators	Reinstatement, repair, cleaning of guide posts and delineators to ensure safe and acceptable condition.	Any missing or damaged guide posts (where existing) making them substantially ineffective in a hazardous location for the travelling public	2W	3W	1M
Kerb & Channel Damage	Repair of damaged kerb and channel due to concrete deterioration or damage.	Replace or undertake repairs when: <ul style="list-style-type: none"> - Uplift section of 35mm in tray and water ponds for greater than 10m in: - Channel - Lateral displacement of top of kerb and tilted tray by more than 50mm - Broken pieces greater than 200mm missing 	1YR*	1YR*	1YR*
Drainage Pit Lid – Damaged or Missing, or Pit Surround – Damaged or Missing	Replacement or reseating of pit lid or surround.	Damaged or missing pit lids, surrounds, or grates in pedestrian areas and traffic lanes.	2D	2D	2D
Pavement Markings					
Centre Line	Defined as remarking of all illegible/defective road marked symbols, signs, line work where existing.	When markings lack definition, loss of reflectivity and/or legibility at safe sight distances at critical locations.	3 Year Program		
STAT Cons			6W*	6W*	6W*
School Crossings			6W*	6W*	6W*
Railway Crossings		6W*	6W*	6W*	
Parking Bays		Reinstate line marking to ensure effective visibility.	2 Year Program		
Bicycle Lanes			3 Year Program		

VEGETATION MAINTENANCE					
Tree & Shrub Obstruction - Roadway	The cyclic maintenance of trees and shrubs in road reserves not in urban areas, control provides for fuel reduction as part of annual fire prevention program.	Prune road side trees to comply with the following clearance limits: <ul style="list-style-type: none"> – Height Clearance: min.4.6m above carriageway – Lateral Clearance: in line with guide posts, back of shoulder, or kerb – Maintenance of safe sight distances at intersections and curves. 	1M*	2M*	PW*
Tree & Shrub Obstruction - Other	Prune trees and/or shrubs to provide for long term desired height, lateral and sight clearances.	Tree obstructing safe sight distances, restricts viewing of warning signage, or assessed to be in an unsafe condition causing hazard to traffic or public.	2W	1M	2M

DEFECT	DEFINITION / DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE	
			Primary	Local
FOOTPATH AND SHARED USE PATH MAINTENANCE				
Displacements	Replacement, repair, regulation and surface patching of footpath.	Repair or regulate footpath surface where vertical displacement between concrete bays or segmented pavers (including Bricks) exceeds 20mm.	1W	1M
Potholes (Sealed Surface)	Repair of potholes in hard paved areas.	Repair or regulate where potholes exceed 25mm in depth.	1W	1M
Potholes (Unsealed Surface)	Potholes in unsealed surfaces.	Repair when pothole exceeds 25mm in depth or 300mm in diameter or likely to deteriorate rapidly	1W	1M
Depressions/ scouring	Regulation of subsided areas exceeding 1-sqm and less than 5-sqm.	Repair or regulate where depressions exceed 30mm in depth over a 2 metre straight edge.	1W	1M
Footpath –Tree & Shrub Obstruction	Street tree and/or shrub shaping to maintain desired height, lateral and sight clearances.	Trees and shrubs with branch thickness of 10mm or more or any branch with thorns to comply with the following clearance limits: <ul style="list-style-type: none"> – Height Clearance: min. 2.0 m above footpath – Lateral Clearance: min. across greater than 30% of footpath width 	1M	2M
Footpath - Vegetation Control	The control of vegetation growth	Areas where grass encroaches across greater than 30% of footpath width or obstructs viewing of signage.	1M	2M

DEFECT	DEFINITION / DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE	
			Primary	Local
Edge Repair	Treatment to reduce depressions, holes or drop-off at the interface (edge) of constructed asphalt, concrete or brick paved footpaths.	Provide repair of depressions exceeding 75mm in depth at the interface of the nature strip and surrounding constructed paths with topsoil, gravel or sand	1W	1M



Road Management Plan



Colac Otway Shire
2021

Road Management Plan

GENERAL

Distribution

The General Manager of Environment and Infrastructure shall be responsible for the:

- Control of this Plan,
- Distribution of the Plan, and
- Control and issue of any amendments.

Amendment Register

Issue	Date	Details	Amendment By
Version 1.1	April, 2006	Amendment No. 1	Gary Dolan General Manager, Infrastructure & Services
Version 2.0	June, 2009	Amendment No. 2	Neil Allen General Manager, Infrastructure & Services
Version 3.0	September, 2013	Amendment No. 3	Adam Lehmann Acting General Manager, Infrastructure & Services
Version 4.0	January, 2018	Amendment No. 4	Tony McGann General Manager, Infrastructure and Leisure Services.
Version 5.0	TBA	Amendment No. 5	Tony McGann General Manager, Environment and Infrastructure.

CONTENTS

1	INTRODUCTION.....	4
2	PURPOSE.....	4
3	LEGISLATIVE REQUIREMENTS.....	4
3.1	Local Government Act 1989 & Local Government Act 2020	4
3.2	Road Management Act 2004.....	4
3.3	Codes of Practice	5
3.4	Statutory Responsibilities of the Road User of the Road User.....	5
4	COUNCIL OBJECTIVES & POLICIES.....	5
4.1	Council Plan	5
4.2	Risk Management Policy	6
4.3	Other Relevant Council Policies	6
4.4	Key Stakeholders.....	6
5	PUBLIC ROADS NETWORK	7
5.1	Municipal Public Roads Register	7
5.1.1	<i>Criteria for Determining Whether a Road is reasonably required for General Public Use.....</i>	<i>7</i>
5.1.2	<i>Maintenance Standards.....</i>	<i>8</i>
5.1.3	<i>Funding of Public Road Works.....</i>	<i>8</i>
5.2	Sealing of Unsealed Roads	8
5.2.1	<i>Traffic volume criteria</i>	<i>8</i>
5.2.2	<i>Other criteria.....</i>	<i>8</i>
5.3	Road Discontinuance	9
5.4	Road Naming and Renaming	9
5.5	Road Hierarchy	9
5.5.1	<i>Local Road Classification</i>	<i>10</i>
5.6	Demarcation of Responsibility	12
5.6.1	<i>Department of Transport.....</i>	<i>12</i>
5.6.2	<i>Department of Environment, Land, Water & Planning.....</i>	<i>13</i>
5.6.3	<i>Adjoining Municipalities.....</i>	<i>13</i>
5.6.4	<i>Rail Operators.....</i>	<i>13</i>
5.6.5	<i>Service Authorities.....</i>	<i>13</i>
5.6.6	<i>Other Assets.....</i>	<i>14</i>
6	INSPECTION STANDARDS AND SERVICE LEVELS	17
6.1	Strategies for Planning Maintenance Work.....	17
6.2	Maintenance Policies.....	17
6.3	Prioritising Works.....	18
6.4	Maintenance Records.....	18
6.5	Asset Inspections	18
6.5.1	<i>Routine Inspections.....</i>	<i>18</i>
6.5.2	<i>Condition Inspections.....</i>	<i>18</i>
6.5.3	<i>Reactive Inspections.....</i>	<i>18</i>
6.6	Inspection Performance Criteria	19
6.7	Levels of service	19
6.8	Community Consultation	20
7	EXCEPTIONAL CIRCUMSTANCES	20
8	COORDINATION OF WORKS	20
8.1	Road Openings.....	20
8.2	Service Authorities.....	21
9	PLAN IMPROVEMENT & MONITORING.....	21
9.1	Reviewing the Road Management Plan.....	21
9.2	Performance Measures	21
10	REFERENCES.....	22
	APPENDIX A.....	23
	Maintenance Performance Criteria	23
	APPENDIX B – Installation and Use of Stock Underpass Guidelines.....	33
	APPENDIX C - Installation and Usage of Cattle Grids Guidelines	35

1 INTRODUCTION

Colac Otway Shire is the road authority for those roads within the municipality for which it accepts management responsibility. Colac Otway Shire exercises its duty of care to the public in a number of ways, including proactive and reactive inspections as well as long-term planning and undertaking repairs and maintenance to the road network that it manages. Colac Otway Shire demonstrates its duty of care through having in place a reasonable regime to:

- Inspect the road network to discover defects that exceed stated intervention levels; and
- Plan and implement repairs to address these defects

Where a defect is found that exceeds a stated intervention level, Council may satisfy its duty of care to road users by taking one or more of the following actions, depending on the circumstances of any particular case:

- Prioritising the condition in a capital works or maintenance program;
- Installing appropriate signs warning of the dangers;
- Closing the road; or
- Repairing the defect to bring it back to below the stated intervention level

2 PURPOSE

The Road Management Plan (referred to hereafter as the 'Plan') sets the relevant standards and policy decisions in relation to the discharge of Council's duties in the performance of its road management functions.

This Plan details the management systems that Council will implement to maintain, upgrade and operate its physical road assets cost-effectively.

Colac Otway Shire through the Plan accomplishes its duties by combining engineering principles with sound business practices and providing tools to facilitate an organised logical approach to decision making.

3 LEGISLATIVE REQUIREMENTS

3.1 Local Government Act 1989 & Local Government Act 2020

During the time that the Plan is being reviewed, the Local Government Act 1989 (hereafter after referred to as the "LGA 1989") is gradually being replaced by the Local Government Act 2020 (hereafter referred to as the "LGA 2020"). The staggered introduction of the LGA 2020 is occurring over four stages through to the final proclamation of changes on 1 July 2021.

There are a number of sections of the LGA 1989 that are currently listed as continuing indefinitely.

It is therefore necessary that the transition between the LGA 1989 and LGA 2020 is carefully monitored throughout the life of the Plan in case the transition arrangements change over time.

Where a section of either the LGA 1989 or LGA 2020 is mentioned in the Plan, this is the appropriate current provision that is to be applied to the Plan.

Section 205 of the LGA 1989 is noted as continuing indefinitely and provides for "Councils to have the care and management of certain roads" and that "This section is subject to the Road Management Act 2004".

3.2 Road Management Act 2004

This Plan has been prepared in accordance with the Road Management Act, 2004 (referred to hereafter as the "Act").

Pursuant to Section 36 of the Act, the Colac Otway Shire Council is the designated 'Coordinating Road Authority' for municipal roads within the Shire and is responsible for their care and management.

As the Coordinating Road Authority, Council must ensure that if a road is reasonably required for public

use that it is kept open for public use and may, at its discretion, carry out work on the road. Council is under no obligation to do any specific work on any road or footpath other than as specified in the Plan.

3.3 Codes of Practice

Council is guided in the application of the Plan through Codes of Practice, as part of the Act. The codes set out benchmarks of good practice in relation to the road management duties of councils and allow scope for individual councils to set standards and allocate road maintenance priorities according to their particular level of resources.

The following Codes of Practice apply (and can be found on the VicRoads website):

- Road Management Plans
- Operational Responsibility for Public Roads
- Management of Infrastructure in Road Reserves
- Worksite Safety Traffic Management

3.4 Statutory Responsibilities of the Road User of the Road User

A road user has specific duties in the respect to the use of a public highway, including having regards to the rights of other road users. A road user must also take all due care to avoid causing the risk of damage to a public highway or any infrastructure located in the road reserve.

A person who drives a motor vehicle on a public highway must drive in a safe manner having regard to all the relevant factors including the:

- Standard of construction of the road;
- Prevailing weather conditions;
- Level of visibility;
- Condition of the motor vehicle;
- Traffic conditions;
- Relevant road laws and advisory signs; and
- Physical and mental condition of the driver.

The Road Safety Act 1986 requires other road users (other than those driving a motor vehicle) to use a road in a safe manner, having regard to all the relevant factors. Other obligations of road users are also set out in the Road Safety Act 1986 in regard to relationships with other road users and damage to road infrastructure.

4 COUNCIL OBJECTIVES & POLICIES

The Colac Otway Shire is committed to continual improvement in the way it manages its road network and associated assets. A fundamental component of this task is the maintenance of or the management of the ongoing performance and condition of this infrastructure.

This Plan provides a vision for how Council plans to manage its road network. This vision aims to ensure that the community is provided with a road system that returns optimum economic benefit for the life of the asset while recognising social, safety, environmental and user needs.

This document provides a policy framework to guide Council's management of the road infrastructure under its authority. It defines roles and responsibilities for decision making, outlines the way management requirements should be assessed, and addresses appropriate methodologies for roads-based funding.

A number of Council policies and plans support the road management process, as described below.

4.1 Council Plan

The Council Plan outlines the principles that support Council's commitments and serves as a standard by which community outcomes can be assessed. The Council Plan is a dynamic document which is updated annually to reflect changing priorities and impacts of external factors.

This Plan is consistent with Council's commitment to providing and maintaining infrastructure and assets that meet community needs now and in the future, whilst providing best value to the community. The specific goals of Council's vision are¹:

- Assets and infrastructure meet community needs;
- Our places are managed for long term sustainability;
- Towns and places are welcoming and attractive;
- Leadership in natural environment through good management practices;
- Delivering our capital works program; and
- Emergency management is coordinated locally and on a regional basis

4.2 Risk Management Policy

The purpose of this policy is to provide a framework for risk management, and to define the responsibilities of staff and management in the risk management process. The Colac Otway Shire is committed to managing risk by logically and systematically identifying, analysing, assessing, treating and monitoring risks that are likely to adversely impact on Council's operations.

For all significant risks associated with Council's road infrastructure appropriately planned actions are determined and implemented. These actions include capital development, maintenance and/or operational enhancement.

4.3 Other Relevant Council Policies

The following Council policies support the road management process and in particular the applicability to the assets described in Section 5.6.6 "Other Assets".

- Asset Management (Council Policy No. 13.4)
- Customer Service (Council Policy No. 2.6)
- Street Tree Management (Council Policy No. 13.6)
- Special Rate and Special Charges (Council Policy No. 11.3)

4.4 Key Stakeholders

A stakeholder represents any groups or individuals having an interest, in this case, the service provided by Council's road network.

The stakeholders in the management of Council's road and other related assets are many and often their needs are wide-ranging. The relevant key stakeholders are:

- Local residents including private car drivers, cyclists, pedestrians, etc.;
- Industrial and commercial operators and other transport services;
- Emergency services;
- Enforcement agencies;
- Primary producers;
- Land developers;
- Other Government Departments;
- Tourists and visitors to the area;
- Utilities as prescribed in section 3 of the Road Management Act 2004; and
- Council as the custodian of the network, including all internal and external support staff.

The community's needs and expectations are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value

¹ The current Council Plan is the version titled 2017-2021 (revised 22 July 2020) and may be subject to change with the development of the new Council Plan (due for adoption in 2021).

adding. However, it should be noted that the Act does not require a road authority to upgrade any road to a standard higher than it was originally constructed.

5 PUBLIC ROADS NETWORK

5.1 Municipal Public Roads Register

The Road Management Act 2004 requires Council to keep and maintain a Municipal Public Roads Register, and ancillary areas for which it has the responsibility for managing operational functions.

Public Roads are municipal roads which meet the definition as prescribed under the Road Management Act 2004 and have been determined by Council, acting as a Coordinating Road Authority, to be roads reasonably required for general public use. The definition of a municipal road under the Road Management Act 2004 includes any road within the municipality which is not a State road, including any road which:

- Is a road referred to in section 205 of the Local Government Act 1989, which indicates certain roads for which Council is responsible for care and management;
- Is a road declared by the Department of Transport to be a municipal road under section 14(1)(b) of the Act: and
- Is part of a Crown land reserve under the Crown Land (Reserves) Act 1978 and has the relevant municipal council as the committee of management.

Council's Register of Municipal Public Roads is available for public inspection upon request. This document may be viewed at both the Colac and Apollo Bay Customer Service Centres during normal business hours, or on Council's website.

Assets on municipal public roads that the Colac Otway Shire is responsible for and which this Road Management Plan incorporates include:

- Road surface, pavement, and earth formation;
- Surface drainage systems on the road reserve;
- Signs, guideposts, line marking, barriers, and retaining walls;
- Footpaths and shared pathways;
- Parking areas,
- Other road related infrastructure.

Note: Bridges and major drainage structures are not included in the Plan as they are subject to an annual Level One inspection by an accredited person who may not necessarily be a Council staff member.

A public highway is not a public road for the purposes of the Act unless and until it is registered on Council's Municipal Public Roads Register.

Council reserves the right to review the status of public highways as public roads, should they not appear on its Municipal Public Roads Register. For example, Council may wish to create a new road on an unused road reserve that is not part of a development.

5.1.1 Criteria for Determining Whether a Road is reasonably required for General Public Use

A road is considered a Public Road when Council has made a decision that the road is reasonably required for general public use and hence included in the Municipal Public Road Register.

When deciding on which roads should be included or not included on the Register the very broad test is 'is the road reasonably required for general public use? This test can be refined into more specific criteria that will provide a fair, consistent and justifiable guide for Council when deciding on which areas need to be added to the Register.

For a road to "be reasonably required for general public use", consideration should be given, but not necessarily limited to the following:

- The number and nature of separately owned and occupied properties abutting onto the road or requiring the road for access purposes;

- Whether the properties which abut the road or require the road for access purposes have alternative access rights;
- Whether the road connects into, and forms part of, the wider network of Public Roads;
- Whether the road contains assets owned and managed by public service authorities (gas, electricity, telecommunications, sewerage, water); and
- Whether the road is safe for public access (no horizontal or vertical alignment issues, existing pavement, suitable drainage, no large trees or obstacles restricting vision).

5.1.2 Maintenance Standards

All roads in the Municipal Public Road Register including footpaths and bridges will be maintained to a standard as specified in this Plan.

5.1.3 Funding of Public Road Works

Council is not obliged to undertake any works on roads that are not registered as Public Roads. With regards to a private street scheme, whereby the road is constructed as part of a Special Charge project, it is assumed that as soon as the road is handed over to Council after the Defects Liability Period, the road is then added to the Register of Public Roads.

Developers generally fund the construction of new infrastructure e.g. roads, footpaths, drainage, etc. as part of new subdivision developments. This leads to an expansion in Council's asset portfolio for which it is responsible.

The Colac Otway Shire assumes responsibility of public highways created through expansion at registration of subdivision, providing that all infrastructure is constructed to meet Council's minimum specifications.

5.2 Sealing of Unsealed Roads

Council has developed a process for the assessment of whether a road should be sealed or unsealed.

5.2.1 Traffic volume criteria

- Unsealed roads that carry in excess of 250 vehicles per day will be automatically referred to the long-term Capital Improvement Program for prioritisation for sealing in accordance with the Capital Works Evaluation Guidelines.
- Unsealed roads that carry less than 100 vehicles per day will generally not be considered for sealing unless there is a contribution from adjacent landowners in accordance with the Special Rates and Charges Scheme provisions.
- Unsealed roads that carry between 100 and 250 vehicles per day must meet at least 5 of the following criteria before being considered for sealing unless there is a contribution from adjacent landowners in accordance with the Special Rates and Charges Scheme provisions:
 - Casualty crash 5 year history
 - Longitudinal gradient in excess of 5%
 - Heavy vehicles percentage in excess of 15%
 - School bus route
 - Development density greater than 50 houses per kilometre
 - Average house setback less than 20m from road reserve (dust problems)
 - Reactive maintenance more than 3 times per annum

5.2.2 Other criteria

The following criteria may also be used to determine the justification of whether a road should be sealed or left unsealed.

- Links to existing sealed roads
- Road hierarchy classification
- Planning Scheme and future development potential Infrastructure Services

Road Management Plan (Version 5.0)
Date Adopted: ??
File Ref: ??

- Traffic generators
- Customer request history
- Road condition and maintenance costs
- Road geometry and road safety
- Roadside vegetation and biodiversity

5.3 Road Discontinuance

Council may, in accordance with Section 12 of the Act, discontinue a public highway or part of a public highway via a notice published in the Government Gazette.

If a road or part of a public road is discontinued, Council must specify all details in its register of public roads.

5.4 Road Naming and Renaming

Where a road (including footpath or bridge) is required to be named or renamed, either Schedule 10 of the LGA 1989 (whilst in force) or Section 11(7) of the LGA 2020 may be used.

5.5 Road Hierarchy

Colac Otway Shire is a unique municipality with major topographical, climatic and geological differences within the shire that have a direct impact on the ability of Council to provide a suitable road network. If Council is to provide a sustainable road network system, its Road Classification system must take into account these differences. A Classification system and Hierarchy was adopted as part of this Plan.

The Austroads Guide to Traffic Management – Part A – Network Management Strategies, Colac Otway Planning Scheme, Victorian Grants Commission and VicRoads definitions were reviewed for applicability to the Urban and Rural areas of the Colac Otway Shire.

The classification system adopted is as follows:

- Primary Roads
- Secondary Roads
- Minor Roads
- Other Roads – Fire Access Track etc.

These are detailed in Section 5.5.1.

The road hierarchy is applied to the defects shown in Appendix A Maintenance Performance Criteria.

5.5.1 Local Road Classification

The classification system detailed below takes into consideration the above key issues and establishes a clear distinction between each classification.

Road Network

Hierarchy Identifier	Name	Explanatory Notes	Road Surface
P	Primary	<ul style="list-style-type: none"> • Direct linkage between significant population centres and major traffic generators and supplementary to arterial road system within the municipality • High heavy vehicle count • Access to major industries and tourism nodes • Generally >250 vpd 	Usually a sealed surface
S	Secondary	<ul style="list-style-type: none"> • Carry moderate volumes of traffic and provide access by linking local areas to primary and arterial roads. • Also provide links between the various minor roads. • Cater for, but may restrain, service and heavy vehicles. • Minimum two clear traffic lanes • Generally 100-250vpd 	May be either sealed or unsealed surface
M	Minor	<ul style="list-style-type: none"> • Carry only local traffic • Primary function is to provide property access • Medium usage access to rural properties generating regular and consistent vehicle usage.. • Rural bus route minimum standard • In the case of access to a single property with a residence, the road will only be maintained to the closest boundary of that property, • Occasional usage property access routes • Maintained infrequently (less than annual) • Generally <100vpd 	May be either sealed or gravel surface, in some cases just formed or natural surface

OR	Other Roads - Fire Access Track (No Primary Access to Residential Property)	<ul style="list-style-type: none"> • Perform a very low order public access function • Specific purpose access tracks not intended for general access • Provide only occasional access to non-residential property. • Single vehicle access and low speed. • Dry weather road only. All year-round access is not guaranteed • Fire Tracks or emergency access points only maintained by Council where Council has agreed to do so as a community emergency service and they are listed in the Municipal Fire Prevention Strategy 	May be gravel surface, formed or natural surface.
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Footpath Network

Hierarchy Identifier	Name	Explanatory Notes	Footpath Surface
P	Primary	Primary footpaths provide connectivity to the most popular destinations, including shopping precincts, community facilities, education facilities and schools, medical facilities, sporting facilities, transport hubs, etc. Primary footpaths have a width of at least 1.5 metres. Shared paths are 2.5m wide as per Austroads Standards and are classified as Primary for intervention level and target response time purposes.	Concrete or other approved equivalent surface
L	Local	Local footpaths provide public pedestrian access between residences and primary footpath network as well as linkages between property frontages in residential areas.	Concrete or other approved equivalent surface. "Equivalent" means an all-weather hard surface compliant with AS1428.1-2009 <i>Design for access and mobility, Part 1: General requirements for access - New building work</i>

Road Management Plan (Version 5.0)
Date Adopted: ??
File Ref: ??

5.6 Demarcation of Responsibility

Council is responsible for the majority of the roads within the municipality. These are known as Local Roads and are listed on Council's Register of Municipal Public Roads.

The Register of Municipal Public Roads and associated maps define the roads for which Council has operational duties as a road authority. Operational functions, for the purposes of this road management plan, relate to the establishment of standards for the construction, inspection, maintenance and repair of road infrastructure.

Various infrastructure assets, for which Council has no management responsibility, may exist in the road network within the municipality. These assets are owned and managed by service authorities, individuals and other statutory bodies.

The Plan does not apply in the case of non-road infrastructure as defined in Section 3 "Definitions" of the Act.

5.6.1 Department of Transport

The Department of Transport is the coordinating road authority for the declared arterial road network within the municipality pursuant to Section 36 of the Act. Section 37 of the Act sets out those parts of the arterial road network for which Council is the responsible road authority, across urban and rural areas.

Arterial roads located in the Colac Otway Shire are as follows:

Route No.	Road Name	Route No.	Road Name
C159	Beech Forrest-Lavers Hill Road	C161	Gellibrand River Road
C159	Beech Forrest-Mount Sabine Road	C147	Grassy Vale Road
C119	Birregurra Road	B100	Great Ocean Road
C152	Birregurra-Deans Marsh Road	B140	Hamilton Highway
C119	Birregurra-Forrest Road	C163	Irrewillipe Road
C157	Cape Otway Lighthouse Road	C156	Lavers Hill-Cobden Road
C146	Colac-Ballararat Road	A1	Princes Highway (West)
C161	Colac-Carlisle Road	C119	Skenes Creek Road
C154	Colac-Forrest Road	C163	Timboon-Colac Road
C155	Colac-Lavers Hill Road	C159	Turtons Track
C155	Corangamite Lake Road	C152	Warncoort-Birregurra Road
C119	Forrest-Apollo Bay Road		

In the situation where the public road is an arterial road within an urban area, the Department of Transport is the Coordinating Road Authority, excepting the following instances where Council has responsibility for all local components of the road system. These are:

- Service road traffic lanes and shoulders
- Pathways outside of through carriageways and central medians

- Indented parking bays and any other part of the roadway located 'kerb to kerb' that could not be made available for through traffic (being located either on the side of the road, in the outer separator or in the central median), and adjacent kerb and channel
- Drainage pits that are in the road reserve
- Off road bicycle paths within the road reserve
- Road markings for all parking bays, plus road markings on service roads
- Local signage including street name signs, local direction signs, parking signs for the control of stopping or parking, and advance warning (but not advance direction) signs on municipal roads
- Tactile Ground Surface Indicators (TGSIs) in footpaths and kerb ramps and at bus stops (except at central medians), and
- Pedestrian fencing outside of central medians, and fences, barriers etc. and vegetation in the central median

(An urban area is defined in section 3 of the *Road Management Act 2004*).

In the situation where the public road is an arterial road outside an urban area, the Department of Transport is the Coordinating Road Authority; however Council is responsible for service roads, off road bicycle paths within the road reserve, pathways, associated local signage, and underground drainage that is part of a municipal drainage scheme.

For definition of the limits of responsibility between VicRoads and Council, where local roads intersect with arterial roads in an urban and rural environment, refer to the Code of Practice for Operational Responsibility for Public Roads.

5.6.2 Department of Environment, Land, Water & Planning

Within the municipality, a number of Crown Land roads exist in areas such as parks and forests, for which Department of Environment, Land, Water & Planning (DELWP) or Parks Victoria has management responsibility. In cases where such roads are maintained by Council, either in part or whole, to provide access to a resident(s), a memorandum of understanding should exist between the Council and the relevant authority.

5.6.3 Adjoining Municipalities

The Act requires that a road authority be responsible for the operational functions of a road. In the instance of boundary roads with other municipalities, the responsibility is allocated according to an agreement between each municipality.

5.6.4 Rail Operators

The *Rail Safety Act 2006* requires rail operators and road managers to identify and assess risks that may arise from operations at certain interfaces (i.e. rail crossings), and seek to enter into safety interface agreements to manage those risks.

Within the Colac Otway Shire, V/Line and VicTrack, as rail operators, are generally responsible for installing and maintaining all infrastructure located at rail crossings (e.g. crossing position signs together with other signs, barriers, gates, flashing lights, etc.).

Council is generally responsible for the erection and maintenance of advance warning signs and all pavement markings associated with the approaches to rail crossings on municipal roads.

Council is responsible for road maintenance up to 3 metres from the nearest rail track on the approach to a level crossing.

5.6.5 Service Authorities

Many utility agencies utilise a road for their infrastructure. Non-road infrastructure within the road reserve is the responsibility of the person or body that is responsible for the provision, installation, maintenance, or operation of that particular asset.

A listing of typical utility assets found within a road reserve, and the relevant management authority is given below.

Asset Type	Management Responsibility
Street Lights	Powercor
Telecommunication infrastructure assets	Telstra, Optus and NBN
Gas infrastructure assets	Tenix Gas and SP Ausnet
Water & Sewerage infrastructure assets	Barwon Water and Wannon Water
Electricity infrastructure assets	Powercor
Traffic Signal Installations	Department of Transport
Rail Crossings	V/Line and VicTrack

Assets or services within a municipal public road for which Council is not responsible for include gas pipes, water and sewerage pipes, cables, electricity poles, bus shelters, public telephones, and mail boxes.

5.6.6 Other Assets

In relation to provision of access from adjoining properties, there are a number of assets within a road reserve for which Council has no obligation to construct or maintain. Assets of these types are described as Non-Road Infrastructure and include the following:

5.6.6.1 Vehicle Crossings

Generally, in urban areas, the adjoining property owner is responsible for maintaining the portion of a vehicle crossing (i.e. driveway) located between the carriageway and the abutting footpath. Where there is no footpath, the property owner is responsible for that part of the driveway which extends from carriageway to the fence line. This also applies to vehicle crossings located in rural areas where the property owner is responsible for all of that part of the driveway between the edge of the road shoulder and the fence line.

The construction of a vehicle crossing and ongoing maintenance is to be carried out to meet Council's requirements. The property owner is also responsible for the maintenance of the immediate surrounds impacted on by the vehicle crossing to ensure that it is in a safe condition. This includes the conduit under the vehicle crossing if it was installed by the property owner.

The respective zones of maintenance responsibility for urban and rural roads are shown in *Figures 1, 2 and 3* below.

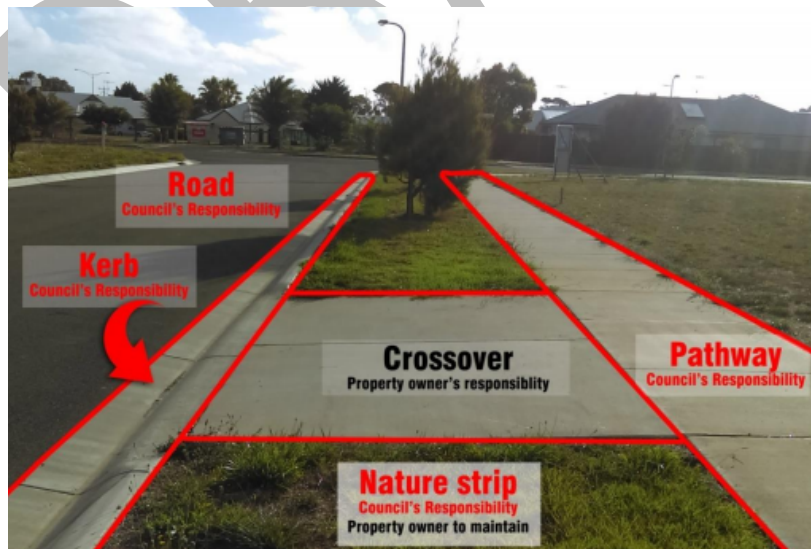


Figure 1 – Zones of Responsibility – Urban Street

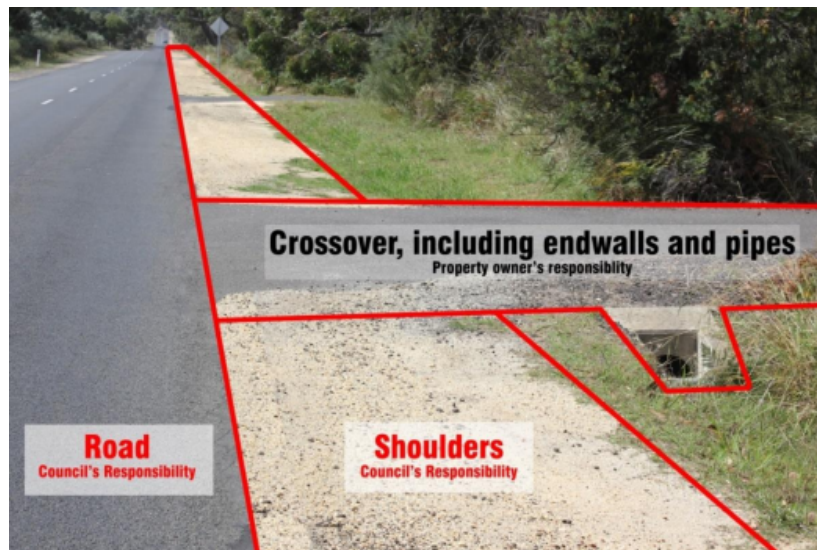


Figure 2 – Zones of Responsibility – Rural Road with Paved Entrance

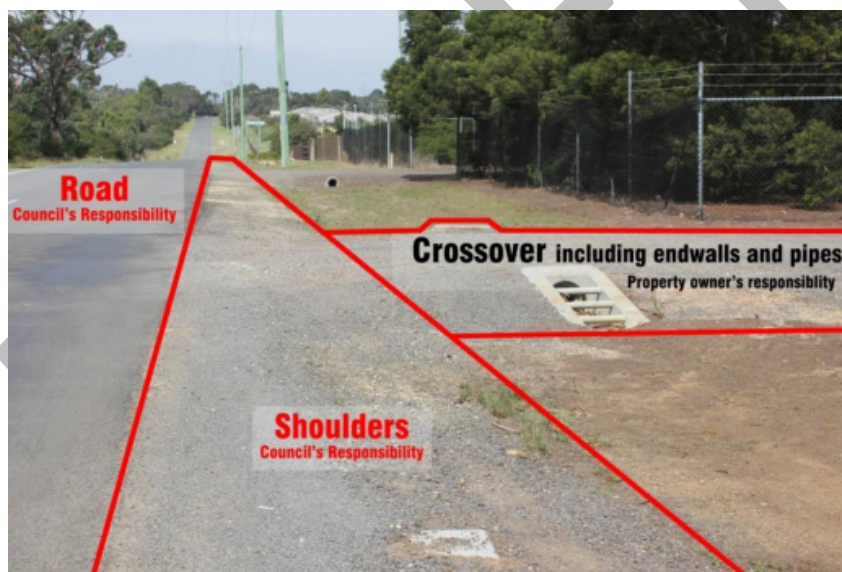


Figure 3 – Zones of Responsibility – Rural Road with Gravel Entrance

5.6.6.2 Roadside Assets

Nature strips and infill areas are those residual areas between the edge of road or back of kerb and the property boundary not occupied by a footpath or vehicle crossing. These are normally sown to grass and may contain other features such as street trees and utility poles and underground services.

Section 107 of the Act specifically excludes responsibility for a road authority to inspect, maintain or repair roadside areas. Council will only undertake urgent works on a nature strip where there is an unreasonable safety risk reported by a customer and confirmed via a reactive Council inspection, or identified through programmed inspections of nearby/adjacent road related assets

Responsibility for maintenance of the nature strip areas is generally left to the abutting property owner as part of the presentation of their property and general appearance of the local streetscape.

Road Management Plan (Version 5.0)
Date Adopted: ??
File Ref: ??

Service authorities are required to reinstate any disturbed nature strip areas to a condition which existed prior to any excavation works in relation to the installation or maintenance of their infrastructure.

Street trees within the road reserve are managed by Council, however an abutting owner has the responsibility to keep a road or footpath clear of vegetation growing from their property. Council may direct the property owner to trim any overhanging branches under provisions of its Local Laws.

Council's Street Tree Management Policy provides guidance on the responsibility of landowners in respect of vegetation growing on their property or having been planted on the road reserve by them.

Council's Local Law No.2 enables Council to enforce the requirements of the policy and this section of the Plan on the landowner.

5.6.6.3 Property Stormwater Drains

Property stormwater drains are constructed within the road reserve from the property boundary to a discharge outlet in the kerb, table drain or connected directly to Council's underground drainage system. Property drainage lines directly benefit the property and as such are the responsibility of the owner of the property being served to construct and maintain.

5.6.6.4 Stock Underpasses

A stock underpass is generally a box culvert type structure constructed for the purpose of providing a safe under road crossing and is constructed at the cost of the landowner.

A landowner that constructs a stock underpass on a local road must first seek the permission of Council and sign a section 173 Agreement (Planning and Environment Act 1987) with Council that includes requirements for the landowner to maintain the structure. A stock underpass shall be designed in accordance with all relevant VicRoads Guidelines, Australian Standards, and other applicable design codes.

Council has a responsibility to maintain the road pavement areas, seal markings and guideposts across the stock underpass. Responsibility for the maintenance of the structure, including attachments such as guardrail, stock lanes, fencing and stock underpass drainage remains with the landowner for the duration of the agreement.

Regardless of maintenance obligations, Council has a duty of care to ensure that these assets are in a condition safe to the general community as per the requirements of Council's Installation and Use of Stock Underpass Guidelines that are part of this Plan, refer Appendix B.

5.6.6.5 Cattle Grids

A cattle grid is a type of obstacle used to prevent livestock from passing along a road which penetrates the fencing surrounding an enclosed piece of land.

The landowner benefiting from the use of a cattle grid is required to enter into a section 121 Agreement (Road Management Act 2004) for the construction, maintenance, repair, and insurance of the cattle grid. This agreement defines the roles and responsibilities of both Council and the landowners for the ongoing management of the cattle grid.

Cattle grids located on municipal roads are to be inspected and maintained in accordance with Council's Installation and Usage of Cattle Grids Guidelines that are part of this Plan, refer Appendix C.

5.6.6.6 Fire Access Tracks

Designated fire access tracks throughout the Colac Otway Shire are specific purpose access tracks, not intended for general access and provide only occasional access to non-residential property.

These are maintained by Council where Council has agreed to do so as a community emergency service under the Municipal Fire Prevention Plan.

They are specifically catered for under the Hierarchy Identifier "OR – Other Roads – Fire Access Tracks etc." in Section 5.5.1.

5.6.6.7 Unmade Road Reserves & Upgrading Roads Adjacent to Development

There are many road reserves within the shire which are currently unmade. These road reserves, by definition, are unmade or natural surface roads. In some cases, these roads may be graded periodically as fire access tracks or for other purposes. For the purposes of Council's Road Management Plan, these roads are also considered to be unmade roads by virtue that they have not been fully developed

by Council or built by others to meet Council's Standards. In other cases, unmade road reserves may be totally untouched and unused.

There are also many roads within the municipal area which are categorised as 'lower category' roads (e.g. Minor Road and Other Road) in accordance with Council's local road hierarchy. Roads of this nature are generally made to a very low standard and are graded periodically consistent with Council's standards.

Where a request is received or a development application is lodged, which requires the construction of an unmade road reserve or for the upgrade of an existing 'lower category' road to a 'higher category', Council will give consideration for the work to be carried out provided that the developer or proponent is prepared to meet the full cost of construction.

All construction will be carried out to Council's specification, Council will then undertake to maintain the road thereafter, should it be deemed to be a public road.

6 INSPECTION STANDARDS AND SERVICE LEVELS

There are two main components of the Council's inspection programs, these are:

- Proactive Routine Inspections – programmed routine inspections to identify defects that exceed the stated intervention levels for repair; and
- Reactive Inspections – inspections carried out following reports by the public of defects they identify. These inspections are to determine if the reported defect exceeds the stated intervention levels requiring repair or where an emergency response is required.

6.1 Strategies for Planning Maintenance Work

A systematically planned approach is undertaken to ensure maintenance is effective. This includes the implementation of a maintenance strategy for key asset types, such as pavements, bridges, drainage, and other road related infrastructure.

For a particular asset type, the maintenance strategy includes the following considerations:

- A sound Asset Management Policy as a basis for planning all maintenance activity on that asset type;
- Consideration at both the design and constructions phases in order to reduce potential maintenance problems and in-service costs;
- A maintenance management system, including:
 - A current inventory for the asset type in question (e.g. pavements, signs, bridges, etc);
 - A regime of asset inspections to satisfy adopted schedules;
 - An effective asset condition and inspection recording system to produce informed decisions with regard to maintenance requirements; and
 - Maintenance performance criteria for the road network with consideration of community expectations.

6.2 Maintenance Policies

Council's maintenance policies for specific asset types are based upon the following principles:

- Road infrastructure assets being maintained to ensure that their whole-of-life performance is maximised, having regard to safety, community benefits, environmental and funding considerations,
- A collaborative approach taken to improve the performance and reduce maintenance costs of Council's road assets through teamwork by the Infrastructure and Services Units,
- A systematic, efficient and sustainable approach to maintenance management and work practices utilising best practice,
- Regular planned inspections of Council's assets undertaken to identify and monitor their overall condition over time, and

- Accessible information systems implemented for inventory control, condition identification of selected assets, and recording of inspections, service requests and all actions relating to maintenance activities.

6.3 Prioritising Works

Maintenance activities are objectively planned in order to achieve cost and operational efficiencies. The works program and schedule is based on seasonal/annual events and routine servicing.

The most effective maintenance is based on forecasting a need and scheduling the available and proper resources and corrective actions at the appropriate time to achieve best results.

6.4 Maintenance Records

Accurate data is collected in order to make reliable judgments in relation to future network maintenance needs which consider funding requirements. Council's maintenance records are computer-based for ease of transfer, communication, and analysis.

6.5 Asset Inspections

In order for Council to carry out effective planning and competent management of its road infrastructure, both in a strategic and operational sense, it is essential to collect maintenance-related information through disciplined and regular inspections of the whole of the network.

Council's inspection activities can be grouped into the following categories based on definition and purpose:

- Routine Inspections;
- Condition Inspections
- Reactive Inspections; and
- Incident Inspections.

6.5.1 Routine Inspections

Inspections undertaken in accordance with the formal inspection schedule to determine if road asset complies with the levels of service as specified by the Maintenance Performance Criteria. Identified defects are rated against the stated intervention levels of the asset. These performance criteria indicate the need for remedial action.

A record of each street/road is completed detailing the name of the inspector, the inspection date, time, road name/asset description and report of any defects found that exceed the stated intervention level as defined by Council's Maintenance Performance Criteria.

6.5.2 Condition Inspections

Condition inspections are undertaken specifically to identify deficiencies in the various components of the road infrastructure that if untreated, are likely to adversely affect network values and operational lifespan. The deficiencies may well impact on short-term serviceability as well as the ability of the component to continue to perform at the level of service for the duration of its intended useful life.

The condition inspection process must also meet the requirements for accounting regulations and asset management. Regular or periodic assessment, measurement and interpretation of the resulting condition data is required so as to determine the need for any preventive or remedial action and is used in the development of relevant programs of rehabilitation or renewal works.

It is important to note that condition inspections are not intended to identify individual defects as this is done by way of the Routine and Request inspections.

The table in Section 6.6 details the type and frequency of programmed and reactive inspections undertaken by Council in relation to its road infrastructure assets.

6.5.3 Reactive Inspections

A maintenance request is any request to undertake maintenance on an infrastructure asset. Customers or users of the asset generally make these requests. To provide the highest level of service, Council's objective in relation to maintenance requests is to inspect and prioritise the work requests within the timeframes as specified.

Upon record of a request for maintenance or report of a defect received from the public, Council Officers or Councillors, an inspection will be carried out by an appropriately experienced Council Officer within 2 business days for Primary roads and footpaths and 5 business days for all other roads and footpaths. As with routine inspections, any recorded defects beyond the stated intervention level for that particular asset will be prioritised and rectified to satisfy established response times.

If works identified are beyond what is considered maintenance, then the project will be referred to and be considered for inclusion in Council's Capital Investment Program. Council reviews projects for its Capital Investment Program annually, in conjunction with its budget planning process.

If the works exceed the stated intervention level, the defects must be fixed in a temporary manner to ensure that the environment is safe for road users.

6.6 Inspection Performance Criteria

Asset Class	Hierarchy	Routine Inspections
Road Network (includes sealed and unsealed roads and any roadside vegetation)	Primary	4 months
	Secondary	8 months
	Minor	12 months
	Urban Primary & Secondary	Night Inspection - Once per year
Footpath	Primary	6 months
	Local	12 months
Kerb & Channel	All Road Categories (where applicable)	12 months
Bridges (not included in Maintenance Performance Criteria in Appendix A)	All Road Categories	12 months - Level 1 Inspection (Basic visual inspection)
Road Safety Devices	Guard Rail	As per frequency for road category
	Traffic Management Devices	As per frequency for road category
	Signs & Other Road Safety Devices	As per frequency for road category
	Urban Vegetation	As per frequency for footpath category

6.7 Levels of service

The foundation of the Road Management Plan includes setting of appropriate and reasonable standards as they relate to maintenance and construction of road assets.

Council has established maintenance and construction performance criteria that are equitable, sustainable and reflect the requirements for management of its road assets.

The defined levels of service have regard to:

- Community needs and aspirations;
- Industry standards;
- The need to provide a safe and efficient road network; and
- The Council's and its community's ability to fund such standards.

The implementation of an equitable road classification system also enables the community to readily identify the road system and have clear expectations as to the standard of construction and

maintenance of the road system.

6.8 Community Consultation

An important objective of this Plan is to match the level of service provided by Council's road infrastructure with the expectations of its community given financial, technical and legislative constraints.

Council, as a continued improvement process, will measure and review both its capacity to deliver road services and actual performance of its road network against a number of key outcome areas. These are:

- Annual Community Satisfaction Survey Outcomes (Council Plan – Performance Indicators),
- Levels of expenditure and funding gaps,
- Analysis of Customer requests and responses (currently MERIT), and
- Ongoing development of Council Policies.

Community input into service delivery needs to be considered against its willingness to fund a desired level of service. It is also important that any decision to adopt any changes to the defined maintenance and construction performance criteria is in the best interest of the overall community.

7 EXCEPTIONAL CIRCUMSTANCES

Council, under a normal operating environment, will make every endeavour to deliver all aspects of its Road Management Plan.

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts or similar, together with human factors, such as a lack of Council staff or suitably qualified Contractors, because of section 83 of the Victorian Wrongs Act 1958, as amended, Council reserves the right to suspend compliance with its Road Management Plan.

In the event that the CEO of Council, has to, pursuant to section 83 of the above Act, consider the limited financial resources of Council and its other conflicting priorities, meaning the standards Council's Plan cannot be met, the General Manager Environment and Infrastructure will be advised in writing that some, or all, of the services delivered under the Plan are to be suspended until further notice.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will provide direction to the General Manager Infrastructure and Leisure Services as to which aspects of Council's Plan are to be reactivated and when.

8 COORDINATION OF WORKS

The primary purpose of a public highway is for use by the public for transport. The provision of utility infrastructure is to be managed in such a way so as to minimise, as far as reasonably practicable, interference with a road's primary purpose. In particular:

- Ensure that risks to the safety and property of road users and the public are minimised;
- Minimise any damage to roads and related infrastructure;
- Minimise disruption to road users; and
- Require that roads and related infrastructure be reinstated by utility and service providers to a condition as near as practicable to their prior condition.

8.1 Road Openings

For private individuals, upon completion of a Non-Utility Minor Works within Municipal Road Reserves Application Form and payment of the appropriate fee, Council's consent to works is generally issued.

Council's consent to works allows contractors to perform civil works in a road reserve or make a connection to a drain, water main, gas, sewer or telecommunications service, or construct a vehicle crossing.

The issue of consent signifies to Council that the proponent undertakes to comply with the relevant

conditions of Council's general conditions of consent. These conditions also relate to all temporary and permanent reinstatement works.

Council Officers inspect the works after four weeks from the date of proposed opening to ensure that reinstatement works have been completed adequately and that the area of works has not exceeded that as indicated on the application for consent.

Council requires that road crossings be bored rather than opened trenched unless consent is granted and a satisfactory length of pavement is reconstructed.

8.2 Service Authorities

Service Authorities are required under the relevant legislation to provide Council with prior notification of planned works before commencement. Works are usually completed under the service authority's powers related to the respective Act relevant to the utility. This usually negates the requirement for the service authority to seek a 'Works on Road' permit from Council, however Council requires that the completed work reinstates the site to an equal or better state than existed prior to the works.

Council may make comment, in writing, regarding the impact of the proposed works on native vegetation, Council assets, safety and location. For Service Authorities, no Road Opening Permit is required for works; however a consent notice is issued providing Council with a record of the works.

Where Council is not satisfied with some aspects of the proposal outlined in the notice, it may provide consent to the works proceeding, subject to the utility/service provider complying with certain conditions. These conditions may involve:

- Management of traffic,
- Timing of works to minimise disruption to road users, and
- Timing and quality of reinstatement, etc.

In such cases Council will provide advice to the utility/service provider that it consents to the proposed works subject to certain conditions.

9 PLAN IMPROVEMENT & MONITORING

The Act requires that Council's Road Management Plan be formally reviewed at prescribed intervals. However, it is proposed that Council review the performance of its Plan more frequently as part of the continuous improvement process being applied to Council activities. This is particularly relevant where the Local Government Act 2020 is gradually replacing the requirements of the Local Government Act 1989.

Improvements to work processes and practices, utilization of plant and other resources will be identified from time to time and implemented where possible or referred to the next Plan review.

9.1 Reviewing the Road Management Plan.

The Road Management (general) Regulations 2016 (Vic) requires councils to review their Road Management Plan within 6 months of a Council general election or by 30 June following an election whichever comes latest.

Council elections occur every 4 years which is a suitable review period.

Any revised plan will be subject to the consultation and approval processes as detailed in Part 3 of the Road Management (general) Regulations 2016.

9.2 Performance Measures

Sections 102 and 105 of the Act clearly place the responsibility on Councils to achieve 100% compliance with the stated intervention levels and target response times.

The performance measure for completing Routine Inspections and achieving Target Response Times is therefore 100%.

10 REFERENCES

- Local Government Act 1989
- Local Government Act 2020
- Road Management Act 2004
- Road Safety Act 1986
- Road Management (General) Regulations 2016
- Road Management (Works and Infrastructure) Regulations 2015
- Register of Municipal Roads
- Colac Otway Shire Council Plan
- Strategic Resource Plan
- Transportation Asset Management Plan
- Bridge Asset Management Plan
- Asset Management Policy
- Risk Management Policy
- Customer Service Policy
- Closure of Unused Government Roads, Licensing of an Unused Road or Water Frontage Policy
- Installation and Use of Stock Underpasses Policy
- Street Tree Management Policy
- Installation and usage of Cattle Grids Policy
- Special Rate and Special Charges Policy
- Local Law No.2
- Infrastructure Design Manual
- Code of practice No S201- Road management Plan.
- Code of practice No S117-Management of infrastructure in road reserves.
- Code of Practice No S 351-Worksite safety traffic management.
- Code of Practice No S 174-Operational responsibilities for public roads.
- ARRB Unsealed roads manual 2009.

APPENDIX A

MAINTENANCE PERFORMANCE CRITERIA

DRAFT

DEFECTS RESPONSE CODES

Response Code	Target Response Time	Action, Response & Control
2D	Within 2 business days of defect identification by Council having exceeded stated intervention level	Repair or adopt temporary measure within defined target response time
1W	Within 1 week of defect identification by Council having exceeded stated intervention level	Repair or adopt temporary measure within defined target response time
2W	Within 2 weeks of defect identification by Council having exceeded stated intervention level	Repair or adopt temporary measure within defined target response time
3W	Within 3 weeks of defect identification by Council having exceeded stated intervention level	Repair or adopt temporary measure within defined target response time
1M	Within 1 month of defect identification by Council having exceeded stated intervention level	Repair or adopt temporary measure within defined target response time
2M	Within 2 months of defect identification by Council having exceeded stated intervention level	Repair or adopt temporary measure within defined target response time
3M	Within 3 months of defect identification by Council having exceeded stated intervention level	Repair or adopt temporary measure within defined target response time
PW	Programmed Works - Long term maintenance works program (3-5 years) Developed on a priority basis having regard to available resources and annual budget limitations.	
N/A	Not Applicable	
*	Appropriate response within 1 working day if any hazard/defect identified or reported that presents an immediate risk to the health and safety of the public and/or road/footpath users. #	

Note – Where, because of the nature of the repair, availability of resources required or existing workload, it is not possible to rectify a defect within its prescribed response time, appropriate temporary measures are to be provided until necessary repairs can be completed.

An appropriate temporary measure may include, but is not limited to –

- Provision of warning signage,
- Traffic control action,
- Diversion of traffic around the site,
- Lane closure,
- Restriction of use of road by vehicles of a certain size (e.g. Load limit), or
- Temporary Road Closure.

An intermediate response of this type is to manage any risk associated with a particular defect until further remedial action may be undertaken.

MAINTENANCE PERFORMANCE CRITERIA

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES			
			Primary	Secondary	Minor	Other
SEALED ROADWAY MAINTENANCE						
Minor Patching						
Potholes	Surface patching of potholes in travelled way using bituminous and other appropriate materials to restore riding surface to a smooth condition.	Repair when pothole exceeds 50mm in depth and 300mm in diameter.	2W*	3W*	1M*	N/A
Seal Edge Breaks & Drop Offs	Repair of fretting along edge of seal to maintain correct overall pavement width.	Repair when edge break exceeds 100mm from the average existing seal width, or when drop off of pavement exceeds 75mm measured over a 20m length.	2W*	3W*	1M*	N/A
Stripped Seals	Loss of aggregate from a seal which can become sticky in hot weather and slippery when wet or frosty.	Emergency treatment where wearing course becomes hazardous to traffic, particularly on horizontal curves or approaches to intersections, or not waterproof. Other areas to be considered within annual reseal program	PW*	PW*	PW*	N/A
Bleeding Surface	Surfaces resulting from too much bitumen on the surface, which becomes 'sticky' in hot weather, and often slippery in wet or frosty weather.		PW*	PW*	PW*	N/A
Slick Surfaces	Slick, fatty or smooth surfaces resulting from loss of aggregate or the wearing down of the aggregate with age, accompanied by an upward movement of bitumen to form a hard, smooth surface with little grip to motor tyres in wet weather.		PW*	PW*	PW*	N/A
Surface Waving or Shoving	Surface waving or shoving is caused by traffic shoving on unstable bitumen mixtures, resulting in shallow waves and hollows. Surface patching and regulation of adjacent surface irregularities <5sqm	When rutting depression holds water or exceeds 75mm under a 3m straight edge longitudinally.	2W*	3W*	1M*	N/A

Road Management Plan (Version 5.0)
Date Adopted: ??
File Ref: ??

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES			
			Primary	Secondary	Minor	Other
Deformation or Heaving and Depressions	Depressions in the traffic lanes, with bulging of the surface outside the wheel tracks. Surface patching and regulation of adjacent surface irregularities	When depression holds water or mounding exceeds 75mm under a 3m straight edge longitudinally	2W*	3W*	1M*	N/A
Aggregate*, dirt, or debris at critical locations	When accumulation of debris of more than 50mm depth for over 5 lineal metres of wheel path.	Sweeping/cleaning of pavement surface including; intersections, kerb & channel, etc *Note – Removal of access resealing aggregate or excess asphalt after spraying/laying is the responsibility of the relevant contractor under direction of the Services and Operations Department	2D*	1W*	1M*	N/A
UNSEALED ROADWAY MAINTENANCE						
Potholes-	The application of gravel or appropriate material to potholes exceeding 300mm in diameter and 65mm in depth where moisture content is unsuitable for regular grading.	Repair when pothole exceeds 65mm in depth and 300mm in diameter.	2W*	3W*	1M*	6M
Corrugations, rutting of pavement	Treatment to reduce corrugations, potholes, and rutting to maintain shape and crossfall of unsealed roadways and road shoulders and restore trafficable surface condition.	Road surface, scoured, potholed, rutted, corrugated to depth of 65mm over 30% of any 1km length of road. Treatment may include spot gravelling with appropriate materials. *Note - Grading of unsealed roads will only take place when moisture content of pavement materials is sufficient to maintain cohesiveness of soil aggregates.	N/A	N/A	2 per year*	12 months

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES			
			Primary	Secondary	Minor	Other
Shoulders - potholes, rutting, holding water	Unsupported drop from pavement > 100mm measured over a 20m length. Insufficient shoulder material to maintain shoulder at pavement levels, over 40% of road length.	The regular grader maintenance of unsealed shoulders in accordance with the appropriate intervention levels, including spot gravelling to avoid pavement drop off, reworking existing materials to remove shoulder surface irregularities and maintain shoulder shape *Note - Grading of unsealed shoulders will only take place when moisture content of materials is sufficient to maintain cohesiveness of soil aggregates.	2W	3W	1M	6M
ROAD RELATED INFRASTRUCTURE						
Damaged or illegible signs including Statutory and Warning Signs. (excluding rail crossing signs)	The minor repair, re- erection, straightening, and cleaning of signs and sole purpose supports. Note: Council usually holds a limited range and number of signs in stock. If a sign must be ordered, the date of the order and date of receipt of the sign must be recorded. The Target Response Time may be altered to allow for the time lag involved	<ul style="list-style-type: none"> ▪ Straighten sign support when it becomes noticeable that it is not vertical. ▪ Replace when damage renders either the sign or support ineffective. ▪ Clean/ replace the sign face when: <ul style="list-style-type: none"> – There is a noticeable accumulation of dirt. – Graffiti covers more than 10% of sign or message on sign is defaced ▪ Replace missing or if incorrect sign is in place. ▪ Replace if sign is illegible at 150m under low beam or in daylight 	1W	1W	1W	1W
Signs – Rail Crossing Warning Signs (includes only those signs on the approach to a crossing for which Council is responsible)			2W	2W	2W	2W
Tourist & Services Signs (includes street fingerboard signs)			1M	1M	1M	1M

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES			
			Primary	Secondary	Minor	Other
Damaged Guard Rail	The re-alignment, repair and replacement of isolated guardrail sections less than 10m in length, posts and hardware that is defective. Includes the cleaning of guardrail.	Replace damaged guard rail sections, end terminals and support posts, subject to the availability of materials.	1M*	2M*	2M*	2M*
Missing/damaged Guide Posts / Delineators	Reinstatement, repair, cleaning of guide posts and delineators to ensure safe and acceptable condition.	Any missing or damaged guide posts (where existing) making them substantially ineffective in a hazardous location for the travelling public	2W	3W	1M	1M
Pavement Markings						
Centre Line	Defined as remarking of all illegible/defective road marked symbols, signs, line work where existing.	When markings lack definition, loss of reflectivity and/or legibility at safe sight distances.	3 Year Program			
Give Way and Stop Holding Lines			4W*	6W*	6W*	N/A
School Crossings			4W*	6W*	6W*	N/A
Railway Crossings			4W*	6W*	6W*	N/A
Parking Bays		Reinstate line marking to ensure effective visibility.	2 Year Program			N/A
Bicycle Lanes			3 Year Program			N/A
ROAD RELATED DRAINAGE						
Kerb & Channel Damage	Repair of damaged kerb and channel due to concrete deterioration or damage.	Replace or undertake repairs when: <ul style="list-style-type: none"> – Uplift section of 35mm in tray and water ponds for greater than 10m in channel – Lateral displacement of top of kerb and tilted tray by more than 50mm – Broken pieces greater than 200mm missing 	1YR*	1YR*	1YR*	N/A

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES			
			Primary	Secondary	Minor	Other
Drainage Pit Lid or Surround – Damaged or Missing	Replacement or reseating of pit lid or surround.	Damaged to the point where the structural integrity has been significantly compromised or missing pit lids, surrounds, or grates in pedestrian areas and traffic lanes.	2D	2D	2D	N/A
Surface Drains	Cleaning and minor reshaping of isolated ditches and surface drains >50 m long to maintain adequate drainage. Includes verge drains and back drains.	Reshape when there is ponding in drains or the drain is not functioning to 80% capacity.	At least annually	At least annually	At least annually	At least annually
Sub-Surface Drains	The removal of dirt and debris from sub-surface drain outlets and pits to ensure water is removed from subgrade. Includes checking of rodent and flood flaps.	Inspect and clean subsoil drains annually . Inspect known problem areas and free flowing subsoil drains at scheduled intervals.	At least annually	At least annually	At least annually	At least annually
Culvert/Pit Cleaning	The removal of dirt and debris from culverts and pits to maintain adequate drainage.	Inspect and clean culverts and pits based on Annual Program. Inspect regularly known problem areas after heavy rain, and mouths of pits keeping such free of blockages. Inspect catch basins after heavy rains.	At least annually	At least annually	At least annually	At least annually
Kerb & Channel Cleaning	Clearance of any debris fouling the surface between the face of the kerb and 2.4-metres from the invert of the channel.	Clearance of kerb and channel undertaken to ensure effective drainage.	1M	1M	1M	N/A
VEGETATION MAINTENANCE						
Vegetation Obstruction - Roadway	The cyclic maintenance of trees, shrubs and grasses in road reserves not in urban areas, control provides for fuel reduction as part of annual fire prevention program.	Prune roadside trees, shrubs and grasses to comply with the following clearance limits: <ul style="list-style-type: none"> – Height Clearance: min.4.6m above carriageway – Lateral Clearance: in line with guideposts, back of shoulder, or kerb – Maintenance of safe sight distances at intersections and curves. 	1M*	2M*	PW*	PW*

Road Management Plan (Version 5.0)
Date Adopted: ??
File Ref: ??

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIMES			
			Primary	Secondary	Minor	Other
Vegetation Obstruction - Other	Prune trees and/or shrubs and/or grasses to provide for long term desired height, lateral and sight clearances.	Tree, shrub or grasses obstructing safe sight distances, restricts viewing of warning signage, or assessed to be in an unsafe condition causing hazard to traffic or public.	2W	1M	2M	6M

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIME	
			Primary	Local
FOOTPATH AND SHARED USE PATH MAINTENANCE				
Displacements	Replacement, repair, regulation and surface patching of footpath.	Repair or regulate footpath surface where vertical displacement between concrete bays or unstable segmented paving areas exceeds 20mm.	1W	1M
Potholes (Sealed Surface)	Repair of potholes in hard paved areas.	Repair or regulate where potholes exceed 25mm in depth.	1W	1M
Potholes (Unsealed Surface)	Potholes in unsealed surfaces.	Repair when pothole exceeds 25mm in depth and 300mm in diameter	1W	1M
Depressions/ scouring	Regulation of subsided areas exceeding 1-sqm and less than 5-sqm.	Repair or regulate where depressions exceed 30mm in depth over a 2 metre straight edge.	1W	1M
Footpath – Vegetation Obstruction	Street tree and/or shrub and/or grasses shaping to maintain desired height, lateral and sight clearances.	Prune street trees, shrubs and grasses to comply with the following clearance limits: <ul style="list-style-type: none"> • Height Clearance: min. 2.4m above footpath • Lateral Clearance: min. 500mm from edge of path 	1M	2M
Footpath - Vegetation Control	The control of vegetation growth	Areas where tree, and/or shrub and/or grass encroaches across greater than 30% of footpath width or obstructs viewing of signage.	1M	2M
Footpaths/Shared Paths/Bike Paths Edge Repairs	Treatment to reduce depressions, holes or drop-off at the interface (edge) of constructed asphalt, concrete or brick paved footpaths/shared paths/bike paths.	Provide repair of depressions exceeding 50mm in depth at the interface of the nature strip and surrounding constructed footpaths/shared/bike paths with topsoil, gravel or sand	1W	1M
Unstable Segmented Paving Areas	The maintenance of paved areas of various construction.	Distressed area where: <ul style="list-style-type: none"> - There are loose, missing, or dislodged pavers, - This is vertical displacement greater than 20mm, or - There are gaps exceeding 25mm Consideration given to replacement of paved areas within annual programs.	1W	1M

DEFECT	DEFINITION/DESCRIPTION	INTERVENTION LEVEL	TARGET RESPONSE TIME	
			Primary	Local
Shared Use Pathway Signs – Guide, Information, Regulatory & Warning	The minor repair, re-erection, straightening, and cleaning of signs and sole purpose supports.	<ul style="list-style-type: none"> ▪ Straighten sign support when it becomes noticeable that it is not vertical. ▪ Replace when damage renders either the sign or support ineffective. ▪ Clean/ replace the sign face when: <ul style="list-style-type: none"> ○ there is a noticeable accumulation of dirt. ○ Message on sign is defaced by graffiti etc. ○ Replace missing or if incorrect sign is in place. 	2W	1M

APPENDIX B – INSTALLATION AND USE OF STOCK UNDERPASS GUIDELINES

DRAFT

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Road Management Plan (Version 5.0)
Date Adopted: ??
File Ref: ??

APPENDIX C - INSTALLATION AND USAGE OF CATTLE GRIDS GUIDELINES

DRAFT

Road Management Plan (Version 5.0)
Date Adopted: ??
File Ref: ??

DRAFT

Road Management Plan (Version 5.0)
Date Adopted: ??
File Ref: ??

Item: 10.7

Review and Consolidation of Council Policies 18.13 Live Streaming and Recording of Council Meetings & 18.16 Audio Recordings Of Council Meetings

OFFICER	Marlo Emmitt
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Draft - 18.13 Live Streaming and Recording Council Policy - 18 February 2021 [10.7.1 - 5 pages] 2. Draft - 18.13 Live Streaming and Recording Council Policy - February 2021 - with all track changes - [10.7.2 - 6 pages]
PURPOSE	To review the consolidated Council Policy 18.13 Live Streaming and Recording of Council Meetings

1. EXECUTIVE SUMMARY

Council currently has two policies that provide guidance on accessibility to recordings of Council meetings. The purpose of this report is to consolidate the two policies and provide the community the opportunity to access both the live streamed Council meetings and the live stream video recordings of Council meetings.

The revised 18.13 Live Streaming and Recording of Council and Planning Committee Meetings policy is intended to replace the two following existing policies:

1. 18.13 - Live Streaming of Council Meetings; and
2. 18.16 - Audio Recordings of Council Meetings

and any previous resolutions regarding the publishing of these recordings. The revised policy is not intended to reduce access to existing recordings of Council meetings.

2. RECOMMENDATION

That Council:

- 1. adopts the revised Council Policy 18.13 Live Streaming and Recording of Council and Planning Committee Meetings which supersedes any previous resolutions regarding the publishing of these recordings;**
- 2. revokes Council Policy 18.16 - Audio Recordings of Council Meetings; and**
- 3. notes that nothing in this revised policy is intended to reduce the community's access to previous audio recordings as resolved by Council on 25 September 2019.**

3. KEY INFORMATION

Council last reviewed and subsequently adopted policy 18.6 Audio Recordings of Council Meetings on 25 September 2019 and policy 18.13 Live Streaming of Council Meetings on 22 April 2020.

The interim Live Streaming of Council Meetings policy was introduced in response to the COVID 19 Pandemic to enable the implementation of live streaming of Council and Planning Committee meetings and address the social distancing regulations of the COVID-19 pandemic. This policy was to be reviewed after 12 months (April 2021).

Council currently makes audio recordings of Council and Planning Committee meetings and makes them available on its website for members of the public in accordance with the current 18.6 Audio Recordings of Council Meetings policy.

It is the intent of this policy to consolidate the two policies with the attached revised 18.13 Live Streaming and Recording of Council and Planning Committee Meetings. It is not the intention of the policy to reduce the access Council has already provided to previous audio-recordings of meetings.

At its Ordinary Council Meeting on 24 July 2019, Council resolved:

"...that effective from the September 2019 Ordinary Council meeting, or earlier if possible, that recordings of Council meetings open to the public are to be made available on the Council's website and may be circulated by other means such as email attachments or on CD..."

While the revised policy will replace the resolution, these recordings will remain available on Council's website and by other means.

The policy proposes to publish a link to the live stream meetings and the subsequent live stream recordings on the Colac Otway Shire's website. It proposes that the link remains available on the website for a period of 12 months and officers suggest that this is a sufficient time, due to their reduced relevancy over time. The Public Records Office considers recordings of meetings as an administrative process and are therefore not considered public records. The meeting minutes, once confirmed by Council, provide the definitive record of Council's resolutions and the Council's position on a particular matter.

The policy currently proposes that these recordings are destroyed as per the Public Records Office guidance. Live stream recordings, for the purposes of the *Public Records Act 1973* and the Retention and Disposal Authority for Records of Local Government Functions, inputs into the development of master sets of Council minutes and it is permissible to destroy them when administrative use

concludes. Council can decide that they require these to be held for a period longer than this, the Public Records office provides for a minimum retention period.

Council currently has a commitment to publish the audio recordings on the website for a period of 6 months and retain the recordings for a period of 4 years prior to destruction.

4. COMMUNITY CONSULTATION & ENGAGEMENT

No community consultation or engagement was sought as these changes are to refine and consolidate the two existing policies.

The act of making the live stream recordings available on Council's website is in itself, an act of engagement with the community, promoting accessibility and transparency of Local Government decision-making.

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.
3. Organisational development and legislative compliance.
5. Communicate regularly with our community and involve them in decision-making.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The community's ability to access live stream recordings of Council and Planning Committee meetings allows those who are unable to attend for various reasons (e.g., distance, disability, ill-health, employment), to be involved and informed. It allows remote access to debate and decision making. Considering the geographic make up on this municipality, it also affords those living some distance from Council Chambers the opportunity to hear the points of view of their elected representatives.

LEGAL & RISK

Provided Council informs meeting participants that livestream recordings of meetings are to be published on Council's website as detailed in the report above, there are no other legal and risk considerations associated with the revision on this draft policy for adoption.

FINANCIAL & BUDGETARY

Not applicable.

7. IMPLEMENTATION STRATEGY

The policy, if adopted will come into effect immediately and apply for the next Council meeting scheduled for 24 March 2021.

COMMUNICATION

Council's website will be updated, and a media release will be circulated to local media advising of the availability of live stream recordings on the website. Associated social media posts will be made at this time also.

TIMELINE

Not applicable.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



Council Policy

18.13 - LIVE STREAMING AND RECORDING OF COUNCIL AND PLANNING COMMITTEE MEETINGS

PURPOSE

The Live Streaming and Recording of Council and Planning Committee meetings Policy provides direction for live streaming and recording of scheduled and special Council and Planning Committee meetings via a link from Council's website.

This policy aims to improve accessibility and community participation in relation to decision making processes. It is envisaged that live streaming of scheduled and special Council and Planning Committee meetings via a link from Council's website will provide greater flexibility and convenient access for the community, as it will allow the public to watch the meeting in real time via the internet without the need to attend in person.

Live streaming of scheduled and special Council and Planning Committee meetings, also eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision making process.

SCOPE

This policy applies to:

- all public scheduled and special Council and Planning Committee meetings conducted by the Colac Otway Shire Council to be live streamed and recorded;
- Councillors and officers of Colac Otway Shire Council;
- Members of the public who attend scheduled and special Council and Planning Committee meetings; and
- Members of the public who access the live streaming and recordings of scheduled and Special Council and Planning Committee meetings via a link from the Colac Otway Shire Council website.

The policy does not extend to any meetings closed to the public in accordance with Section 66 of the *Local Government Act 2020*.

The Governance Rules regulate video and audio recording of Council and Planning Committee meetings as follows:

Rule 13 – Prohibition of Unauthorised Recording of Meetings

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

Nothing in this policy intends to reduce access to existing audio recordings which have been published on Council's website.

DEFINITIONS

Audio Recording - any recording made by any electronic device capable of recording sound. This includes, but is not limited to, recordings made by video camera, cassette recorder, digital audio tape, mobile phone or such other device capable of being used to record a conversation or words spoken.

Council – Colac Otway Shire Council

Chair – person presiding over the meeting

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Confidential meetings - a Meeting of Council which has been closed to members of the public in accordance with Section 66(2) of the *Local Government Act 2020*.

Exceptional Circumstances – a circumstance where there is:

- a risk or threat to public health and safety;
- a threat of violence or aggression by one or more people attending the Council Meeting against others;
- unlawful conduct by an attendee of the Council Meeting;
- significant disruption of the Council Meeting by the conduct of an attendee; and/or
- a reputational risk to the Council.

Inappropriate Information – information which amounts to, or could be perceived to amount to:

- defamation;
- infringement of copyright;
- breach of privacy;
- offensive behaviour including discrimination;
- vilification or inciting hatred;
- confidential or privileged; or
- misleading.

Live streaming – a live transmission of an event over the internet.

Council Meeting – a Meeting of Council, as defined in Section 61(1) of the *Local Government Act 2020*.

Planning Committee Meeting – a Planning Committee Meeting, as constituted by Council under Section 63 of the *Local Government Act 2020*.

Special Meeting – a Special Meeting of Council or the Planning Committee, in accordance with clause 11 of the Governance Rules.

REFERENCES

- *Local Government Act 2020*
- *Public Records Act 1973*
- *Privacy and Data Protection Act 2014*
- *Health Records Act 2001*
- *Freedom of Information Act 1982*
- *Evidence Act 1958*
- Retention and Disposal Schedule – Public Records Office Standards 09/05

STATEMENT OF POLICY

Scheduled and special Council and Planning Committee meetings may be streamed live and recorded and then made available via a link from the Colac Otway Shire website following the principles set out below:

Live Streaming

Colac Otway Shire Council commits to live streaming and recording all scheduled and special Council and Planning Committee meetings where it is practicably possible to do so, and the meeting location has the required equipment and internet capability and connections.

Confidential sections of scheduled or special Council and Planning Committee meetings will not be live streamed.

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Council will make every reasonable effort to make available, via a link from Council’s website, the live stream and recording of scheduled and special Council and Planning Committee meetings. Where technical difficulties beyond Council’s control prevent or interrupt the video of a scheduled or, special Council or Planning Committee meeting, the live stream and recording may not be available. Technical issues may include, but are not limited to, the availability of the internet, network or device failure or malfunction, or power outages.

The live stream recordings of Council meetings will be accessible from the Colac Otway Shire’s website for a period of up to 12 months.

Audio Recording

Council Meetings may also be audio recorded to facilitate the preparation of the minutes of Council and Planning Committee meetings and to ensure their accuracy. These will be disposed once their administrative purpose has ceased, in accordance with the Public Records Office requirements.

In the event that a live streaming recording is not available to be made accessible to the public, this audio recording will be published instead.

Members of the public

The live streaming equipment will be configured to capture all of the scheduled and special Council or Planning Committee meetings, while minimising images and audio of the public gallery.

Notice will be given to people in the public gallery.

- at the commencement of each Council and Planning Committee meeting to be live streamed and recorded, the Chairperson shall provide a statement to notify the attendees of the meeting that the meeting will be live streamed and/or recorded;
- notice will also be given in the meeting agenda;
- where the recording is to be published on Council’s website, notice will also be given on Council’s website;

The Chief Executive Officer, at his or her discretion, may from time to time update the terms of the notices to be given under this clause without updating this policy.

Where a member of the public participates in scheduled or special Council or Planning Committee meetings in any form, those members of the public are, in doing so, agreeing to be live streamed and/or audio recorded.

Viewing live video over the internet can consume larger than usual amounts of data. Council is not responsible or liable for any costs incurred by the viewer.

Termination of live streaming

The Chairperson and/or the Chief Executive has the discretion and authority at any time to direct the termination or interruption of live streaming of scheduled and special Council or Planning Committee meetings where:

- there are Exceptional Circumstances; or
- the content of the scheduled or special Council or Planning Committee meeting is considered by the Chair/Chief Executive to contain Inappropriate Information.

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CM reference		Date of adoption	
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Editing of recordings

The Chief Executive Officer has the discretion and authority to delay publication of a recording in instances where comments made by members of the public at the meeting are considered to be objectionable, offensive, defamatory or inappropriate. The Council is authorised to resolve that live stream recordings of meetings be edited by the deletion of comments from the public which the Council considers to be objectionable, offensive, defamatory or inappropriate.

Liability

The opinions or statements made during the course of a scheduled or special Council or Planning Committee meeting are those of the particular individuals, and not necessarily the opinions or statements of the Colac Otway Shire Council. The Council does not necessarily endorse or support the views, opinions, standards or information contained in the live streaming of scheduled and special Council and Planning Committee meetings.

Council does not accept responsibility or liability for any loss, damage, cost, or expense incurred by any individual or entity as a result of the viewing, use or reliance on information or statements provided in the live streaming of scheduled or special Council and Planning Committee meetings.

The meeting minutes, once confirmed by Council, provide the definitive record of Council’s resolution and the Council’s position on a particular matter.

Access to Live Streams and Audio Recordings

Access to live streams and recordings of scheduled and special Council and Planning Committee meetings are provided for personal and non-commercial use.

Video images and audio contained in a live stream must not be altered, reproduced or republished without the permission of Council. Failure to comply could lead to prosecution.

As soon as practicable following each open Council or Planning Committee meeting, the live stream recording will be accessible on Council’s website as an attachment to the relevant meeting on the “Minutes & Agendas” page.

The live stream recording will be made easily accessible wherever possible, which may include bookmarking technology.

RETENTION

Live stream recordings are, for the purposes of the *Public Records Act 1973* and the Retention and Disposal Authority for Records of Local Government Functions, inputs into the development of master sets of Council minutes and it is permissible to destroy them when administrative use concludes.

Live stream recordings and existing audio recordings of meetings will be stored and destroyed four years after their creation, except where retention for a longer period is otherwise required or recommended by the General Retention and Disposal Authority for Records of Local Government Functions published by the Public Records Office.

Live stream recordings of Council meetings are “documents” for the purposes of the *Freedom of Information Act 1982*. Before a recording is destroyed, if the audio recording is no longer accessible outside of Freedom of Information, the Manager, Governance & Communications will ensure that there are no such requests relating to the recording. If there are requests relating to the recording, the recording will not be destroyed until after the request is dealt with and all relevant review and appeal periods have expired.

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RELATED DOCUMENTS

- Governance Rules
- Councillor Code of Conduct
- Staff Code of Conduct
- Retention and Disposal Authority for Records of Local Government Functions

DOCUMENT CONTROL

Policy owner	Manager, Governance & Communications	Division	Executive
Adopted by council		Policy Number	18.13
File Number		Review date	

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CM reference		Date of adoption	
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Interim Council Policy

18.13 - LIVE STREAMING AND RECORDING OF COUNCIL AND PLANNING COMMITTEE MEETINGS

PURPOSE

The Live Streaming and Recording of Council and Planning Committee Meetings-meetings Policy provides direction for live streaming and recording of Ordinary, Specialscheduled and special Council and Planning Committee meetings via a link from Council's website.

This policy aims to improve accessibility and community participation in relation to decision making processes. It is envisaged that live steaming of Ordinary, Specialscheduled and special Council and Planning Committee meetings via a link from Council's website will provide greater flexibility and convenient access for the community, as it will allow the public to watch the meeting in real time via the internet without the need to attend in person.

Live streaming of Ordinary, Specialscheduled and special Council and Planning Committee meetings, also eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision making process.

SCOPE

This policy applies to:

- all public Ordinary, Specialscheduled and special Council and Planning Committee meetings conducted by the Colac Otway Shire Council to be live streamed and recorded;
- Councillors and officers of Colac Otway Shire Council;
- Members of the public who attend Ordinary, Specialscheduled and special Council and Planning Committee meetings; and
- Members of the public who access the live streaming and recordings of Ordinary,scheduled and Special Council and Planning Committee meetings via a link from the Colac Otway Shire Council website.

The policy does not extend to any meetings closed to the public in accordance with Section 89(2) of the Local Government Act 1989, or in accordance with Section 66(2) of the Local Government Act 2020 once it has commenced.

The Governance Rules regulate video and audio recording of Council and Planning Committee Meetings-meetings as follows:

Rule 13 – Prohibition of Unauthorised Recording of Meetings

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

Nothing in this policy intends to reduce access to existing audio recordings which have been published on Councils website.

DEFINITIONS

Audio Recording - any recording made by any electronic device capable of recording sound. This includes, but is not limited to, recordings made by video camera, cassette recorder, digital audio tape, mobile phone or such other device capable of being used to record a conversation or words spoken.

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CM reference	<u>D20/72949</u>	Date of adoption	<u>22 April 2020</u>
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Council – Colac Otway Shire Council

Chair – person presiding over the meeting

Confidential meetings - a Meeting of Council which has been closed to members of the public ~~under Section 89(2) of the Local Government Act 1989, or under~~ in accordance with Section 66(2) of the *Local Government Act 2020* ~~once it has commenced.~~

Exceptional Circumstances – a circumstance where there is:

- ~~A~~ a risk or threat to public health and safety;
- a threat of violence or aggression by one or more people attending the Council Meeting against others;
- unlawful conduct by an attendee of the Council Meeting;
- significant disruption of the Council Meeting by the conduct of an attendee; and/or
- a reputational risk to the Council.

Inappropriate Information – information which amounts to, or could be perceived to amount to:

- ~~Defamation~~ defamation;
- infringement of copyright;
- breach of privacy;
- offensive behaviour including discrimination;
- vilification or inciting hatred;
- confidential or privileged; or
- misleading.

Live streaming – a live transmission of an event over the internet.

Ordinary Council Meeting – ~~an Ordinary~~ a Meeting of Council, as defined in Section ~~83(a) of the Local Government Act 1989, or as defined in Section~~ 61(1) of the *Local Government Act 2020* ~~once it has commenced.~~

Planning Committee Meeting – a Planning Committee Meeting, as constituted by Council under Section ~~86(1)63~~ of the *Local Government Act* ~~1989~~ 2020.

Special Meeting – a Special Meeting of Council, ~~as defined or the Planning Committee, in Section 83(b)~~ accordance with clause 11 of the ~~Local Government Act 1989~~ Governance Rules.

REFERENCES

- ~~Local Government Act 1989~~
- Local Government Act 2020 (~~once commenced~~)
- Public Records Act 1973
- Privacy and Data Protection Act 2014
- Health Records Act 2001
- Freedom of Information Act 1982
- Evidence Act 1958
- Retention and Disposal Schedule – Public Records Office Standards 09/05

STATEMENT OF POLICY

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CM reference	<u>D20/72949</u>	Date of adoption	<u>22 April 2020</u>
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~~Ordinary, Special~~Scheduled and special Council and Planning Committee meetings may be streamed live and recorded and then made available via a link from the Colac Otway Shire website following the principles set out below:

Live Streaming

Colac Otway Shire Council commits to live streaming and recording of all ~~Ordinary, Special~~scheduled and special Council and Planning Committee meetings where it is practicably possible to do so, and the meeting location has the required equipment and internet capability and connections.

Confidential sections of ~~Ordinary, Special~~scheduled or special Council and Planning Committee meetings will not be live streamed.

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CM reference	D20/72949	Date of adoption	22 April 2020
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Council will make every reasonable effort to make available, via a link from Council's website, the live stream and recording of ~~Ordinary, Special~~ scheduled and special Council and Planning Committee meetings. Where technical difficulties beyond Council's control prevent or interrupt the video of ~~an Ordinary, Special~~ a scheduled or, special Council or Planning Committee meeting, the live stream and recording may not be available. Technical issues may include, but are not limited to, the availability of the internet, network or device failure or malfunction, or power outages.

The live stream recordings of Council meetings will be accessible from the Colac Otway Shire's website for a period of up to 12 months.

Audio Recording

Council Meetings may also be audio recorded to facilitate the preparation of the minutes of Council and Planning Committee Meetings-meetings and to ensure their accuracy. These will be disposed once their administrative purpose has ceased, in accordance with the Public Records Office requirements.

In the event that a live streaming recording is not available to be made accessible to the public, this audio recording will be published instead.

Members of the public

The live streaming equipment will be configured to capture all of the ~~Ordinary, Special~~ scheduled and special Council or Planning Committee ~~Meeting-meetings~~ Meeting, while minimising images and audio of the public gallery.

Notice will be given to people ~~People~~ in the public gallery ~~of an Ordinary, Special or Planning Committee meeting which will be live streamed~~ will be given appropriate notice of the possibility of their image being included in the live stream.

- at the commencement of each Council and Planning Committee Meeting-meeting that will to be live streamed and/or recorded, the Chairperson shall provide a statement to notify the attendees of the Council-meeting that the meeting will be live streamed and/or recorded;
- notice will also be given in the Council Meeting-meeting agenda as set out in appendix 1;
- where the recording is to be published on Council's website, notice will also be given on Council's website;

The Chief Executive Officer, in-at his or her discretion, may from time to time update the terms of the notices to be given under this clause without updating this policy.

Where a member of the public participates in ~~an Ordinary, Special~~ scheduled or special Council or Planning Committee meetings in any form, those members of the public are, in doing so, agreeing to be live streamed and/or audio recorded.

Viewing live video over the internet can consume larger than usual amounts of data. Council is not responsible or liable for any costs incurred by the viewer.

Termination of live streaming

The Chairperson and-/or the Chief Executive has the discretion and authority at any time to direct the termination or interruption of live streaming of ~~an Ordinary, Special~~ scheduled and special Council or Planning Committee meetings where:

- There-there are Exceptional Circumstances; or
- The-the content of the ~~Ordinary, scheduled or Special-special or Council or~~ Planning Committee meeting is considered by the Chair/Chief Executive to contain Inappropriate Information.

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CM reference	<u>D20/72949</u>	Date of adoption	<u>22 April 2020</u>
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Editing of recordings

The Chief Executive Officer has the discretion and authority to delay publication of a recording in instances where comments made by members of the public at the meeting are considered to be objectionable, offensive, defamatory or inappropriate. The Council is authorised to resolve that live stream recordings of meetings be edited by the deletion of comments from the public which the Council considers to be objectionable, offensive, defamatory or inappropriate.

Liability

The opinions or statements made during the course of ~~an Ordinary, Special~~ scheduled or special Council or Planning Committee meeting are those of the particular individuals, and not necessarily the opinions or statements of the Colac Otway Shire Council. The Council does not necessarily endorse or support the views, opinions, standards or information contained in the live streaming of ~~Ordinary, Special~~ scheduled and special Council and Planning Committee meetings.

Council does not accept responsibility or liability for any loss, damage, cost, or expense incurred by any individual or entity as a result of the viewing, use or reliance on information or statements provided in the live streaming of ~~Ordinary~~ scheduled or, Special-special Council and Planning Committee meetings.

The meeting minutes, once confirmed by Council, provide the definitive record of Council's resolution and the Council's position on a particular matter.

Access to Live Streams and Audio Recordings

At its Ordinary Council Meeting on 24 July 2019, Council resolved:

That Council

"Acknowledges that this resolution does not authorise the release of any recordings made prior to the December 2019 Ordinary Council Meeting and does not alter any existing rights."

Access to live streams and recordings of ~~Ordinary, Special~~ scheduled and special Council and Planning Committee meetings are provided for personal and non-commercial use.

Video images and audio contained in a live stream must not be altered, reproduced or republished without the permission of Council. Failure to comply could lead to prosecution.

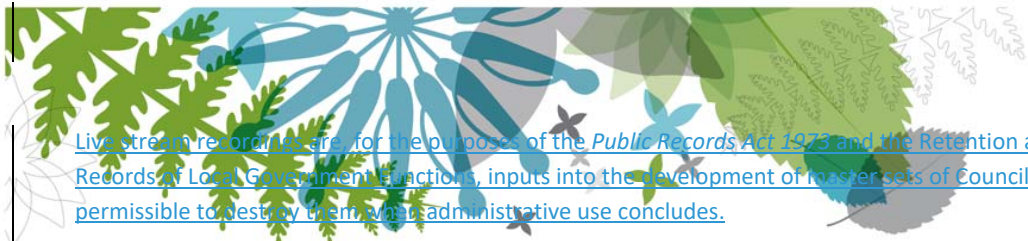
As soon as practicable following each open Council or Planning Committee meeting, the live stream recording will be accessible on Council's website as an attachment to the relevant meeting on the "Minutes & Agendas" page.

The live stream recording will be made easily accessible wherever possible, which may include bookmarking technology.

RETENTION

Uncontrolled when printed

CM reference	<u>D20/72949</u>	Date of adoption	<u>22 April 2020</u>
--------------	------------------	------------------	----------------------



Live stream recordings are, for the purposes of the *Public Records Act 1973* and the Retention and Disposal Authority for Records of Local Government Functions, inputs into the development or masterpieces of Council minutes and it is permissible to destroy them when administrative use concludes.

As Council has resolved to make live stream recordings of Council and Committee meetings available via Council's website, live Live stream recordings and existing audio recordings of meetings will be stored and destroyed four years after their creation, except where retention for a longer period is otherwise required or recommended by the General Retention and Disposal Authority for Records of Local Government Functions published by the Public Records Office.

Live stream recordings of Council meetings are "documents" for the purposes of the *Freedom of Information Act 1982*. Before a recording is destroyed, if the audio recording is no longer accessible outside of Freedom of Information, the Manager, Governance & Communications will ensure that there are no such requests relating to the recording. If there are requests relating to the recording, the recording will not be destroyed until after the request is dealt with and all relevant review and appeal periods have expired.

Review

As this is an interim policy, this policy will be reviewed within 12 months of adoption.

RELATED DOCUMENTS

- Governance ~~Local Law 4~~ Rules
- Councillor Code of Conduct
- Staff Code of Conduct
- [Retention and Disposal Authority for Records of Local Government Functions](#)

DOCUMENT CONTROL

<u>Policy owner</u>	<u>Manager, Governance & Communications</u>	<u>Division</u>	<u>Executive</u>
<u>Adopted by council</u>	<u>22 April 2020</u>	<u>Policy Number</u>	<u>18.13</u>
<u>File Number</u>	<u>D20/72949</u>	<u>Review date</u>	<u>22 April 2021</u>

Uncontrolled when printed

CM reference	<u>D20/72949</u>	Date of adoption	<u>22 April 2020</u>
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Item: 10.8

Quarterly Performance Report - October to December 2020

OFFICER	Melanie Duve
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	1. Final - Quarterly Reporting - October to December 2020 [10.8.1 - 63 pages]
PURPOSE	To provide Council with the Quarterly Performance Report, 1 October to 31 December 2020.

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 financial performance as at 31 December 2020.

2. RECOMMENDATION

That Council notes the Quarterly Performance Report 2020-2021 for the period of 1 October to 31 December 2020.

3. KEY INFORMATION

The Quarterly Performance Report October to December 2020 provides Council with a progress report as at 31 December 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
- Council Plan Performance Report
- Planning and Building Performance Report
- Capital Works Performance Report
- Major Initiatives Performance Report
- Quarterly Budget Report for 6 Months Ended 31 December 2020.

The Executive Management Team has reviewed the results to 31 December and after taking the 2019/20 actual results into consideration (including carry forwards), provide the following summary in relation to the 2020/21 forecast results.

Compared to the adopted budget:

- The Original Budget adopted had an operating deficit of (\$448k)
- The September 2020 forecast adjustments increased the operating result by \$1.395m to \$947k.
- The December 2020 forecast adjustments decrease the operating result by \$351k to \$596k.
- Capital works program is currently forecast to increase by \$4.2m to \$14.4m.
- Closing cash balance is currently forecast to increase by \$0.7m to \$14.5m.
- Reserve balance is forecast to increase by \$1.4m to \$14.3m. I.e Cash will only exceed reserves by approximately \$235k.

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 2021 and that 50% of the 2020/21 Federal Assistance Grants are received in advance again.

Impact of the COVID-19 pandemic on the 2020/21 budget

The 2020/21 budget was impacted by the onset of the COVID-19 pandemic, requiring Council to make amendments to support the community and cover expected lost revenue and increased costs resulting from the pandemic. These amendments included a reduction in spending of \$1.94m to enable Council to deliver a responsible budget. This reduced spending was to cater for:

- Allocated \$950k to help lead and support the community
- \$785k expected lost revenue/additional cost (refer to Table 1):
 - \$455k operational impact in 2019/20
 - \$330k operational impact in 2020/21

	2019/20	2020/21	Total	
Lost Revenue/Additional Cost	\$'000	\$'000	\$'000	Comments
BWFC	(40)	(40)	(80)	Reduced user income, partially offset by reduced employee costs and utility charges
COPACC	(80)	(20)	(100)	Reduced ticketing income, partially offset by reduced employee costs
Interest on Rates	(15)	-	(15)	Interest to be waived until 30 June 2020
Additional IT Infrast.	(75)	-	(75)	System upgrade and remote access for staff to continue working
Visitor Information Centre closures	(30)	(30)	(60)	\$15k per month lost revenue/offset by \$5k in casual wages per month
Audio/Visual Conferencing Hardware and Software	(50)	-	(50)	To enable Council business to continue
Additional cleaning services	(70)	(70)	(140)	\$5k per week
Employee Costs - Delay recruitment	50	-	50	Estimate across the organisation
PPE Equipment	(15)	-	(15)	Masks, hand sanitiser & wipes for staff protection
Reduced Planning & Building Permit revenue	-	(50)	(50)	Reduced permit demand & loss of fee revenue due to economic impacts
Virus Vaccination (when available)	-	-	-	Cost unknown at this time
Reduced Local Laws Infringements. Fees, etc	(80)	(70)	(150)	
Other	(50)	(50)	(100)	Contingency for additional expenditure
	(455)	(330)	(785)	

It is important to note that \$1.35m of this reduced spend was relating to Capital Works, which is not reflected in the Operational Result. The budget was therefore constructed to produce an operational deficit, but to still maintain Council's working capital.

The reduction in Capital Works, included reductions to the following:

- Sealed Road Resealing Program (\$350k)
- Building Renewal (\$250k)
- Unsealed Road Reconstruction Program (\$200k)
- Footpath Renewal Program (\$100k)
- Matching Grants Funding Allocation (\$448k)

The budget contained flexibility for Council should the final cost be greater than \$785k, such as reducing the amount allocated to the Business and Community Support Fund or borrowing from internal reserves.

December Update of COVID-19 impact

Officers continue to monitor the estimated impacts of COVID-19, which are still considered reasonable at this stage. Below are the changes to the forecasted operational impact of the Pandemic:

- School Crossings – Reduced expenditure due to reduced staffing requirements (\$13k).
- COPACC – Costs of COVID lower than expected (\$53k).
- Reduced organisational training expenditure - Largely related to working from home conditions (\$20k).
- Visitor Information Centres - Impact of COVID more favourable than expected (\$18k).
- Information Management Department - Delayed staff training due to COVID (\$9k).
- Reduced penalty interest - Extended period of no penalty interest to 30 June 2021 (\$55k).
- Bluewater Leisure Centre – The centre was required to be closed longer than expected, resulting in reduced revenue, partially offset by reduced expenditure. This had an unfavourable operational impact (\$91k).
- Sanitation Costs – Working For Victoria (W4V) staff have been utilized throughout the July 20 – December 20 period. The sanitation costs post-W4V funding will have an unfavourable operational impact (\$100k).

The Chief Executive, as required under Section 97(3) of the Local Government Act 2020 is of the opinion a revised budget is not required.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Comprehensive community consultation and engagement was undertaken during the development of the Council Plan 2017-2021 and the 2020-2021 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 addressed in the body of the report.

7. IMPLEMENTATION STRATEGY

Not applicable.

COMMUNICATION

The Quarterly Performance Report will be available on Council's website following the February 2021 Council Meeting.

TIMELINE

Not applicable.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



Quarterly Performance

Report 2020/21

Second Quarter

1 October - 31 December 2020



Colac Otway
SHIRE

Table of Contents

Introduction	3
Chief Executive Report	4
Council Plan Strategic Themes	6
Understanding the Quarterly Performance Report	7
Council Plan 2017-2021 Progress Against Actions	
Our Prosperity	8
Our Places	12
Our Community	18
Our Leadership & Management	20
Planning and Building Performance Report	24
Capital Expenditure Report	32
Major Initiatives Report	34
Finance Performance Report	
Executive Summary	39
Income Statement	49
Balance Sheet	50
Statement of Cash Flow	51
Service Area Report	52

Acknowledgment

The Colac Otway Shire proudly acknowledges the Gulidjan and Gadubanud peoples as the traditional custodians of the Colac Otway Region.

We pay our respects to their Ancestors and Elders, past, present and emerging. We recognise and respect their unique cultural heritage, beliefs and relationship to their traditional lands, which continue to be important to them today and into the future.

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 Places, 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.

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 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.

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.

Development of Council Plan 2021-2025

Colac Otway Shire is currently preparing to undertake a community engagement process to assist in the development of a Community Vision.

The Community Vision will help to inform the Council Plan 2021-2025 and our Municipal Public Health & Wellbeing Plan.

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.

Chief Executive Report

Colac Otway Shire welcomed a new Council and moved from COVID-19 relief to recovery in a significant quarter for the organisation and its new elected representatives.

Thirteen candidates, including four outgoing Councillors, nominated for seven Council positions.

Councillors Kate Hanson, Stephen Hart, Chris Potter and Joe McCracken were re-elected, along with new Councillors Jamie Bell, Graeme Costin and Marg White.

The new Council elected Cr Hanson as Mayor and Cr Costin as Deputy Mayor, with Councillors attending a comprehensive induction program and familiarising themselves with the new Local Government Act and key Council priorities between the election and end of 2020.

During the second quarter of 2020/21, the roles of Council's pandemic and Economies & Business Enterprises teams became crucial to COVID-19 recovery.

As COVID-19 restrictions began to lift and both Council facilities and businesses began to reopen, the need to support the community with implementing COVID-safe measures became a key focus.

The challenges of the 'Ring of Steel' and an upcoming fire season were well managed by Council's pandemic and emergency management team.

Colac Otway Shire was able to implement an online permit system, providing non-resident ratepayers access to their properties for necessary fire prevention work, within days of the Government's change in restrictions.

Restrictions rapidly changed again, with the removal of the Ring of Steel by early November, and Council again responded quickly to the anticipated increase in visitation to the shire.

Council's Economies and Business Development, Local Laws Community Safety & Planning Departments worked closely to streamline the permit process for outdoor dining, in accordance with COVID-19 restrictions.



The State Government's Working for Victoria Program, providing job opportunities for redeployed Council staff and other local residents within Council, assisted the rollout of COVID-19 recovery initiatives and delivered key maintenance across the shire, with a focus on small town improvement.

Officers employed through the program also provided necessary resources for the Buy Local campaign implementation, business support initiatives and a range of other projects including street banner design, graphic design and photographic library update.

Council's Buy Local Campaign, supported by Colac and Apollo Bay Chambers of Commerce, commenced in December with videos across social media encouraging residents to shop locally for Christmas, and an official campaign launch planned for early 2021.

Council continued to support local businesses as a key focus of the community's COVID-19 recovery, with regular e-newsletters and cross promotion opportunities through Council's communication channels.

A majority of office-based Council officers continued to work remotely throughout the quarter, in accordance with restrictions, while services and operations staff, for example, continued service delivery through changes to the number of people in vehicles and other COVID-safe measures.

In acknowledging the impact of COVID-19 on the wider community, Council extended its no-interest period for ratepayers who were facing financial difficulties.

Council was successful in attracting a total of \$3.4 million across two rounds of the Federal Government's Local Roads and Community Infrastructure Program, delivering a range of projects including new and upgraded footpaths shire wide and netball/tennis court resurfacing.

These projects, which will continue into 2021, will be of great benefit to local contractors and our communities, however Council's resources have been stretched to deliver in the prescribed tight timeframe in the midst of the pandemic.

In other capital works, Central Reserve Netball Courts are nearing completion after the scope of project shifted significantly following the discovery of the old pool and an unstable sub-base pushed out costs and timelines.

The Forest Street Bridge replacement is also moving forward after delays resulting from service relocations, and will improve access for businesses and residents, and enable the future development of the industrial precinct.

Council is moving towards a resolution with the necessary resealing of a section of the velodrome at Elliminyt, which is expected to be completed by the contractor in early 2021.

Barbecues removed from Colac's former Lions Park area during the Barongarook Creek Bridge upgrade and indigenous revegetation project are in the process of being relocated to a new picnic area further along the creek. The new site provides a quieter space away from the highway while accessible to the public toilets and car parking.

Colac Regional Saleyards was able to continue operating throughout COVID-19 lockdowns by moving to the dairy ring and regulating social distancing, while also preparing to implement new initiatives.

Online sales, providing a platform for buyers from across Australia to bid on local cattle, were trialled successfully in November and December in preparation for the annual Premier Weaner Sales in January.

Council also received a positive response to its timely, targeted increase in waste services, with additional greenwaste collections in October and greenwaste skips provided in Kennett River and Wye River to support residents and property owners with pre-season fire preparation.

As is the practice in Colac Otway Shire, Additional recycling collections started at Christmas and were scheduled to continue through January.

In December, Council welcomed a \$1.57 million State Government grant to expand the Forrest Mountain Bike Trails, which will secure Forrest's future as a key mountain biking and tourist destination.

The Building Works funding in addition to the State Government's \$500,000 grant and Colac Otway's \$250,000 budget allocation announced earlier in the year, will allow construction to commence.

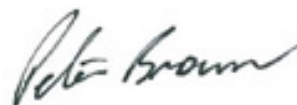
In other significant State Government announcements, Planning Minister Richard Wynne approved the Colac 2050 Growth Plan, which was adopted by Council in August 2019.

The plan will open doors for strategic development to accommodate its long-term projected population growth.

Council continues to advocate for funding key projects including the Irrewillipe Road Basin (Elliminyt Wetlands Project), which could unlock housing opportunities, and the Forrest Gateway Project, along with other priority projects.

Colac Otway developed its draft Community Engagement Strategy in 2020, and the development of the 2050 Community Vision will be among its many priorities moving into 2021.

Council acknowledges the global uncertainty of the COVID-19 situation and the financial challenges it faces, while recognising the balance needed to respond to immediate issues and plan for Colac Otway's future. These factors will play a large part in the formulation of Council's plans and budget.



Peter Brown
Chief Executive
Colac Otway Shire Council

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 European settlement, whilst our population of Aboriginal people dates back tens of thousands of years. 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.

Understanding the 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 Initiatives and the status of Council's finances.

The following pie chart shows 40% of the actions are on track as of the second quarter of 2020-2021. There are 33 actions (39%) that are ongoing for the four years of the Council Plan 2017-2021. Of the 76 Council Plan actions, two require further resources to be implemented. COVID-19 restrictions have impacted three actions which have been put on hold, it is still unknown if these actions can be completed under the current Council Plan. 14% of actions have now been completed under the current Council Plan.

What the icons mean:



ON TRACK

Work has commenced and on track



Action has been completed



MONITOR

Action is ongoing for duration of the Council Plan



NEEDS WORK

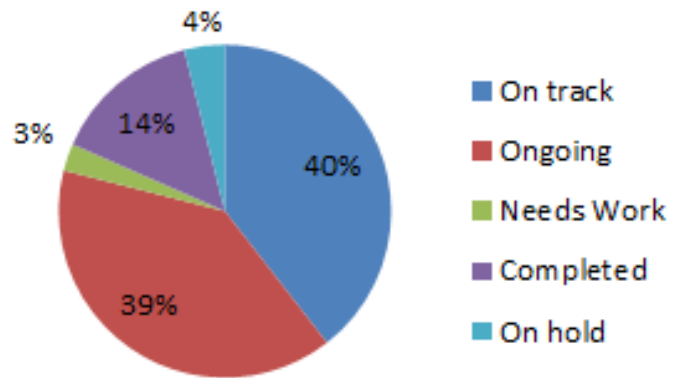
Project has commenced, actions require further work



MONITOR


Action is hold due to COVID-19


Progress Status





The following pages provide information about the status of each Council Plan Action, with further details about progress and challenges in the commentary.


Our Prosperity

Action	% Complete	Status
1.1.1. Provide direction on how growth across the shire should proceed and ensure adequate land is provided for industrial and residential use.	50.00	 ON TRACK
<p>The Colac 2050 Growth Plan, which establishes growth areas for Colac/Elliminyt, has recently been approved by the Minister for Planning. Officers have sought funding from the Victorian Planning Authority to commence a Precinct Structure Plan for the Colac West growth area to facilitate rezoning and release of further residential land. Officers are also liaising with land owners concerning rezoning proposals in Colac, and are finalising the Development Plan for existing residential zoned land abutting the former Colac High School site which will allow land to be subdivided for housing. Officers are progressing technical assessments for industrially zoned land east of Forest Street in Colac for a Development Plan that aims to facilitate future industrial development. A business case has also been prepared for the 2021/22 budget process for funding of a Settlement Strategy for the Shire that would review planning for small towns in the Shire.</p>		

Action	% Complete	Status
1.1.2 Implement a Colac Otway Economic Development Strategy.	50.00	 ON TRACK
<p>Work continues on implementing the Strategy. In the second quarter, focus has started to shift towards facilitating businesses, business groups and investors to re-activate and re-start following COVID-19.</p>		


Action	% Complete	Status
1.1.3 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.	50.00	 ON TRACK
<p>Council has not yet funded a specific review of housing stock in Colac, but strategic planning is occurring to facilitate development of land adjacent to the former Colac High School through preparation of a Development Plan, and funding is being sought externally to initiate a Precinct Structure Plan for the Colac West growth area. Officers have also participated in a Key Worker Housing Project with other Great Ocean Road councils which aims to identify actions to overcome housing availability constraints for employees in Colac's key professional and manufacturing industries and for seasonal workers in Apollo Bay. Officers are also participating in a G21 Regional Social Housing Study which will identify housing needs across the Shire for the most vulnerable and establish strategies to address this.</p>		


Action	% Complete	Status
1.1.4 Identify and improve tourism assets across the Shire.	Ongoing	 MONITOR
<p>This significant piece of work will require funding to complete. Pre-planning work on City Deal projects have progressed in preparation for works in 2021. Work is also occurring to finalise the Apollo Bay Harbour Development Plan, with Stage 1 redevelopment works set to commence in 2021 under the City Deal project.</p>		


Action	% Complete	Status
1.1.5 Prepare an Infrastructure Master Plan for Apollo Bay and Coastal Townships, covering categories including roads, car parking, bus parking, footpaths and storm water drainage.	50.00	 ON TRACK
<p>A Community Infrastructure Plan is being prepared for Apollo Bay, Marengo and Skenes Creek which will be presented to Council early in 2021. It builds on the previous Coastal Tourism Traffic & Parking Study and will provide strategies for improvement of public land in the three townships including the main central foreshore of Apollo Bay and commercial areas. It will specifically address footpath, toilet and other infrastructure improvements required to support residential and tourism needs, and will recommend changes to traffic management. A Harbour Development Plan had been prepared as part of this project, but was progressed separately to exhibition of a draft plan in August and was adopted in December. Preparation of the draft plan has been delayed by Department of Transport's request for Council to prepare a Movement & Place Assessment concerning proposed traffic management changes for the Great Ocean Road, and officers are</p>		


Our Prosperity


seeking to gain DELWP support for initiatives relating to foreshore land.

Action	% Complete	Status
1.1.6 Attract investment to implement key master plans that will drive economic growth such as the Lake Colac Foreshore Master Plan.	Ongoing	 MONITOR
Council continues to scope identified projects and seek funding opportunities that will help realise the objectives set out in the Lake Colac Foreshore Master plan. The detailed design work for the Forrest Mountain Bike Strategy implementation is now complete. Successful funding for implementation has also been achieved totaling \$2,350,000. Funding consists of \$250,000 from Council, \$500,000 from Regional Development Victoria, and \$1,570,000 from the Department of Environment, Land, Water & Planning.		

Action	% Complete	Status
1.1.7 Remove unnecessary planning triggers to streamline planning processes.	50.00	 ON TRACK
Amendment C102 which removed redundant Environmental Significance Overlays at Colac, Elliminyt and in the Warrion groundwater area has been finalised, and Amendment C90 has been submitted to the Planning Minister for approval - this amendment will remove planning permit requirements associated with building works in flood prone areas where they are constructed above the nominated flood level. Officers have also prepared an amendment to Heritage Overlay provisions in Colac to remove requirements for minor building works following a Council resolution at the September meeting. Officers are also close to finalising a review of Erosion Management Overlay provisions which will result in reduced mapping of the overlay and reduced planning requirements - this will be reported to Council early in 2021.		

Action	% Complete	Status
1.1.8 Strengthen partnerships with employers in the Shire, and continue to participate in and support the Designated Area of Migration Agreement and associated projects.	Ongoing	 MONITOR
Council officers have maintained direct contact with employers, and also maintained contact with employer representative bodies such as the Chamber of Commerce and the Colac Large Employers Group. Council officers have worked actively with the Warrnambool City Council to support the designated area migration agreement.		





Action	% Complete	Status
1.2.9 Identify and promote Tourism pathways between attractions across the whole shire.	Ongoing	 MONITOR
While COVID-19 has had a significant effect on tourism, Council continues its activities in tourism promotion in partnership with, and aligned with the strategies of, Great Ocean Road Regional Tourism.		

Action	% Complete	Status
1.2.10 Identify and support employment in tourism.	Ongoing	 MONITOR
COVID-19 has caused a significant downturn of the tourism industry. Council support during this time has included calls to tourism operators to direct them to government support, the implementation of BookEasy online booking software, and an additional injection of \$30,000 for a targeted marketing campaign aimed at attracting domestic visitation to Apollo Bay and the Otways as part of our community's COVID-19 recovery. In addition, Council is facilitating the expansion of outdoor dining throughout the shire, with a particular emphasis on Apollo Bay as it will be a focus for tourism visitation when restrictions lift. Results of these measures in the second quarter have seen 'parklets' installed in Apollo bay with funding received from the State Government and as well as delivery of the Great Sleepover Campaign.		


Our Prosperity


Action	% Complete	Status
1.2.11 Explore options to facilitate new tourism accommodation	50.00	 ON TRACK
An assessment of accommodation opportunities for Colac has been developed, which will provide a basis for Council to pursue investment from the private sector.		
Action	% Complete	Status
1.2.12 Review Planning controls for the coastal hinterland and support establishment of tourist accommodation.		 NEEDS WORK
Funding from Council is required to progress this initiative.		
Action	% Complete	Status
1.2.13 Review the Shire Events Strategy and partner with event organisers to assist them preserve the amenity of residents while running successful events.	Complete	
Action completed in 2019/20.		
Action	% Complete	Status
1.2.14 Facilitate the attraction of investment in the development of high standard accommodation in Colac and Apollo Bay, complemented by high yielding nature based experiences.	Ongoing	 MONITOR
Council is continuing conversations with potential investors and developers led by a study, which assessed accommodation opportunities in Colac.		
Action	% Complete	Status
1.2.15 Encourage and support existing owners of accommodation to upgrade, refurbish and develop new infrastructure to meet visitor demand.	Ongoing	 MONITOR
Due to COVID-19, this action has been temporarily put on hold to respect the financial difficulties our accommodation sector is experiencing as a result of restrictions and social distancing. However, investigations continue into securing opportunities to expand Colac and Apollo Bay's accommodation offerings more broadly.		
Action	% Complete	Status
1.2.16 Review the Great Ocean Road Closure Policy.	Complete	
Policy has been reviewed and endorsed by Council. Expressions of Interest have been advertised and will be reviewed in due course.		
Action	% Complete	Status
1.3.17 Seek regional funds from State and Federal Governments.	Ongoing	 MONITOR
Grant management has progressed well and Council now has a system developed to proactively manage State and Federal grants. Council continues to secure funds for required projects from both levels of government.		


Our Prosperity


Action	% Complete	Status
1.3.18 Develop and maintain regional partnerships and joint advocacy.	50.00	 ON TRACK
Council continues to be involved with all regional bodies, including G21, Barwon Regional Partnership, the Regional Development Australia Barwon South West committee and the great South Coast CEOs group. Council has been involved in a number of joint advocacy plans with each of these groups.		
Action	% Complete	Status
1.3.19 Seek to influence education providers to match local job opportunities with available skills training.	Ongoing	 MONITOR
Council has ongoing participation in the GROW program as well as regular liaison with local employers and schools to support the implementation of this action.		
Action	% Complete	Status
1.3.20 Support programs to reduce youth unemployment and promote employment for disadvantaged groups in partnership with employers, G21 and the GROW initiative.	Ongoing	 MONITOR
Council has ongoing participation in the GROW initiatives and their rollout relevant to the Colac Otway Shire.		
Action	% Complete	Status
1.4.21 Maintaining connections with the Great Ocean Road Authority and provide input into social, economic and environmental values.	50.00	 ON TRACK
Council continues to attend all forums and respond to all questionnaires and requests for information. Council has maintained an ongoing relationship with the interim management arrangements.		


Our Places


Action	% Complete	Status
2.1.1 Develop and implement a Property Strategy.	25.00	 MONITOR
This has been scoped and intention is to develop internally. No further work has commenced on this during the first quarter due to the COVID-19 pandemic.		

Action	% Complete	Status
2.1.2 Develop and maintain constructive partnerships to access appropriate levels of funding, coordination, infrastructure and services.	Ongoing	 MONITOR
Council officers are monitoring federal and state governments to ensure that all grant opportunities are considered and able to be realised where appropriate.		


Action	% Complete	Status
2.1.3 Conduct an ongoing program of service reviews to guide planning for infrastructure	50.00	 ON TRACK
Council has adopted a program of detailed service reviews for the next three years. The program is reviewed on an annual basis and will be implemented subject to budget being available. A review of the Asset Management and Project Management areas within the Infrastructure and Leisure Services Division has been completed and reported to Council. Council is also proposing a review of Service and Operations in 2021.		


Action	% Complete	Status
2.1.4 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 officers continue to meet with representatives of coastal communities with a focus on the community infrastructure plan for Apollo Bay and implementation of the City Deal. Council officers have liaised directly with the Apollo Bay Chamber of Commerce in relation to responses to the COVID-19 pandemic. Council continues to meet with key organisations on a monthly basis.		


Action	% Complete	Status
2.2.5 Update the Planning Scheme to reflect changing community needs and priorities.	50.00	 ON TRACK
A range of planning scheme amendments are in various stages of progress, aiming to remove unnecessary planning controls from overlays. A Flood Study has been completed for Birregurra, and draft planning controls are being prepared to reflect outcomes of new flood mapping in the Planning Scheme. Planning scheme amendments are also being prepared and/or exhibited to facilitate development outcomes at a future service station site east of Colac and at the Red Rock Art Gallery in Cororooke.		


Action	% Complete	Status
2.2.6 Ensure best practice guides planning and management of the natural environment and associated assets.	50.00	 ON TRACK
Environmental advice has been provided to the Planning Department on statutory and strategic planning matters and Infrastructure on capital works projects to ensure they have minimal impact on the natural environment.		

Our Places

Action	% Complete	Status
2.3.7 Enhance the attractiveness of towns in the shire for both residents and tourists/visitors.	50.00	 ON TRACK
Townships within the shire have received beatification and general maintenance activities from Service and Operations in conjunction with the Working for Victoria initiative.		


Action	% Complete	Status
2.3.8 Advocate for improvements to public open space where the State Government is the land owner/manager.	Ongoing	 MONITOR
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. Ongoing discussions have been held with the newly established Great Ocean Road Coast and Parks Authority, which is the management authority for much of the open space in our coastal areas.		


Action	% Complete	Status
2.3.9 Develop and implement a prioritised program to review and implement master plans, community infrastructure plans and structure plans for small towns across the shire, including the City Deal project.	50.00	 ON TRACK
A business case has been prepared for the 2021/22 budget process for funding of a Settlement Strategy for the Shire that would review planning for small towns in the Shire. The Colac 2050 Growth Plan completed in 2018 establishes growth areas for Colac/Elliminyt and officers have sought funding from the Victorian Planning Authority to commence a Precinct Structure Plan for the Colac West growth area to facilitate rezoning and release of further residential land. Officers are also liaising with land owners concerning rezoning proposals in Colac, and are finalising the Development Plan for existing residential zoned land abutting the former Colac High School site. A draft Community Infrastructure Plan is being finalised for Apollo Bay, Marengo and Skenes Creek.		


Action	% Complete	Status
2.3.10 Incorporate treatments into infrastructure standards that enhance community perceptions of safety.	Complete	
Crime Prevention Through Environmental Design principles are applied in all design work as industry best practice. This requirement is incorporated into all design briefs.		


Action	% Complete	Status
2.3.11 Maintain parks and gardens, sports reserves and streetscapes.	Ongoing	 MONITOR
A program of works has been scheduled for all parks, reserves open space, trees and streetscapes This program is based on a three scale service level one-three. Where one is the highest standard and three is the lowest service standard. Monthly routine cleaning of the CBD footpaths in Colac has now been implemented and has commenced. Apollo Bay CBD footpaths are cleaned bi-annually and by exception throughout the year. Paths were cleaned in December prior to the tourist influx and this activity is now provided by Services and Operations with specialised equipment to improve quality and cost effectiveness.		


Our Places


Action	% Complete	Status
2.3.12 Support enjoyment of outdoor experiences through the provision of a network of quality open spaces, including paths and trails.	75.00	 ON TRACK
<p>Council officers continue to seek external funding to partner with Council to upgrade open space areas and active reserves.</p> <p>Projects nearing completion include Central Reserve lighting upgrade and netball court redevelopment. Council has been successful in receiving State Government funding to complete the City Reserve Master Planning and the Cororooke Open Space Path Network and Playspace project.</p> <p>Council continue to work with the Old Beechy Rail Trail landowners to secure public use of the trail – updated landowner licence agreements have been distributed to landowners for consideration.</p>		

Action	% Complete	Status
2.3.13 Develop a prioritised program of works to support physical activity and active transport, and advocate for funding to continue to implement actions identified in the Active Transport Strategy.	Ongoing	 MONITOR
<p>Council has received notification that the application to complete Stages one and three of the Cororooke Open Space Master Plan has been successful. Work continues in progressing the upgrade to the Memorial Square Playspace – funding has been secured, and a detailed concept plan finalised following an extensive community engagement process.</p>		


Action	% Complete	Status
2.3.14 Evaluate the feasibility of a regional wet waste facility to manage waste from road and drainage maintenance.	Complete	
<p>Under a new formal agreement with landholders, recovered material from road side collection is now repurposed with land owners. This practice has been introduced as an alternative to a wet waste facility.</p>		


Action	% Complete	Status
2.3.15 Continue to support the Apollo Bay community's advocacy for the development of a public indoor heated swimming pool in Apollo Bay.	Complete	
<p>Action completed in 2019/20</p>		


Action	% Complete	Status
2.3.16 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.	50.00	 ON TRACK
<p>The Local Laws and Community Safety Team has had to adjust to the challenges faced under COVID-19 restrictions. More focus has been placed on animal management, free camping areas and facilitating outdoor dining rather than timed parking.</p>		


Action	% Complete	Status
2.4.17 Ensure best practice guides planning and management of the natural environment and associated assets, and Council's response to climate change.	50.00	 ON TRACK
<p>Environmental advice has been provided to various areas of Council to ensure that their programs consider the impacts of climate change. A recent project was completed looking at landslip risk in coastal towns. The project incorporated climate change modelling to assess the risk under different scenarios</p>		


Our Places

Action	% Complete	Status
2.4.18 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.	50.00	 ON TRACK
Council continues to advocate for more action to be taken to manage the coastal erosion issues in Apollo Bay and Marengo. The State Government allocated funding to enable further investigations to be undertaken by Department of Environment, Land, Water and Planning and works are planned for 2021/22. It is anticipated that these works will help manage the erosion in the medium term, but further works will be required to achieve a long term solution. Accordingly, upon completion of the planned works Council will continue to advocate for further funding to be provided to realise a long term solution.		


Action	% Complete	Status
2.4.19 Improve the health and sustainability of the natural environment through structured planning with our partners.	50.00	 ON TRACK
Council continues to work with multiple agencies (e.g. Department of Environment, Water, Land and Planning, Barwon Water, Corangamite Catchment Management Authority (CCMA) etc) through various forums (e.g. G21 Environmental Pillar, IWM Network, CCMA Partnership Network etc) to enable joint planning and collaboration on regional projects.		


Action	% Complete	Status
2.4.20 Deliver localised planning to communities to reduce fire risk.	50.00	 ON TRACK
Council continues to work with high risk communities to develop local plans that help the local community reduce the threat of fire. Face to face work was restricted due to COVID-19, however with restrictions easing meetings can be scheduled in early 2021 to enable township planning to continue in Forrest and Gellibrand.		


Action	% Complete	Status
2.4.21 Implement emission reduction programs for Council operations.	50.00	 ON TRACK
Further streetlights are being upgraded to LED's in Feb 2021 but plans to replace lights shared with Regional Roads Victoria are being reviewed. Other options are being explored to use the budget for upgrading the shared lights on energy saving initiatives that will achieve savings even better than those achieved by replacing the street lights.		


Action	% Complete	Status
2.4.22 Enhance the level of resource recycling and reuse across the shire.	Complete	
Council has enhanced the use of recovered or reusable materials. Wood chips from tree maintenance is used on garden beds and surplus amounts are made available to community groups for mulching. Road materials recovered from asphalt renewal projects is repurposed in high maintenance areas on gravel roads. Recovered bitumen material from Regional Roads Victoria is also used by Colac Otway Shire on local roads. Colac Otway Shire also collect printer cartridges, mobile phones, CDs, DVDs for recycling. E-waste is also gathered for recycling		


Our Places


Action	% Complete	Status
2.4.23 Enhance and protect biodiversity through weed control and revegetation.	50.00	 ON TRACK
All funds associated with Community Combatting Weeds Project have been allocated and weed control programs on public land have been issued for works on Boxthorn, Ragwort and Blackberry.		


Action	% Complete	Status
2.4.24 Implement Council's Climate Adaption Strategy.	50.00	 ON TRACK
Work has been undertaken in partnership with Department of Environment, Land, Water and Planning to help make the coastal towns of Kennett River, Gray River and Skenes Creek more resilient to extreme climate events. The work undertaken provides a list of actions for Council to seek funding in order to make the towns more resilient to bushfire, flood and landslips. Importantly, the project incorporated climate change modelling to assess the risk under different scenarios.		

Action	% Complete	Status
2.5.25 Develop a system of capital allocations based on Asset Management Plans.	Ongoing	 MONITOR
This work has not yet been scheduled. It requires the completion of our Asset Management Plans, which are all scheduled for completion in 2020/21. It should be noted, though, that typically 90% of our capital works program is renewal of existing assets.		


Action	% Complete	Status
2.5.26 Develop a project management framework, covering proposals, planning and delivery.	Complete	
Action completed in 2019/20		

Action	% Complete	Status
2.5.27 Develop a capital works reporting framework.	Complete	
Action completed in 2019/20		


Action	% Complete	Status
2.5.28 Deliver the annual capital works program.	50.00	 ON TRACK
Action is ongoing and is reported to Council quarterly as part of the Quarterly Performance report.		


Action	% Complete	Status
2.6.29 Community based planning to build local understanding and preparedness for emergency events.	50.00	 ON TRACK
Council continues to work with high risk communities to develop local plans that help the local community reduce the threat of fire. Face-to-face work was restricted due to COVID-19, however with restrictions easing meetings can be scheduled in early 2021 to enable township planning to continue in Forrest and Gellibrand.		


Our Places


Action	% Complete	Status
2.6.30 Education, joint planning and preparations undertaken to prepare for climate related threats and emergencies.	50.00	 ON TRACK
<p>Council continues to work with a range of organisations (e.g. DELWP, CFA, SES, DHHS) through a range of forums (Municipal Fire Management Planning Committee, Regional Emergency Management Committee) to prepare for extreme weather events. Although COVID-19 restricted face to face meetings numerous virtual meetings were held and virtual training sessions run to ensure joint planning and training continued</p>		


Our Community


Action	% Complete	Status
3.1.1 Support community organisations through the community grants program.	Complete	
The 2020/21 Community Grants program is fully allocated.		

Action	% Complete	Status
3.1.2 Support community clubs, groups and associations to provide welcoming and inclusive environments for all members of our community within council facilities.	Completed	
The 2020/21 Community Grants program is fully allocated, with a number of projects allocated for this purpose. Regular meetings held with community groups.		



Action	% Complete	Status
3.2.3 Provide grant programs to involve local people in activities that facilitate their health, wellbeing and enjoyment.	Complete	
The 2020/21 Community Grants program is fully allocated. There are many projects that have been funded which encourage and facilitate health and wellbeing outcomes.		

Action	% Complete	Status
3.2.4 Supports community activities through information dissemination and planning information.	Ongoing	
Officers continue to work with Leisure Networks to provide support and necessary information for our local organisations supporting our community. State Sporting Associations and their representatives have been working closely with Council and clubs during COVID-19 to monitor the impact the pandemic is having on our local clubs and community post COVID-19.		


Action	% Complete	Status
3.3.5 Provide opportunities for lifelong learning and community connections through library programs.	50.00	
Library branches have re-opened post-COVID and visitation rates are slowly returning back to normal as people become more comfortable with being in public spaces. Council has continued planning for the transition of library services to the Geelong Regional Library Corporation to be ready for the July 2021 changeover.		


Action	% Complete	Status
3.3.6 Support for community groups.	Ongoing	
Leisure Networks, on behalf of Colac Otway Shire, has been contacting local sporting organisations throughout COVID-19 to assist and support clubs through these challenging times. Officers have contacted Hall Committees and Neighbourhood Houses to also support them through COVID processes. Early years' service providers such as childcare centres have also been contacted to provide support through COVID. Officers have been assisting sporting clubs and associations with their 'Return to Play' plans.		

Our Community


Action	% Complete	Status
3.4.7 Deliver programs through the Bluewater Centre that promote physical activity in the shire.	Ongoing	 MONITOR
Bluewater has been closed for some of the quarter due to COVID-19 restrictions. With the reopening of the facility, Council is actively supporting users to return to pre-COVID physical activity levels.		
Action	% Complete	Status
3.4.8 Build capacity of local sports groups in promoting healthy eating and physical activity.	Ongoing	 MONITOR
No targeted workshops have been conducted during this period due to COVID-19.		
Action	% Complete	Status
3.4.9 Encourage more people to participate and be inclusive of others.	Ongoing	 MONITOR
Officers are connected to organisations such as the Multicultural Committee and other community groups to ensure places and spaces are accessible even during COVID-19 restrictions.		
Action	% Complete	Status
3.4.10 Participate in the G21 Healthy Eating and Active Living regional priority project.	Ongoing	 MONITOR
Council continues to participate in the G21 Healthy Eating and Active Living project.		
Action	% Complete	Status
3.4.11 Consider health of the community when formulating policy for Council's Property Strategy.	20.00	 NEEDS WORK
A draft of the Property Strategy is currently in progress and was delayed/put on hold in 2020 due to the COVID-19 pandemic.		
Action	% Complete	Status
3.5.12 Increase advocacy in partnership with our community to enhance cultural awareness, inclusiveness, safety and health, community, family and education.	Ongoing	 MONITOR
As part of Beginning Steps initiative, the focus has been on evaluation processes, and planning for school holiday activities to be rolled out during January, also looking at running other school holiday activities in collaboration with Youth Health Hub, COVID-19 allowing. Prior to Christmas the Beginning Steps program provided hampers to at risk Aboriginal families, and also put planning in place for a Mothers and Daughters hand darning workshop at Tardawarncourt in early January, with participation being 5-10 people per session. Birthing acknowledgement kits are under development, as a tool to engage with new families and they will be issued when new babies are born. They will include resources, and milestone cards to remind parents of MACH checks.		
Action	% Complete	Status
3.6.1.1 Update social infrastructure planning on a continuing basis to guide asset planning.	50.00	 ON TRACK
A business case for the 2021/22 year has been prepared for a Social Infrastructure Strategy with a focus on public halls and other community and sporting infrastructure. This will be a key piece of work feeding into the 10-Year Asset Management Plan. The Public Toilet Strategy is almost complete.		


Our Leadership & Management


Action	% Complete	Status
4.1.1 Manage the short and long-term financial sustainability of the shire through prudent financial management.	Ongoing	
<p>Annual budgets are prepared in a manner to ensure Council's working capital is maintained. The incoming Council have been briefed on Council's current financial sustainability challenges. In December 2020, Council were invited to provide feedback on the broad budget assumptions for the four year budget. These will be refined in due course. Council will review current services and levels provided to the community as part of the 10 year Financial Plan. As a matter of prudent financial management officers advocate for revenue increases to line with rate cap to ensure Council costs do not continue to outstrip increased revenue. The budget is prepared and monitored according to Council's Budget Development and Management Policy.</p>		

Action	% Complete	Status
4.1.2 Maintain the 10 year long term financial plan (LTFP).	50.00	
<p>Further progress has been made with service plans and a schedule is in place to consult with Councillors through to adoption.</p>		


Action	% Complete	Status
4.1.3 Identify new income opportunities	Ongoing	
<p>Council officers are monitoring federal and state governments to ensure that all grant opportunities are considered and able to be realised - if appropriate</p>		


Action	% Complete	Status
4.1.4 Maintain low risk audit rating for financial sustainability.	Ongoing	
<p>The Victorian Auditor General no longer provides an overall risk rating in relation to financial sustainability. Council's results for 2019/20 suggest that four of the seven financial indicators published by the Victorian Auditor General will be low, with Internal Financing and Capital Replacement being medium risk and adjusted underlying result being high risk. These are expected to be published in early 2021.</p>		

Action	% Complete	Status
4.2.5 Ensure where ever possible decisions are debated and made in open Council meetings.	50.00	
<p>Consideration is given to all reports by the Governance team and sometimes the Executive Management Team also when it is proposed an item be heard in closed session. Internal practices have been refined in recent years to decrease the number of reports considered in closed session.</p>		


Action	% Complete	Status
4.2.6 Develop and implement a program of regular reporting on key activities to ensure they are focused on implementing priorities.	50.00	
<p>All legislative reporting has been completed for 2019/20, the Annual Report was submitted to the Minister for Local Government November 2020 and the Local Government Performance Reporting Framework was submitted to Local Government Victoria in November 2020 also. The Annual Report is available on Council's website and the LGPRF results are available on the Know Your Council website. The Quarterly Performance Report for July – September 2020 was accepted by Council at its Ordinary Council Meeting, December 2020</p>		


Our Leadership & Management


Action	% Complete	Status
4.2.7 Organisational development and legislative compliance	Ongoing	
<ul style="list-style-type: none"> - Wide Area Network (WAN) project is almost completed with Whelan Street and Port of Apollo Bay the last two sites remaining to have infrastructure completed. An application for technology change has been submitted to NBN Co. due to current limited connection at the Port. A site survey needs to be completed by NBN to ensure technology change is suitable for the site before technology change is progressed. This follows the NBN Technology Change process. Any future changes and improvements to ICT infrastructure at Whelan Street site will be made in consultation with Apollo Bay Community Groups. - A Final Draft Disaster Recovery (DR) Plan has been completed, ready to be taken to Executive for approval. The Disaster Recovery Plan will then be presented to the February 2021 Audit and Risk Committee for consideration. - Citrix Virtualisation Environment has been developed significantly - updated to cater for secure way for staff to work from home due to COVID-19. Additional hardware will be installed next quarter once it arrives to allow for key staff to access Citrix Environment secure remote service in event of Disaster Recovery scenario. - GIS shared service team work is ongoing with a new two year MOU agreement being signed off with Brimbank City Council for GIS Services. GIS Software replacement software Spatial Spectrum Analyst (SSA) project has been completed. Future enhancements to the solution will be based on Staff feedback. - Ability for the community to make online infringement payments will be completed by next quarter. - Protective Data Security Plan 2018-2020 submitted to OVIC. - Implementation of Victorian Protective Data Security Standards (VPDSS) commenced – Risk Register created to track all elements. - Information Asset Register (IAR) data collection work commenced. - Shared Network Drive restrictions completed – exemptions identified and migration of records commenced. - Teamware Library software closure commenced in order to decommission legacy software – in-house script developed for record migration. - External Mail House Solution (BING) enhanced for organisational usage during COVID-19 working from home arrangements. - External Archive Storage Service (GRACE) engaged and archive transfer built into business processes in order to comply with record keeping standards. - Electronic document and records management system upgrade project is in progress with a target project implementation date of mid-February 2021. 		


Action	% Complete	Status
4.3.8 Support organisational development to ensure key organisational capability areas support the organisation to deliver on Council priorities.	50.00	
<p>Through engagement with the organisation, the People and Culture team identify organisational and cultural activities to support all employees. This is delivered through staff surveys, annual performance management cycle and review of policy and procedure all which are well underway for the 2020/21 cycle. The implementation of the new values and behaviours are providing a strong platform to drive the culture of the organisation and set standards and expectations of behaviours. The implementation of the e-learning program has allowed an accessible and effective way to support the training and awareness of compliance functions in the organisation.</p>		


Our Leadership & Management

Action	% Complete	Status
4.3.9 Manage our risk exposure, including providing a safe working environment where "Work Health and Safety is everyone's business"	50.00	 ON TRACK
The OHS and Risk team continue to work with the organisation to ensure a high focus on the safety of employees and the community. Support is provided through up to date policies, advice and risk management processes. This includes health awareness and education, wellbeing and a comprehensive approach to injury or illness in the organisation.		

Action	% Complete	Status
4.4.10 Implement a program of ongoing service reviews to ensure our services are efficient and effective and are valued by the community	Ongoing	 MONITOR
Council has an adopted service review plan. As a result of COVID-19, budget adjustments for the funding of service reviews for 2020/21 was reallocated. Service reviews will continue in a limited form as and when funding is available.		

Action	% Complete	Status
4.4.11 Enhance opportunities for increased local spending of Council expenditure.	Ongoing	 MONITOR
Council's Procurement Policy includes a 5% mandatory weighting in the tender process for local content.		

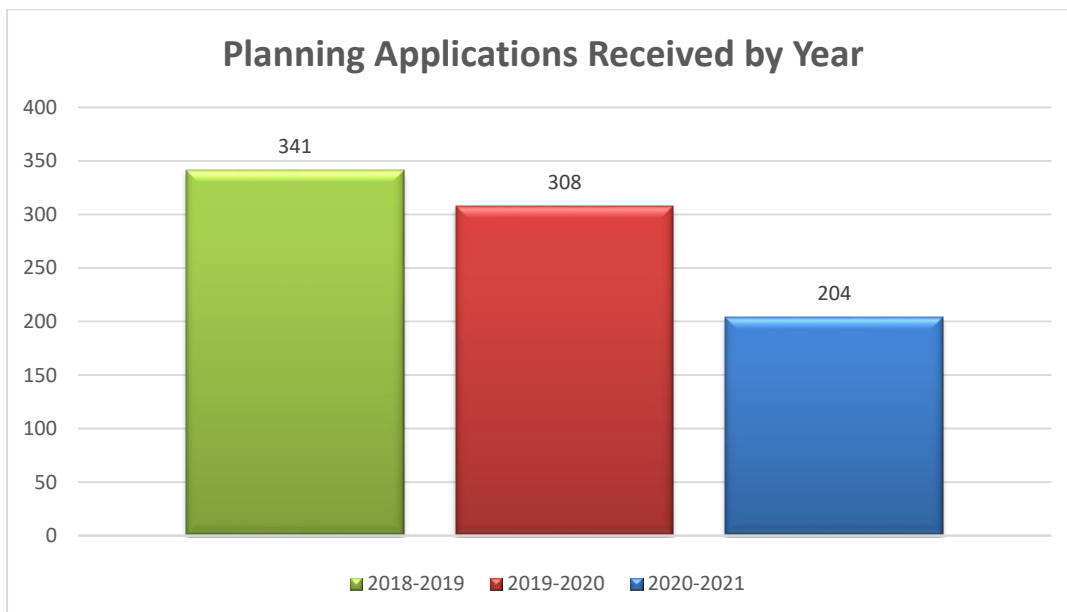
Action	% Complete	Status
4.4.12 Develop partnerships to procure services and materials on a regional basis.	Ongoing	 MONITOR
Due to COVID-19 restrictions, no further progress has been made with this action.		

Action	% Complete	Status
4.5.13 Review the Community Engagement Policy to guide council decision making	75.00	 ON TRACK
The Draft Community Engagement Policy was endorsed by Council and placed on public exhibition for a period of six weeks seeking feedback from the community. Feedback will be considered and a final Policy to be presented to Council in February 2021.		

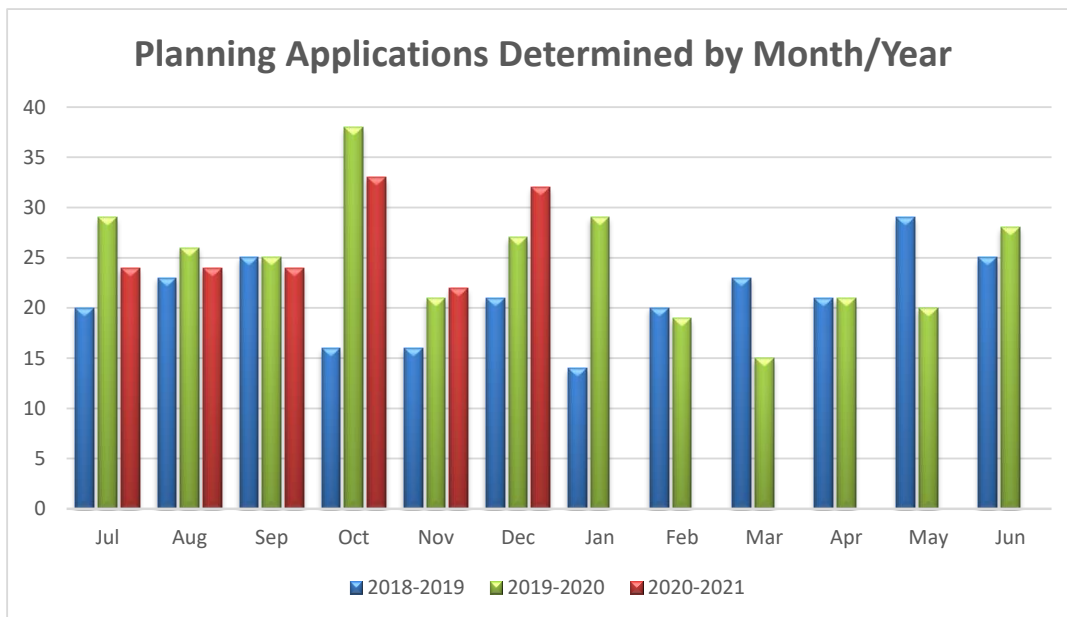
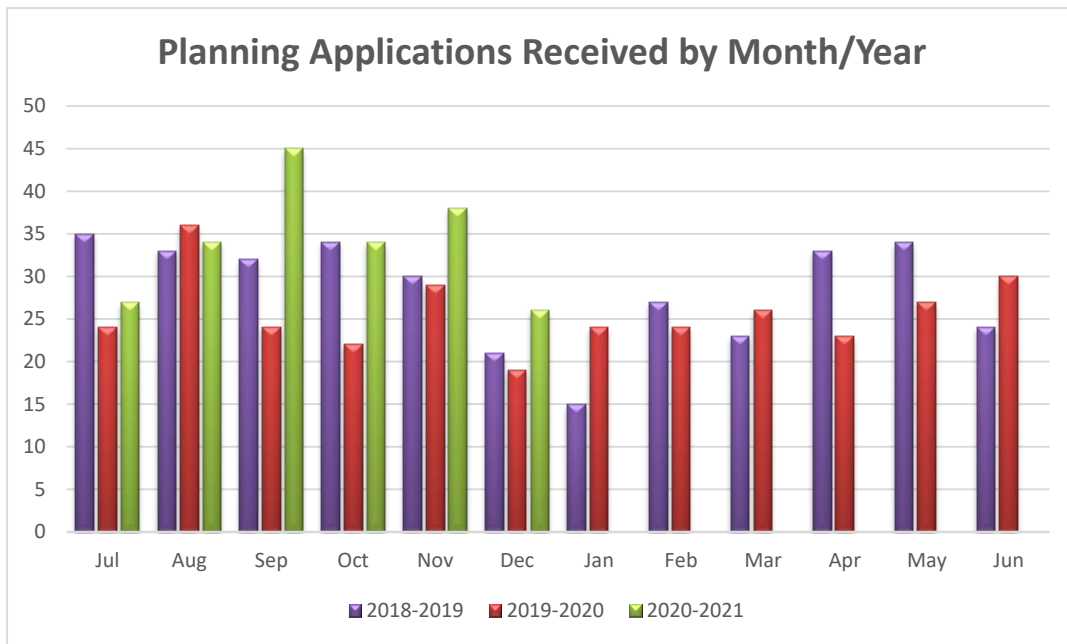


Planning & Building Performance Report

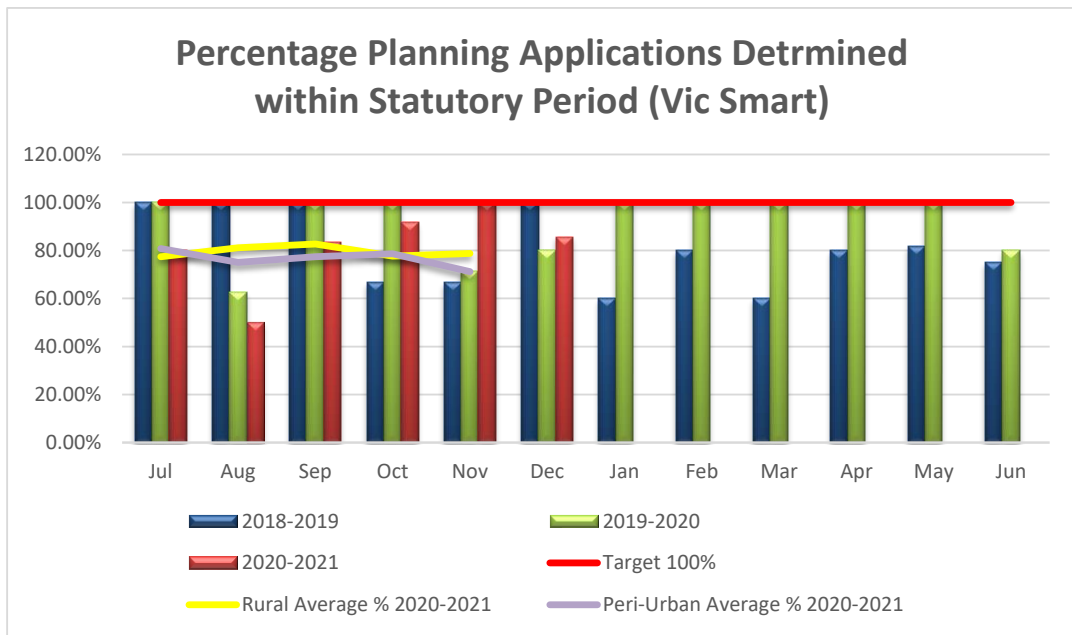
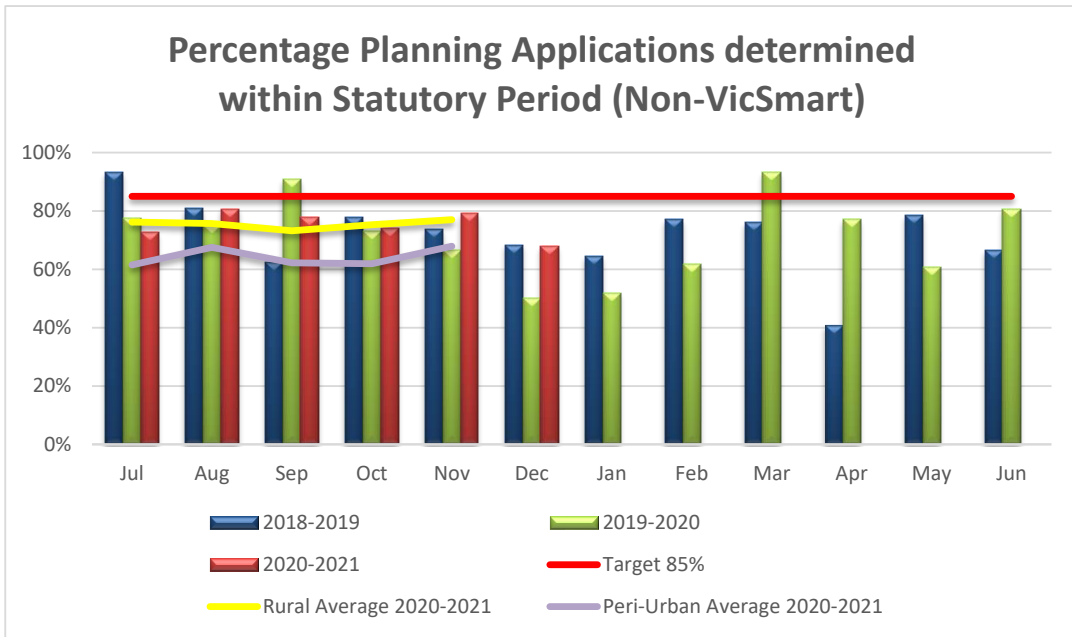
Planning Performance – Oct to Dec 2020



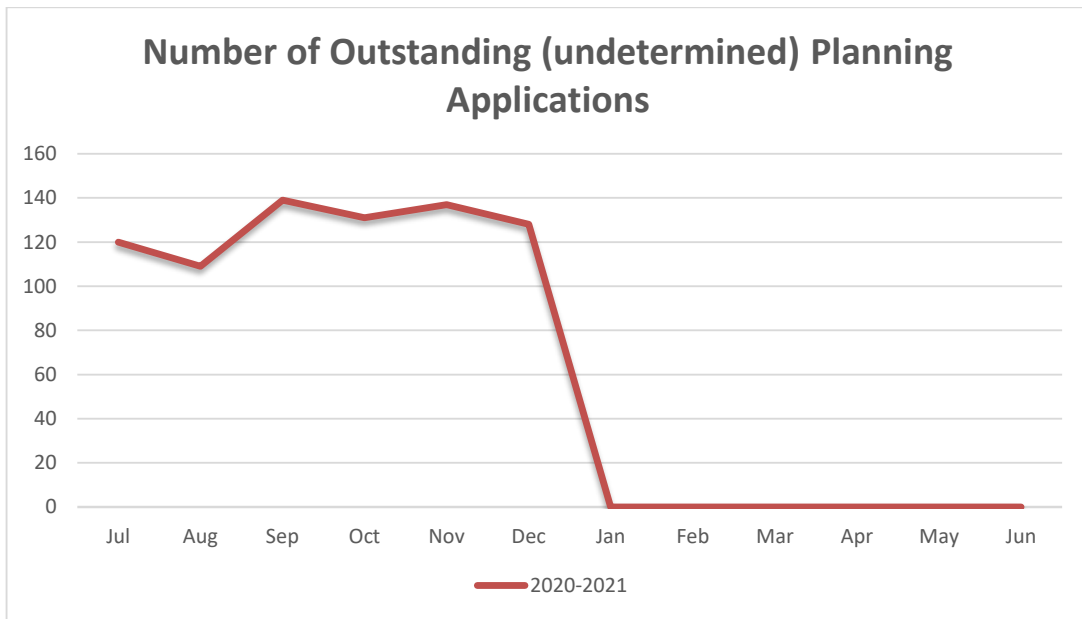
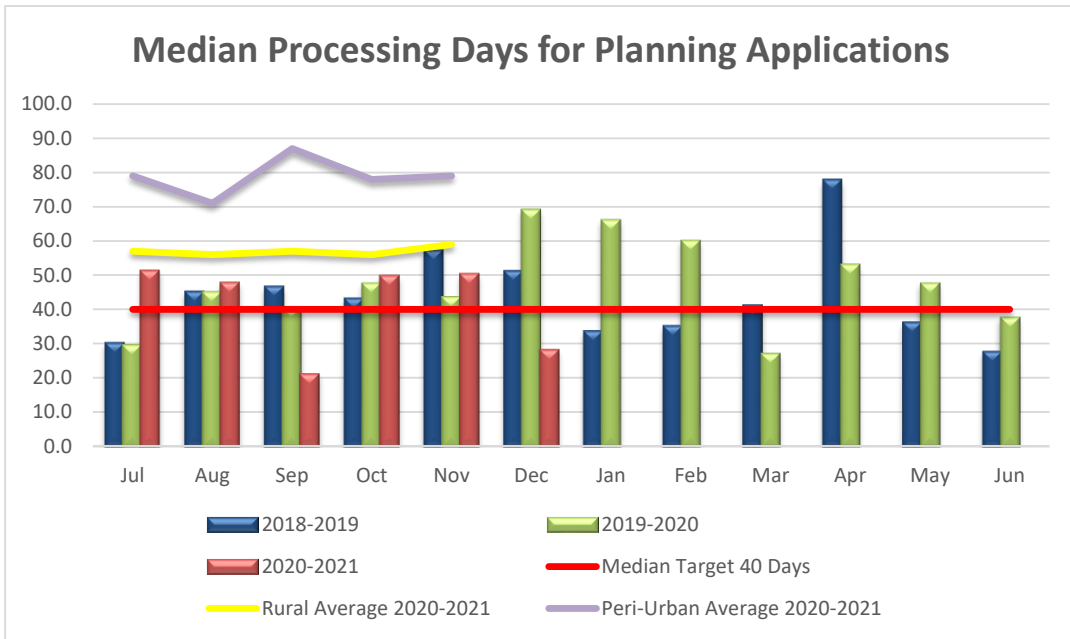
Planning Performance – Oct to Dec 2020



Planning Performance – Oct to Dec 2020



Planning Performance – Oct to Dec 2020



Planning Performance

The following is a brief summary of the performance and level of activity in Planning:

As noted in the last report, the number of planning applications currently being received is significantly higher than the number received during the equivalent period in 2019/20. This trend continued in the last quarter, with a total of 98 applications received. This compares to 70 in the equivalent quarter in 2019/20 and 85 in 2018/19.

The proportion of planning applications determined within the 60-day statutory period has stayed steady at around 75% for the quarter, reflecting the performance in previous quarters. This also reflects the rural average and is higher than the peri-urban average of just below 65% and the state-wide figure of 69%. The team determined over 91% of VicSmart applications within the statutory ten business days, above the rural average of 79%, the peri-urban average of nearly 76% and the state-wide figure of nearly 80%.

The high output of planning decisions was maintained, with the average up from 27 a month in the preceding quarter to 29. Whilst median days were above the aspirational target of 40 days in October and November, with the median figure in those months being around 50 days, this reduced to 28 days in December – well below the target. Council's performance compares well against the state-wide median day performance of 69 days and is below the rural and peri-urban figures.

In addition to planning applications, twenty secondary consent applications (including complex ones such as amendments to the proposed service station at the Princes Highway/Drapers Road intersection), seven extension of time applications (which require an analysis of all relevant planning policy changes since the permit was issued), ten subdivision files (relating to the certification and statement of compliance process, rather than the planning permit process) and seven s173 agreements were dealt with during the quarter.

It has also been noted that general planning queries, whether in writing or by phone, are currently at a very high level despite the restrictions caused by COVID-19.

As previously mentioned, workload levels will continue to be monitored to determine whether additional temporary resources are required to manage this and maintain a high level of performance.

Amongst the more notable permits issued during the quarter were permits for a fuel depot in Arthur Court, Apollo Bay; extensions to Trinity College; an art and craft gallery in Southern Street, Beech Forest; four affordable social housing units in Taylor Court, which are being provided under the DHHS Housing and Homelessness Project; a staged 47 lot subdivision in Hearn Street; an extension of a childcare facility in Hart Street into the neighbouring building; and a licensed café at the historic Tarndwarncoort, off the Princes Highway.

An objector appeal has recently been received against Council's decision to issue a Notice of Decision to Grant a Permit (NoD) for a dwelling at 4 Dunoon Road in Wye River. A date has yet to be set for that appeal. The objector appeal against Planning Committee's decision to issue a NoD for a two-lot subdivision at 260 Warrowie Road is scheduled to be heard on 9 February.

Building Performance

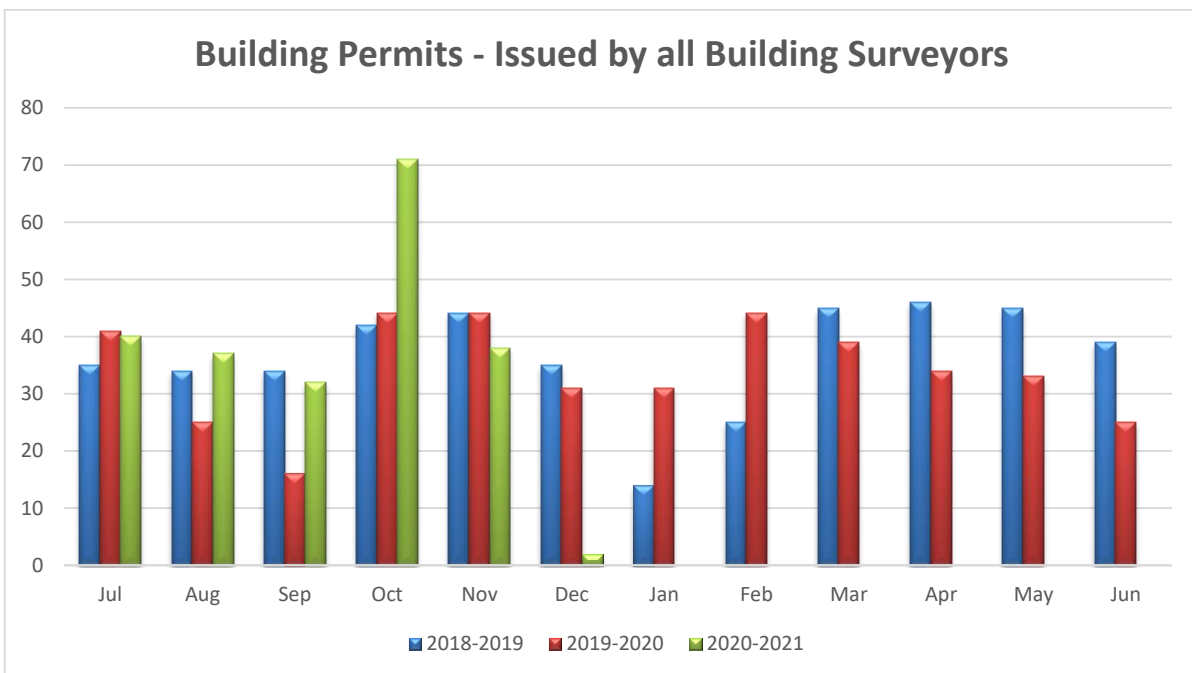
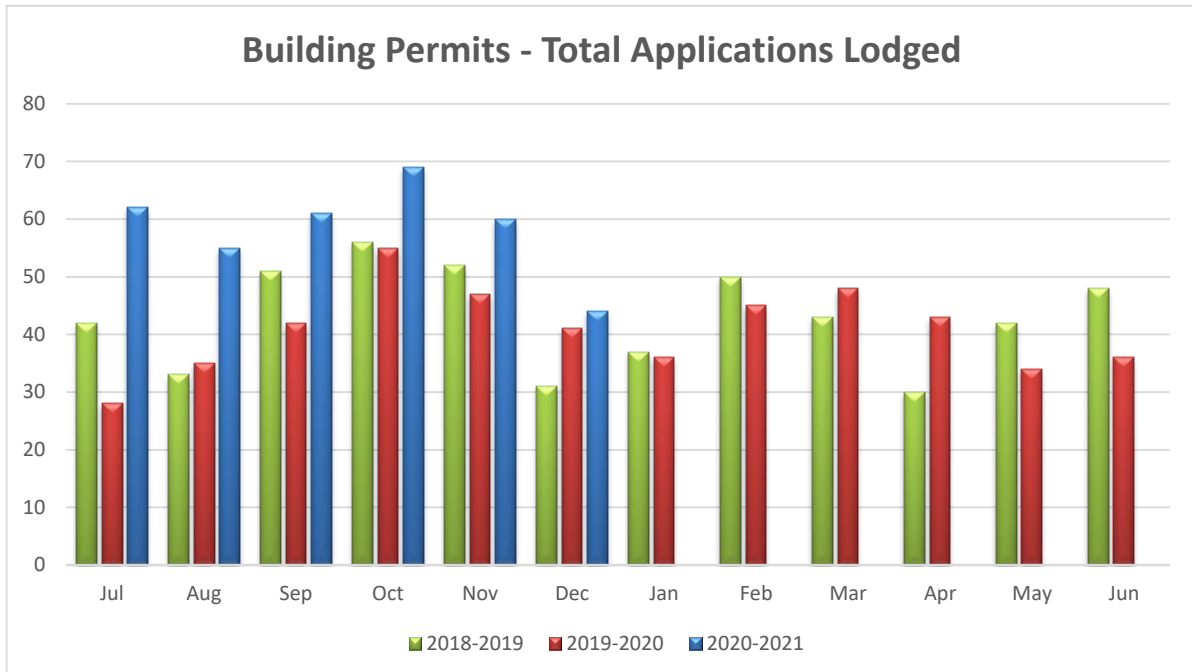
The following is a brief summary of building activity in the Shire, noting that Council is no longer receiving new building permit applications after Council decided not to continue this service at its May 2020 meeting:

Building permit applications also remain high, with 173 lodged in the quarter. This compares to 143 submitted in the equivalent quarter last year. As noted previously, this reflects a current high level of building construction activity despite the economic impacts of COVID-19.

The previous report advised that the number of building permits issued in July and August was in the mid-30s, whilst in the preceding quarter it had been between 39-46. The figure of 71 building permits in October significantly surpassed those previous figures, with the figure of 47 in November still being high.

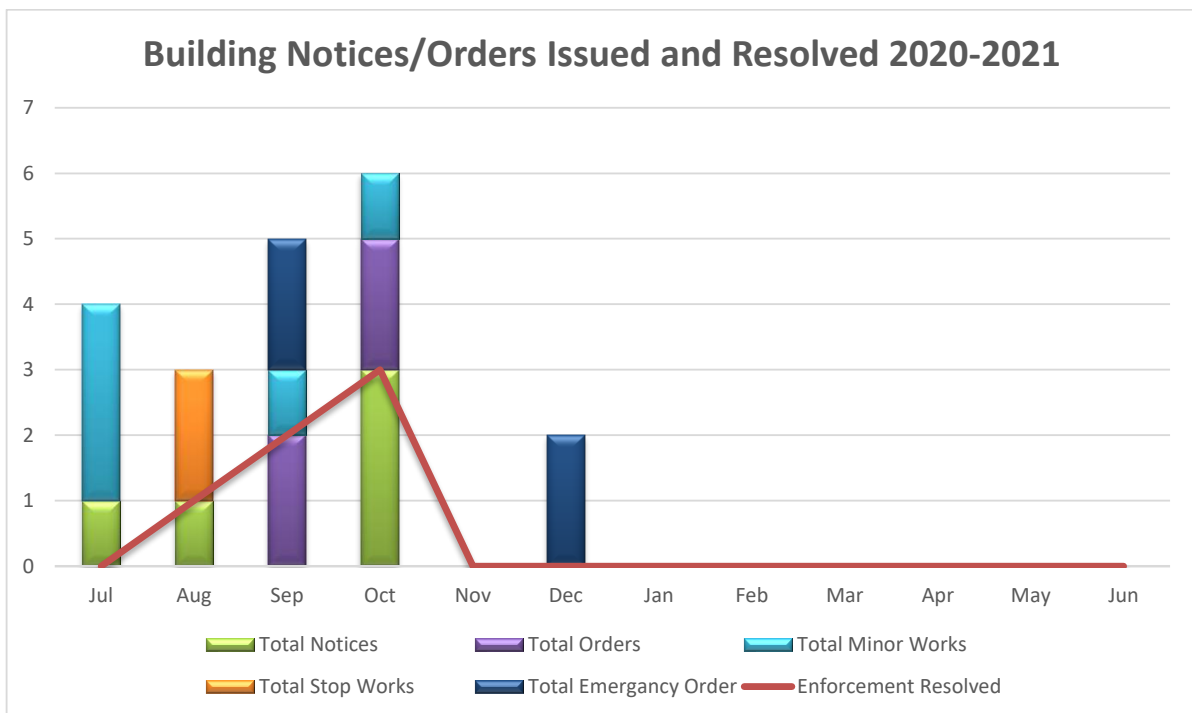
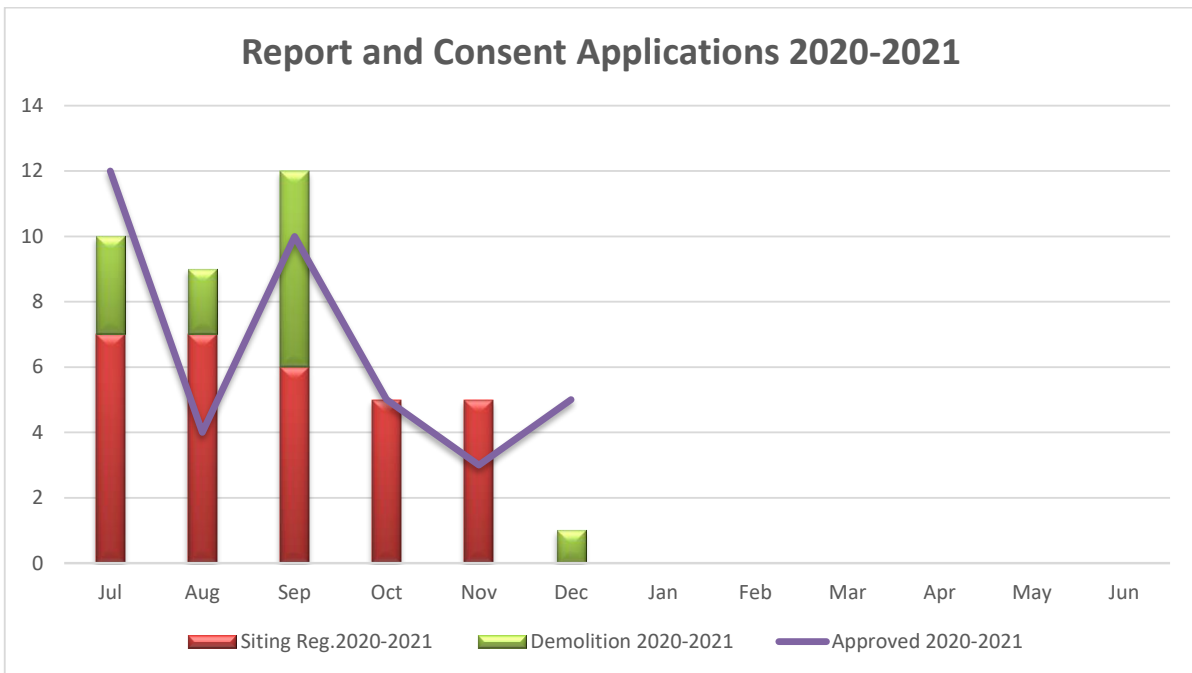
NB: Building permit data for December was incomplete when this report was generated and therefore is not referred to above.

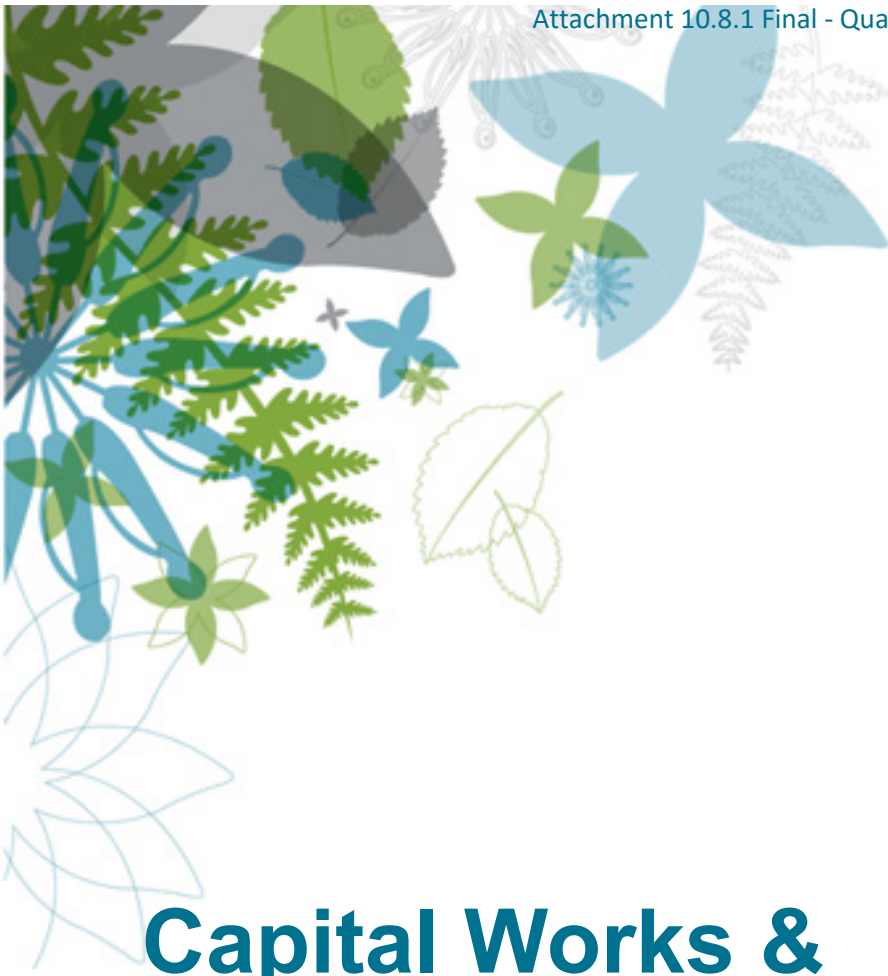
Building Performance – Oct to Dec 2020



There has been a continued high level of building activity, with the number of building permit applications lodged (67) in November up from 55 in the same month last year.

Building Performance – Oct to Dec 2020

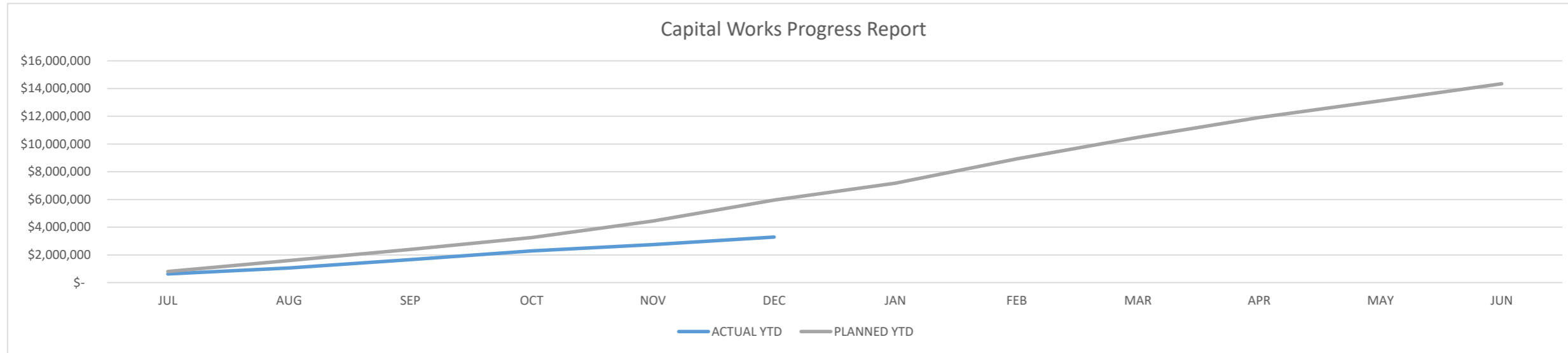




Capital Works & Major Initiatives Performance Report

Capital Works - Projects Status as at 31 December 2020

Programme	BUDGET		PROGRESS	RISKS						RISK MANAGEMENT STRATEGY
	ANNUAL CURRENT BUDGET (\$)	SPENT TO DATE (\$)	(%) spent to date	OVERALL CURRENT programme risk rating	Specific risks TIME	BUDGET	QUALITY	CM	STAKE HOLDER	
Totals	14,346,467	3,288,010	0%							
Active Reserves	-	1,430	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
Bridges Programme*	1,470,701	697,186	0%	EMERGING RISK	ON TRACK	EMERGING RISK	ON TRACK	ON TRACK	EMERGING RISK	Detail at project level below
Building Programme	657,931	76,776	0%	EMERGING RISK	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	Detail at project level below
Footpath Programme*	886,002	204,619	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
Furniture Programme	-	28,079	0%	AT RISK	AT RISK	AT RISK	AT RISK	AT RISK	ON TRACK	All avenues are being explored by the sponsor and PM to ensure best value for money is delivered for Council.
IT Projects	247,401	41,638	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
Kerb and Channel Programme	140,952	1,710	0%	EMERGING RISK	AT RISK	ON TRACK	ON TRACK	ON TRACK	EMERGING RISK	Working with procurement to identify options under the contract
Land Acquisitions	-	-	0%							
Light Fleet Programme	720,000	326,552	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
Major Plant Programme	1,705,000	269,746	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
Open Space Assets	63,172	4,248	0%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Will pursue Recreation team for Project Plan to identify works to be carried out. Expect to receive Dec-Jan.
Open Space Programme	891,532	658,832	0%	EMERGING RISK	ON TRACK	AT RISK	ON TRACK	ON TRACK	ON TRACK	Detail below
Playground Programme *	687,444	40,553	0%	EMERGING RISK	AT RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	Detail below & LRCI report
Reseal Programme	862,539	3,704	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
Resheet Programme	1,200,000	668,179	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
Road & Street Furniture *	150,000	36,233	0%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Carry forward any unspent funds to complete works in 21/22.
Road Improvement *	780,394	86,928	0%	AT RISK	AT RISK	ON TRACK	EMERGING RISK	ON TRACK	ON TRACK	Prioritising RFQ over other projects. Ensuring rigour in asphalt design and construction.
Road Stabilisation Programme	343,544	8,550	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
Road Reconstruction *	2,480,000	25,502	0%	AT RISK	AT RISK	AT RISK	ON TRACK	ON TRACK	ON TRACK	Have brought forward simpler projects in an attempt to meet timeframes, however design work is progressing slowly (partly consultants/partly internal review turnaround is slow due to lack of availability - particularly infra Devt.). May be able to bring forward re-sheeting works from next year & deliver in place of reconstructions
Crack Seal Programme	80,000	7,518	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
Roadslip Programme	639,855	46,973	0%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Carry forward funds to complete works in 21/22.
Stormwater Programme	340,000	53,054	0%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	EMERGING RISK	Project plans completed as a priority and handover to project manager for delivery during late December, works expected to commence early in New Year



	OVERALL CURRENT programme risk rating	TIME	BUDGET	QUALITY	CM	STAKEHOLDER	RISK MANAGEMENT STRATEGY
Projects At Risk							
Bridge Program							
Forest Street Bridge Replacement	AT RISK	ON TRACK	AT RISK	ON TRACK	ON TRACK	ON TRACK	Potential savings to be identified through other programs which can be used to offset the overspend, currently predicted to be in the order of \$120K, subject to other variations which may be required prior to the completion of the project. Barwon Water have committed to reimbursing \$250K worth of works for their share of service relocations
Building Program							
Bluewater Roof Replacement	AT RISK	AT RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Confirmation that this project is suitable to be carried forward to allow appropriate planning for the works and communication with the users of the facility.
Forrest Caravan Wastewater Upgrade	AT RISK	AT RISK	AT RISK	ON TRACK	ON TRACK	ON TRACK	Project Manager currently reviewing the Project Plan documentation to ensure that the scope is fully understood and delivered to the expected outcomes. Timeline will not be able to clawed back without comprising on stakeholder satisfaction or running into issues caused by winter weather.
Open Space Program							
Central Reserve Lights & Netball Courts	AT RISK	AT RISK	AT RISK	ON TRACK	ON TRACK	ON TRACK	Potential savings to be identified through other programs which can be used to offset the overspend, currently predicted to be in the order of \$185K. The time risk has largely been mitigated by COVID restricting playing options.
Elliminyt Recreation Reserve Velodrome	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	EMERGING RISK	EMERGING RISK	Meetings have been held with Council staff and contractors to discuss rectification options, and the contractor has agreed to the revised methodology to rectify the surface defects at their cost. The time risk has largely been mitigated by COVID restricting playing options. The project sponsor is regularly communicating with the cycling club to keep them informed of the process being followed.

Major Initiatives Project Report -
December 20

PROGRAMME	BUDGET		PROGRESS	RISKS						RISK MANAGEMENT STRATEGY
	YTD CURRENT BUDGET (\$)	SPENT TO DATE (\$)	(%) spent to date	OVERALL CURRENT project risk rating	Specific risks					
	TIME	BUDGET	QUALITY	CONTRACT M'MENT	STAKE HOLDER					
	3,615,162	1,246,827	33%							
00033874 - Beyond the Bell & GROW Project	-	14	100%							
00034116 - 2016-17 Major Project - Bruce St Investigation	15,000	14,091	94%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Key risk relates to timing of work. Challenging to project manage this work with current competing work priorities in Strategic Planning.
00034118 - 2016-17 Major Project - Council Property Management Framework	20,000	-	0%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	In progress now, aiming to complete by EOFY
00034639 - 2017-18 Major Project - Streamlining Planning Scheme - cutting red tape	33,242	696	2%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Key risk relates to timing of work. Challenging to project manage this work with current competing work priorities in Strategic Planning.
00034649 - 2017-18 Major Project - Economic Development - Forrest Mountain Bike Trail Implementation	83,321	35,294	42%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00034870 - 2017-2018 - Small Town Improvement Programme (STIP) - Apollo bay Memorial Options Plan	7,000	-	0%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	EMERGING RISK	
00035004 - 2017-18 Major Project - Amendment C90 - Flood Overlay Changes	2,500	3,300	132%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00035086 - 2018-19 Operating Projects - Pound Road records archive remediation and administration	37,968	-	0%	EMERGING RISK	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	Attempting to secure further budget for backscanning element of project
00035088 - 2018-19 Operating Projects - Trim Upgrade and Development	19,697	5,078	26%	ON TRACK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Prior to CM9.4 live production roll out - Authority patch18 need to be deployed and Authority patch19 to be tested and deployed. This resolves Shop Stopper issue. Re-Testing to commence in Jan 2021 to address Civica Issues.
00035090 - 2018-19 Operating Projects - Alvie Landfill Audit Recommendations Implementation	-	2,404	100%	COMPLETE						
00035093 - 2018-19 Operating Projects - CCTV Upgrades for Colac CBD	27,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00035095 - 2015-16 Major Project - Birregurra Stormwater Drainage Strategy	-	67,283	84%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00035102 - 2018-19 Operating Projects - Memorial Square Toilet Design (Masterplan Implementation)	48,677	38,398	77%	AT RISK	AT RISK	EMERGING RISK	ON TRACK	ON TRACK	EMERGING RISK	No option but to extend timeframes. Will undertake preliminary targeted stakeholder consultation in the meantime (taxi companies traders etc)
00035103 - 2018-19 Operational Projects - Apollo Bay Harbour Precinct Development Plan	90,602	41,160	45%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00035104 - 2018-19 Operating Project - Relocation of Apollo Bay Kindergarten	-	138	100%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	EMERGING RISK	Engagement commenced in December with Councillors, kindergarten committee and childcare operators. Formal advice requested from expert consultant Community Childcare and from DET and VSBA. Further engagement planned for early 2021.
00035105 - 2018-19 Operating Project - GROW Project	12,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00035905 - 18-19 Mid Year - Operating Projects - Former Colac High School Site Master Plan	17,407	1,950	11%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	EMERGING RISK	Need to ensure involvement in VSBA master planning process for the new Specialist School.
00035908 - 18-19 Mid Year - Operating Projects - Colac Civic Precinct Plan	82,412	62,029	75%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Review strategic planning program to enable staff to manage project (deprioritise other projects)
00035910 - 18-19 Mid Year - Operating Projects - Revised Erosion Management Overlay Mapping	53,976	55,050	102%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	

Major Initiatives Project Report -
December 20

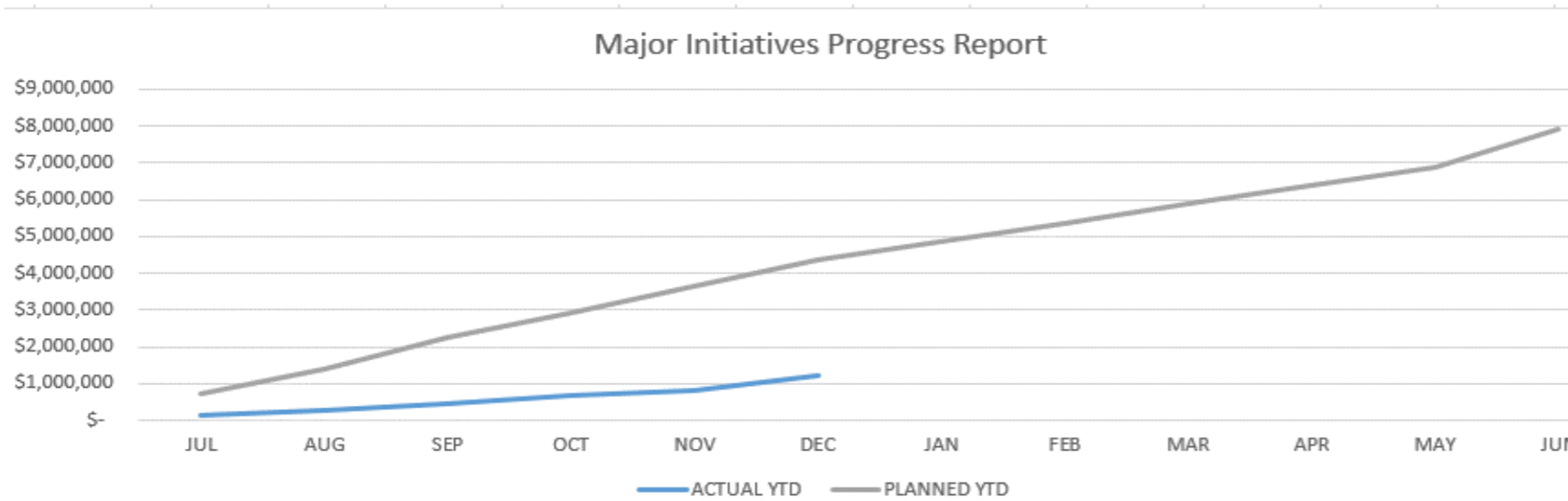
PROGRAMME	BUDGET		PROGRESS	RISKS		Specific risks				RISK MANAGEMENT STRATEGY
	YTD CURRENT BUDGET (\$)	SPENT TO DATE (\$)	(%) spent to date	OVERALL CURRENT project risk rating	TIME	BUDGET	QUALITY	CONTRACT M'MENT	STAKE HOLDER	
00035911 - 18-19 Mid Year - Operating Projects - Development of Public Toilet Strategy	45,000	11,794	16%	AT RISK	EMERGING RISK	AT RISK	ON TRACK	ON TRACK	EMERGING RISK	Budget - review overrun mid-year. Time - few options to reduce timeframes without compromising quality. S'holders - keep Councillors informed of hold ups and progress.
00035949 - 2019-20 Operating Projects - ICT - Works Management System	30,000	-	0%							
00035950 - 2019-20 Operating Projects - ICT - ePlanning - Public Portal	50,000	-	0%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Will be engaging a project manager early 2021.
00035953 - 2019-20 Operating Project - Infrastructure External Design	-	34,383	100%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00035954 - 2019-20 Operating Project - City Deal Project - Apollo Bay Harbour Redevelopment	130,079	206,659	159%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Achievement of Marine and Coastal Policy standards within design requirements. To overcome this risk the team are working closely with DELWP and experienced planners.
00035958 - 2019-20 Operating Projects - S&O Safety Audit Action Plan	20,008	21,011	105%	ON TRACK	ON TRACK	AT RISK	ON TRACK	ON TRACK	ON TRACK	
00035959 - 2019-20 Operating Projects - Kerbside Collection & Transfer Station Operations Contract Preparation	30,000	36,171	121%	COMPLETE	ON TRACK	AT RISK	ON TRACK	ON TRACK	ON TRACK	
00035968 - 2019-20 Operating Projects - Domestic Wastewater Management Plan Review	15,000	5,875	39%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Need to prioritise community engagement Feb 2021.
00035974 - 2018-19 Major Project - Colac West Development Plan	-	49,040	100%	AT RISK	AT RISK	AT RISK	ON TRACK	ON TRACK	ON TRACK	Project largely back on track after substantial delays in 2020 outside of Council control. Need to reprioritise strategic planning program to allow project management.
00036014 - Operating Project - Communities Combating Pests & Weeds Impacts During Drought 2019-2020	104,724	73,045	70%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036241 - 2018-19 Operating Project - Apollo Bay Community Infrastructure Plan	147,040	86,117	59%	AT RISK	AT RISK	ON TRACK	ON TRACK	ON TRACK	AT RISK	Initiating discussions with GORCAPA & senior DELWP officials to try and resolve differences of opinion re key elements of the plan. Movement & Place Assessment should help to resolve RRV issues, but timing is a key risk to project - this needs prioritisation in Infrastructure Jan/Feb..
00036315 - 2019-20 Operating Project - Gender Equity	4,300	5,000	116%							
00036356 - 2019-20 Major Project - J Barrys Road Industry Development Plan	89,120	23,880	27%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036385 - 2019-20 Operating Project - OBRT Risk Assessments	11	11,300	100000%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036427 - 2020-21 Operating Project - Bruce Street Landfill Audit	55,000		0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036428 - 2020-21 Operating Project - Alvie Landfill - Update & Verify Rehabilitation Plan	35,000		0%	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Project outcome dependent on the verification (agreement by the EPA) of the lower specification of a Type 3 capping design. Should a Type 2 capping design be required, more funding may be necessary to complete a new detailed design in 2020-21.
00036429 - 2020-21 Operating Project - Councillor Induction Program	10,000	9,649	96%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	NA
00036430 - 2020-21 Operating Project - Forrest MTB Revitalisation	750,000	-	0%							
00036432 - 2020-21 Operating Project - Planning & Building ICT Improvements	15,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Relaxation of COVID related restrictions will allow work to occur in 2021.

Major Initiatives Project Report -
December 20

PROGRAMME	BUDGET		PROGRESS	RISKS		Specific risks				RISK MANAGEMENT STRATEGY
	YTD CURRENT BUDGET (\$)	SPENT TO DATE (\$)	(%) spent to date	OVERALL CURRENT project risk rating	TIME	BUDGET	QUALITY	CONTRACT M'MENT	STAKE HOLDER	
	00036434 - 2020-21 Operating Project - Preparation Municipal Public Health & Wellbeing Plan	30,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036438 - 2020-21 Operating Project - SpendMapp - Regional Spend Data to evaluate Local Economy, Events, Visitor habits etc	15,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036439 - 2020-21 Operating Project - Apollo Bay Early Years Hub - Council Contribution	500,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	EMERGING RISK	Meeting planned with VSBA for mid-January to discuss future of childcare on the school site, now that a parallel build will not proceed. Sections of the community appear to be uncomfortable with the potential move to an Early Years Manager if a childcare build does eventually proceed onsite, and will be the subject of future community engagement.
00036440 - 2020-21 Operating Project - COS Central Enrolment for Kindergarten	75,000	-	0%	EMERGING RISK	EMERGING RISK	EMERGING RISK	EMERGING RISK	EMERGING RISK	EMERGING RISK	Increased focus on Central Enrolment required in early 2021.
00036441 - 2020-21 Operating Project - Colac Otway Shire Advertising and Marketing	10,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036442 - 2020-21 Operating Project - Development of the Council Plan 2021-2025	25,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036443 - 2020-21 Operating Project - Services & Operations Bring Your Own Device (Phone)	15,360	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036445 - 2020-21 Operating Project - Grant Preparation / Detailed Design	50,000	14,740	15%	EMERGING RISK	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	EMERGING RISK	New design coordinator to develop program to identify if \$\$ can be spent by EOFY
00036464 - 2020-21 Operating Project - Energy Efficient Main Roads Street Lighting Upgrade Completion	70,000	-	0%	EMERGING RISK	EMERGING RISK	EMERGING RISK	EMERGING RISK	EMERGING RISK	EMERGING RISK	We are investigating alternative energy efficiency projects to deliver in order to redirect the \$70k allocated funds, which will be presented to EMT in early Feb 2020 for their approval if funds are approved to be redirected.
00036465 - 2020-21 Operating Project - ICT Program	317,976	55,008	17%	EMERGING RISK	EMERGING RISK	EMERGING RISK	EMERGING RISK	EMERGING RISK	EMERGING RISK	Current Business SIP technology underpinning current system is a risk (Current phone number ranges). A option is to port phone ranges to another provider, away from Telstra. seeking feedback from Telstra on alternative solution with options, current phone range is with Telstra. Establishing workgroup for this project.
00036468 - 2020-21 Operating Project - Recurrent Access and Compliance Works - Public Spaces and Facilities	15,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036471 - 2020-21 Operating Project - Community Vision Plan	100,000	2,100	2%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	
00036507 - 2019-20 Operating Project - City Deal Project - Great Ocean Walk Stage 1 Wild Dog to Skenes Creek	88,845	91,750	103%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	There may be objections that see the planning permit reviewed at VCAT. The path does not include pedestrian access across Wild Dog Creek; this issue has been escalated to the executive steering committee, DELWP, RRV and RDV.
00036508 - 2019-20 Operating Project - City Deal Project - Infrastructure Improvements Kennett River	130,079	133,593	103%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Risk that the final design will not satisfy all of the community expectations. Additional time and effort has been applied to enhance community engagement and acceptance. Risks relate to unforeseen issues related to planning applications.
00036596 - 2020-21 Operating Project - Local Planning & Change Management Grant	31,818	-	0%							
00036664 - 2020-21 Major Project - Amendment C106 - Heritage Overlay	-	1,680	100%	AT RISK	AT RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Challenging to avoid delay due to DELWP concern about Council resolution.
00036665 - 2020-21 Operating Project - Transition of Library Services	-	1,548	100%	ON TRACK	ON TRACK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	Advice being sought from Council's HR and GRLC legal advice to better understand obligations around staff and transfer of business.

**Major Initiatives Project Report -
December 20**

PROGRAMME	BUDGET		PROGRESS	RISKS							
	YTD CURRENT BUDGET (\$)	SPENT TO DATE (\$)	(%) spent to date	OVERALL CURRENT project risk rating	Specific risks	TIME	BUDGET	QUALITY	CONTRACT M'MENT	STAKE HOLDER	RISK MANAGEMENT STRATEGY
00036721 - 2020-21 Operating Projects - LRCI Fund - Apollo Bay Recreation Reserve	40,000	38,135	95%	COMPLETE							
00036745 - 2020-21 Operating Projects - Kerbside Transition	-	4,164	100%	COMPLETE							
00036749 - 2020-21 Operating Project - Amendment C110cola - Cressy Restructure Plan Overlay Amendment	-	3,300	100%	EMERGING RISK	EMERGING RISK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	Consultant being used to assist with project.
00036758 - 2020-21 Operating Project - Bruce Street Solar Array	20,000	-	0%	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK	





Financial Performance Report

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

Executive Summary

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 Chief Executive, as required under Section 97(3) of the Local Government Act 2020 is of the opinion a revised budget is not required.

After taking the 2019/20 actual results into consideration (including carry forwards), the following summary can be provided in relation to the 2020/21 forecast results.

Compared to the adopted budget:

- The Original Budget adopted an operating deficit of (\$448k).
- The September 2020 forecast adjustments have increased the operating result by \$1.395m to \$947k.
- The December 2020 forecast adjustments reduced the operating result by \$351k to \$596k.
- Capital works program is currently forecast to increase by \$4.2m to \$14.4m.
- Closing cash balance is currently forecast to increase by \$0.7m to \$14.5m.
- Reserve balance is forecast to increase by \$1.4m to \$14.3m. I.e. Cash will only exceed reserves by approximately \$235k.

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 2021 and that 50% of the 2021/22 Federal Assistance Grants are received in advance again.

Impact of the COVID-19 pandemic on the 2020/21 budget

The 2020/21 budget was impacted by the onset of the COVID-19 pandemic, requiring Council to make amendments to support the community and cover expected lost revenue and increased costs resulting from the pandemic. These amendments included a reduction in spending of \$1.94m to enable Council to deliver a responsible budget. This reduced spending was to cater for:

- Allocated \$950k to help lead and support the community.
- \$785k expected lost revenue/additional cost (refer to Table 1):
 - \$455k operational impact in 2019/20
 - \$330k operational impact in 2020/21

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

Table 1

	2019/20	2020/21	Total	
Lost Revenue/Additional Cost	\$'000	\$'000	\$'000	Comments
BWFC	(40)	(40)	(80)	Reduced user income, partially offset by reduced employee costs and utility charges
COPACC	(80)	(20)	(100)	Reduced ticketing income, partially offset by reduced employee costs
Interest on Rates	(15)	-	(15)	Interest to be waived until 30 June 2020
Additional IT Infrast.	(75)	-	(75)	System upgrade and remote access for staff to continue working
Visitor Information Centre closures	(30)	(30)	(60)	\$15k per month lost revenue/offset by \$5k in casual wages per month
Audio/Visual Conferencing Hardware and Software	(50)	-	(50)	To enable Council business to continue
Additional cleaning services	(70)	(70)	(140)	\$5k per week
Employee Costs - Delay recruitment	50	-	50	Estimate across the organisation
PPE Equipment	(15)	-	(15)	Masks, hand sanitiser & wipes for staff protection
Reduced Planning & Building Permit revenue	-	(50)	(50)	Reduced permit demand & loss of fee revenue due to economic impacts
Virus Vaccination (when available)	-	-	-	Cost unknown at this time
Reduced Local Laws Infringements. Fees, etc	(80)	(70)	(150)	
Other	(50)	(50)	(100)	Contingency for additional expenditure
	(455)	(330)	(785)	

It is important to note that \$1.35m of this reduced spend was relating to Capital Works, which is not reflected in the Operational Result. The budget was therefore constructed to produce an operational deficit, but to still maintain Council's working capital.

The reduction in Capital Works, included reductions to the following:

- Sealed Road Resealing Program (\$350k)
- Building Renewal (\$250k)
- Unsealed Road Reconstruction Program (\$200k)
- Footpath Renewal Program (\$100k)
- Matching Grants Funding Allocation (\$448k)

The budget contained flexibility for Council should the final cost be greater than \$785k, such as reducing the amount allocated to the Business and Community Support Fund or borrowing from internal reserves.

December Update of COVID-19 impact

Officers continue to monitor the estimated impacts of COVID-19, which are still considered reasonable at this stage. Below are the changes to the forecasted operational impact of the Pandemic:

- School Crossings – Reduced expenditure due to reduced staffing requirements (\$13k).
- COPACC – Costs of COVID lower than expected (\$53k).
- Reduced organisational training expenditure - Largely related to working from home conditions (\$20k).

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

- Visitor Information Centres - Impact of COVID more favourable than expected (\$18k).
- Information Management Department - Delayed staff training due to COVID (\$9k).
- Reduced penalty interest - Extended period of no penalty interest to 30 June 2021 (\$55k).
- Bluewater Leisure Centre – The centre was required to be closed longer than expected, resulting in reduced revenue, partially offset by reduced expenditure. This had an unfavourable operational impact (\$91k).
- Sanitation Costs – Working for Victoria (W4V) staff have been utilized throughout the July 20 – December 20 period. The sanitation costs post-W4V funding will have an unfavourable operational impact (\$100k).

OPERATING RESULT

Council's net surplus to 31 December 2020 is \$18.5m. This is high due to the fact that General Rates, Municipal Charge and Waste Charges are raised during August.

Council's original operating budget showed a net deficit of (\$448k). Table 2 was presented to Council as part of the September 2020 Quarterly Report, providing a reconciliation to the forecast surplus of \$947k.

Table 2

	\$'000
2020/21 Adopted Budget Surplus/(Deficit)	(448)
Operating Carry Overs from 2019/20*	(702)
Port of Apollo Bay Carry Overs from 2019/20*	(175)
Major Initiatives Carry Overs from 2019/20)*	(934)
Outstanding Grants relating to above 2019/20 projects*	1,413
2020/21 LRCI Funding received- Government Budget Grant increase above expectations.	1,662
Insurance – Unbudgeted legal Reimbursement	284
Beeac land sale	60
Increase in number of subdivision on Roads Permits	55
Infrastructure Development - Engineering fees received	51
MAV 2020/21 Invoice processed in 2019/20	40
Unbudgeted Family Day Care funding received - Federal Support	31
Staff satisfaction Survey- Reduction in resourcing requirements	20
Bruce St investigation - Government reform delay in work	(15)
Bruce Street Solar Array – To be included as part of budget adoption	(20)
Rent for Pound Road Depot incorrectly excluded from budget	(23)
Building Permit Fees - No permit related fees will be received due to Council service change to no longer process building permit applications	(25)
Insurance premium increase above expectations - MAV Insurance - Local Government Liability	(30)
BoQ - Payment to liquidators to release equipment – Not budgeted	(32)
Insurance premium increase above expectations - Councillor & Officer Liability	(35)
Increase in budget for product scoping – Detailed design works for potential grant funding opportunities	(50)
Pennyroyal Hall Contributions – Contributions not budgeted	(57)
Relocation of Flying Foxes – Required works above expectations	(70)

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

Federal Assistance Grant Allocation less than budgeted. (allocation was less than the budgeted increase of 2.5%)	(120)
Other (<\$10k)	1
Changes to expected impact of COVID	
School Crossings – Reduced expenditure due to COVID	13
COPACC – Costs of COVID lower than expected	53
Net Forecast adjustment	1,395
2020/21 Annual Forecast Surplus/(Deficit) as at 30 September 2020	947

*These amounts relate to approved projects that were not complete by 30 June 2020, but still require completing in 2020/21 (Carry over). The funding of these projects are provided for in Council's working capital balance.

Actual results for the 6 months to 31 December 2020 are generally showing that Council will achieve the financial position adopted in the 2020/21 adopted budget. However, Table 3 summarises forecast adjustments that have been identified by Managers within the December 20 quarter.

Table 3

	\$'000
2020/21 Annual Forecast Surplus/(Deficit) as at 30 September 2020	947
Less recruitment costs due to reduction in employee turnover	35
Information Management Department - Delay in trainee recruitment	19
Increase in expected Waste Water System Fee Income	21
Drug and alcohol testing – Less testing to be conducted due to timing of policy implementation	5
Reduced number of employees utilised resourcing related to the Employee Assistance Program	3
Old Beechy Rail Trail – Insurance was not budgeted	(11)
Council resolved to apply zero fees for administration of Building Notices and Orders	(12)
Colac Civic Precinct Plan – Increased scope of project - Agreement to undertake concept planning for the offices/COPACC with DELWP	(30)
Colac West Development Plan - Additional heritage work required to complete project - This project was on hold due to government planning scheme review.	(51)
Infrastructure Development - Increased resourcing required to generate increased engineering fee income – Engineering fee income was favourably adjusted in the September forecast.	(56)
Reduction in investment interest – reduced cash rate impacting Term Deposit interest rates received.	(75)
Changes to expected impact of COVID	
Less organisational training expenditure - Largely related to working from home conditions.	20
Visitor Information Centres - Impact of COVID more favourable than expected	18
Information Management Department - Delayed staff training due to COVID	9
Reduced penalty interest - Extended period of no penalty interest (1/1 – 30/6)	(55)
BWFC – Extended closure due to COVID, resulting in reduced income being partially offset by reduced expenditure.	(91)
Sanitation Costs – Increase in requirements to sanitise premises	(100)
Net Forecast adjustment December 2020	(351)
2020/21 Annual Forecast Surplus/(Deficit) as at 31 December 2020	596

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

There remains a number of uncertainties surrounding Council expenditure in 2020/21. These uncertainties include:

- 2-way radio contract.
- Further work relocating Flying Foxes.
- Costs associated with Council's transition to join the Geelong Regional Library Corporation (GRLC).

As will be discussed later in this report, Council's cash balance forecast for 30 June 2021 remains marginal when compared to the level of reserves.

Major Initiatives

Per the attached schedule, \$1.2m of Major Initiatives have been expended as at 31 December 2020. This represents 22% of the original budget (\$5.6m), but only 16% of the forecast (\$7.9m). \$1.3m of revenue has been received in relation to major initiatives, which represent 21% of the annual forecast (\$5.9m).

Rates and Charges

The forecasted Rates and Charges have been adjusted to reflect reduced penalty interest due to an extended period of no penalty interest (\$55k).

Grants

Grants are progressing ahead of budget primarily due to timing and \$1.19m of new grant revenue being included in the forecast in relation to the unbudgeted, fully funded, projects. Corresponding expenditure has been included in Material and Services and Employee Costs (No net impact):

- Working For Victoria - \$1.08m.
- MCH - \$75k.
- Local Planning and Change Management funding - \$32k.

In addition to these projects, additional LRCI Funding of \$1.7m is forecast to be received, which will increase the Capital Works Program by the equivalent amount.

Contributions – Monetary

Contributions are forecast to achieve budget.

Other Income

Other Income received in 2020/21 is forecast to increase, due to the following:

- Reimbursement of legal expenditure - \$284k.
- Engineering fees - \$78k.

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

Employee Costs

Employee costs for 2020/21 have been forecast to increase by a total of \$583k due to the following:

- \$784k - Fully-funded by the Working for Victoria grant funding. Due to the timing of the contracted employment, the majority of this expenditure will be recognized in the July – December 2020 period.
- Employee cost savings within COPACC, School Crossings and Bluewater Leisure Centre due to COVID-19. Due to the timing of the contracted employment, the majority of this forecasted cost savings will be recognized in the July – December 2020 period.

Material and Services

Materials and Services at 31 December 2020 were \$9m, which represented 40% of the original budget (\$22.5m) and 34% of the forecast (\$26.4m). The forecast has been adjusted to include carry forwards and the expenditure relating to new funded projects, including:

- \$296k - Fully-funded by the Working for Victoria grant funding.

There was \$21k expended on legal fees for the quarter ending 31 December 2020, bringing the total spend on legal fees in 2020-21 to \$84k. The legal expenditure related to the following matters:

- Waste Contract (\$48k)
- 2-Way Radio (\$10k)
- Tiger Rail Trail – Carriageway Easement (\$6k)
- Other (Individually <\$5k) (\$20k)

As a comparison, total Legal costs incurred for the 12 months ending 30 June 20 were \$496k.

CAPITAL WORKS

As per the attached report \$3.3m of the capital works program has been delivered to 31 December 2020. This represents 33% of the original budget (\$10.1m) and 23% of the current forecast (\$14.3m)

Council's original Capital budget totalled \$10.1m. Table 4 provides a reconciliation to the current forecast of \$14.3m.

Table 4

	\$'000
2020/21 Capital Works Budget	(10,171)
Capital Projects Carry Overs from 2019/20*	(2,204)
2020/21 LRCI Funding - Government Budget Grant increase above expectations, resulting in increased capital works	(1,660)
Bridge Rehabilitation Programme – Budget not sufficient to complete programme of works	(141)
Central Reserve – Increased scope of works resulting in additional costs	(170)
2020/21 Capital Works Forecast as at 30 September 2020	(14,346)
No forecast adjustments in Dec 20	0
2020/21 Capital Works Forecast as at 31 December 2020	(14,346)

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

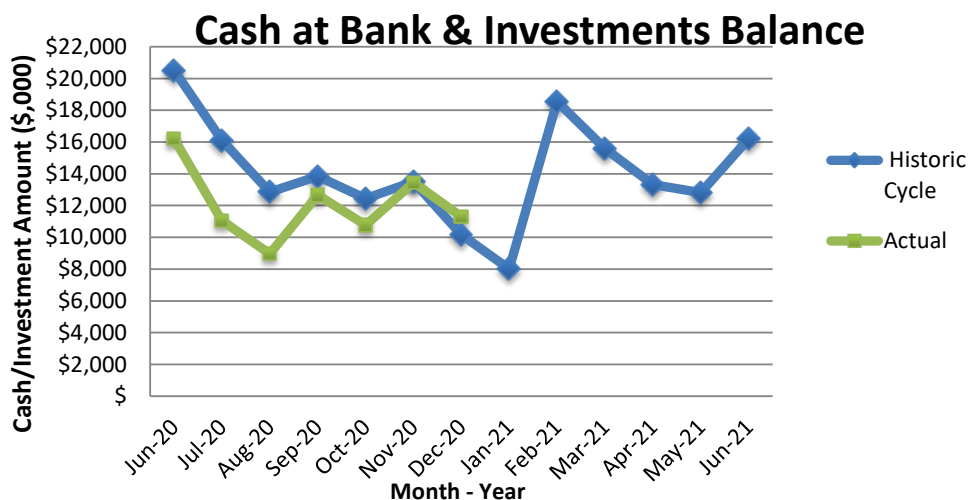
BALANCE SHEET AND CASH FLOW

Cash Balance

The current cash balance is forecast to be \$14.5m at 30 June 2021, which will be approximately \$235k more than the expected Reserves balance of \$14.26m. This assumes all expenditure including capital works and major projects are completed by 30 June 2021.

The graph below shows projections of how Council’s cash balance was expected to perform to 31 December 2020. 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 December 2020.



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 31 December was \$29k, which is below the YTD budget of \$75k. Investment income is subject to timing and the level of interest rates. The forecast has been adjusted to reflect the reduced cash rate impacting Term Deposit interest rates received.

As at 31 December 2020, Term Deposits were earning an average of 0.47%. This is 0.37% above the cash rate, which exceeds the performance benchmark of the Reserve Bank Cash rate plus 0.35%. Our investments were within the diversification limits set-out in the investment policy.

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

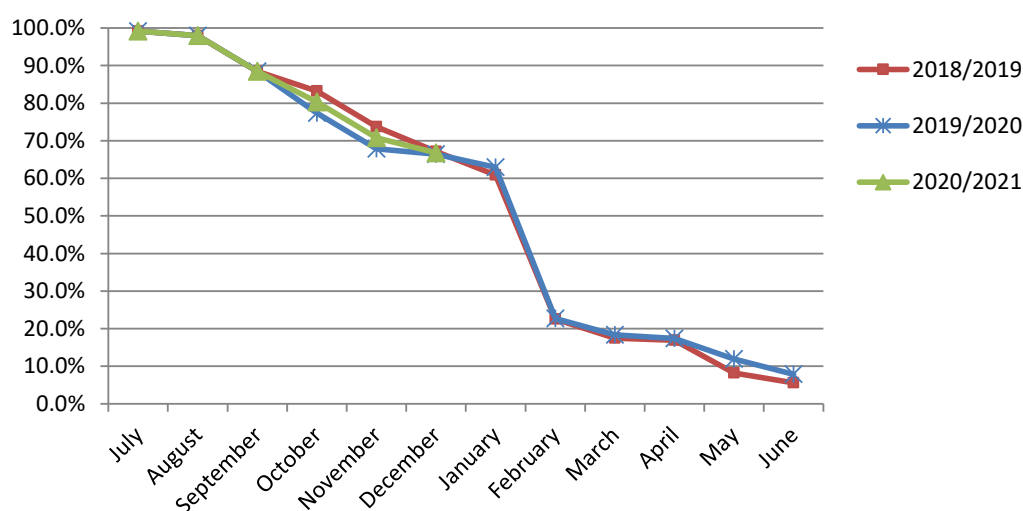
Rate Debtors

As at 31 December 2020, \$31.8 million was raised in rates and charges including batches of supplementary valuations generated by changes to council's property base. At 31 December 2020 33% of the rates raised have been collected, which was consistent with the same period of the 2019/20 financial year of 33%.

The due date for ratepayers opting to pay in full is 15 February 2021. The due dates for ratepayers opting to pay via instalments are 30 September 2020, 30 November 2020, 28 February 2021 and 31 May 2021. Any ratepayer who has not opted for instalment payments is required to make the full payment before 15 February 2021.

The following graph shows that current collection trends are closely following the 2018/19 and 2019/20 collection trends:

% of Rates Outstanding



Borrowings Analysis

The following is the current schedule of Debt held by Council at 31 December 2020:

Loan Description	Current Year Loan Liability	Non-Current Loan Liability	Meeting Schedule
9203 - Loan 7 - Roads, car parking etc (\$1.65m)	\$0	\$0	Y
9206 - Loan 10 - AB tfr statn, libra (\$2m)(NAB)	\$0	\$0	Y
9207 - Loan 11 - Lakeside, AB tfr s(\$1.1m)(NAB)	\$77,251	\$0	Y
9208 - Loan 12 - Saleyards roof (\$1.178m)(CBA)	\$38,803	\$676,303	Y
9209 - Loan 13 - Street light PV panels (\$416k)	\$29,704	\$61,702	Y
9210 - Loan 14 - Bluewater redevelop(\$1m)(Bond)	\$0	\$0	Y
TOTAL	\$145,758	\$738,005	

As at 31 December 2020 principal repayments of \$141k have been made in 2020/21.

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

Other Reserves

The 2020/21 forecast is indicating that Council's cash balance at 30 June 2021 is forecast to be \$235k in excess of the forecast reserves balance, which is a positive result given there was a deficit balance at 30 June 20.

Table 5 summarises the 2020/21 Cash v Reserve movements.

Table 5

	\$'000
Cash v Reserves Surplus/(Deficit) 2019/20	(567)
Increase/(Decrease) in Cash per adopted budget	830
(Increase)/Decrease in Reserves per adopted budget	(99)
Increase/(Decrease) in Operating per forecast (exclude carry forwards)	1,442
(Increase)/Decrease in Capital Works per forecast	(1,971)
Increase/(Decrease) in expected receipts from rates debtors – Balance at 30 June 2020 was larger than expected	600
Cash v Reserves Surplus/(Deficit) Forecast as at 31 December 2020	235

It must be noted that the Balance Sheet is also forecasting a 'Trade and Other Payables' balance of \$5.7m at 30 June 2021. Hence, the current measure of cash v reserves is heavily dependent on the timing of receivables and payables and does not consider Council's net working capital position.

It must be remembered that it is assumed all major projects and capital works are completed this financial year.

Financial Sustainability Indicators

Financial sustainability is defined in a number of different ways. A generally accepted definition is whether local governments have sufficient current and prospective financial capacity (inflows) to meet their current and prospective financial requirements (outflows). To be sustainable, councils need to have some excess capacity at any point in time to be able to manage future financial risks and shocks without having to radically adjust their current revenue or expenditure policies. The following seven indicators are utilised and published by the Victorian Auditor General annually, to assess the financial viability of councils.

The following table summarises Colac Otway Shire Council's forecasted result for 2020/21:

Indicators	Colac Otway Result		Risk Levels		
	Actual 2019/20	Forecast 2020/21	High	Medium	Low
Net Result Ratio	2.1%	1.0%	Less than Negative 10%	Between negative 10% and zero	Greater than zero
Adjusted underlying result	-3.5%	-3.9%	Less than 0%	Between 0% and 5%	Greater than 5%
Liquidity Ratio	178.4%	159.8%	Less than 75%	Between 75% and 100%	Greater than 100%
Indebtedness Ratio	27.1%	26.5%	Greater than 60%	Between 40% and 60%	Less than 40%
Internal Financing Ratio	83.3%	83.8%	Less than 75%	Between 75% and 100%	Greater than 100%
Capital Replacement	136.0%	132.8%	Less than 100%	Between 100% and 150%	Greater than 150%
Renewal Gap	108.8%	112.9%	Less than 50%	Between 50% and 100%	Greater than 100%

Quarterly Financial Performance Report for Six Months Ending 31 December 2020

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
June 2018	106.0%
September 2018	106.9%
December 2018	101.9%
March 2019	105.4%
June 2019	107.1%
September 2019	107.3%
December 2019	107.7%
March 2020	102.1%
June 2020	104.6%
September 2020	104.5%

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.

A VBI must generally be kept above the fund's nominated shortfall threshold of 97%. When an actuarial investigation is in progress, the fund's VBI must be at least 100%. A full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year.

As at 30 September 2020, the estimated VBI for the sub-plan was 104.5%, which presents a decrease compared to that of 30 June 2020 (104.6%). 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 final VBI estimations as at 31 December 2020.

Colac Otway Shire Council
Comprehensive Income Statement
 For 6 Months Ending 31 December 2020

	YTD		Annual		YTD %	
	Actual \$'000	Budget \$'000	Budget \$'000	Forecast \$'000	Budget %	Forecast %
Income						
Rates and charges	31,805	31,790	31,902	31,847	100%	100%
Statutory fees and fines	366	287	598	594	61%	62%
User fees	2,962	2,808	5,818	5,296	51%	56%
Grants - operating	7,026	5,996	14,720	17,463	48%	40%
Grants - capital	1,765	903	1,800	4,885	98%	36%
Contributions - monetary	18	9	19	19	98%	98%
Contributions - non monetary	-	-	-	-	0%	0%
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	107	147	232	292	46%	37%
Share of net profits (or loss) of associates and joint ventures	-	-	30	30	0%	0%
Other income	801	222	515	910	156%	88%
Total income	44,849	42,163	55,634	61,336	81%	73%
Expenses						
Employee costs	11,047	10,321	20,520	21,103	54%	52%
Materials and services	8,987	10,685	22,480	26,436	40%	34%
Depreciation and amortisation	5,400	5,400	10,800	10,800	50%	50%
Amortisation - right of use assets	61	57	115	115	53%	53%
Bad and doubtful debts	-	1	2	2	0%	0%
Borrowing costs	29	26	53	53	55%	55%
Finance Costs - leases	26	-	49	49	53%	53%
Other expenses	812	1,131	2,063	2,184	39%	37%
Total expenses	26,362	27,623	56,082	60,741	47%	43%
Surplus/(deficit) for the year	18,488	14,540	(448)	595		
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	18,488	14,540	(448)	595		

Refer to the 'Operating Result' section of the Quarterly Budget Report for further operational analysis.

Colac Otway Shire Council
Balance Sheet
As at 31 December 2020

	YTD	Annual	Annual
	\$'000	Budget	Forecast
		\$'000	\$'000
Assets			
Current assets			
Cash and cash equivalents	11,301	13,842	14,495
Trade and other receivables	25,768	2,897	2,673
Inventories	206	156	190
Other assets	480	273	329
Total current assets	37,754	17,168	17,687
Non-current assets			
Intangible assets	-	-	-
Right of use assets	863	1,152	748
Property, infrastructure, plant and equipment	354,481	322,784	358,448
Investments in associates, joint arrangements and subsidiaries	441	465	471
Total non-current assets	355,786	324,401	359,667
Total assets	393,539	341,569	377,354
Liabilities			
Current liabilities			
Trade and other payables	3,747	4,237	5,749
Trust funds and deposits	701	585	724
Interest-bearing liabilities	146	142	142
Lease liabilities	105	110	100
Provisions	4,312	6,100	4,357
Total current liabilities	9,011	11,174	11,072
Non-current liabilities			
Interest-bearing liabilities	738	596	596
Lease liabilities	773	1,042	663
Provisions	9,005	8,555	9,005
Total non-current liabilities	10,516	10,193	10,264
Total liabilities	19,527	21,367	21,336
Net assets	374,013	320,202	356,019
Equity			
Accumulated Surplus	149,117	131,289	133,627
Reserves	224,896	188,913	222,392
Total Equity	374,013	320,202	356,019

Colac Otway Shire Council
Statement of Cash Flows
 For 6 Months Ending 31 December 2020

	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	13,238	32,065	32,770	41%	40%
Statutory fees and fines	366	598	594	61%	62%
User fees	2,962	5,818	5,296	51%	56%
Grants - operating	5,529	14,798	17,479	37%	32%
Grants - capital	1,765	1,800	4,885	98%	36%
Contributions - monetary	18	19	19	98%	98%
Trust funds and deposits taken/(paid)	(284)	(262)	(523)	109%	54%
Other receipts	800	516	910	155%	88%
Employee costs	(11,792)	(20,520)	(21,103)	57%	56%
Materials and services	(11,653)	(22,328)	(26,119)	52%	45%
Other payments	(812)	(2,063)	(2,184)	39%	37%
Net cash provided by/(used in) operating activities	137	10,441	12,024	1%	1%
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(4,931)	(10,170)	(14,287)	48%	35%
Proceeds from sale of property, infrastructure, plant and equipment	107	1,062	1,062	10%	10%
Net cash provided by/(used in) investing activities	(4,824)	(9,108)	(13,225)	53%	36%
Cash flows from financing activities					
Finance costs	(29)	(53)	(53)	55%	55%
Repayment of borrowings	(140)	(286)	(286)	49%	49%
Interest paid - lease liability	(12)	(49)	(49)	25%	0%
Repayment of lease liabilities	(29)	(115)	(115)	25%	0%
Net cash provided by/(used in) financing activities	(210)	(503)	(503)	42%	42%
Net increase (decrease) in cash and cash equivalents	(4,897)	830	(1,704)		
Cash and cash equivalents at the beginning of the period	16,198	13,012	16,198		
Cash and cash equivalents at the end of the period	11,301	13,842	14,495		

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 5 Months Ending 31 December 2020

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 Forecast figures.
4. These are net figures for each service area.

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

SERVICE	Year to Date			Annual		Commentary
	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Chief Executive Office						
Chief Executive						
03000 - Chief Executive Office Operations (WO)	261,150	279,774	(18,624)	573,062	533,062	The forecast reflects a \$40k favourable variance due to the 20/21 MAV membership being paid in 2019-20.
Chief Executive Total	261,150	279,774	(18,624)	573,062	533,062	
Governance						
03010 - Communications Operations (WO)	198,813	188,080	10,733	392,817	392,817	
03030 - Elected Members Support (WO)	140,595	197,094	(56,499)	394,200	394,200	
03320 - Governance Management Operations (WO)	189,758	348,736	(158,978)	641,318	685,792	Timing difference relating to the expenditure for VEC and LG Bill Implementation.
Governance Total	529,166	733,910	(204,744)	1,428,335	1,472,809	
Chief Executive Office Total	790,316	1,013,684	(223,368)	2,001,397	2,005,871	

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 5 Months Ending 31 December 2020

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 Forecast figures.
4. These are net figures for each service area.

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

SERVICE	Year to Date			Annual		Commentary
	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Corporate Services						
Assets, Borrowings, Overheads, Adjustments						
01130 - Grants Commission Funding (WO)	(1,841,038)	(1,718,869)	(122,169)	(7,204,418)	(7,084,418)	The YTD variance is a timing issue. A permanent adjustment has been made in the forecast to reflect the FAGs funding being lower than originally budgeted.
01511 - Capital Works Income (WO)	(2,219,706)	(2,520,868)	301,162	(1,800,000)	(4,974,921)	Timing difference of grants received
01545 - Light Fleet Revenue (WO)	4,465	(280,890)	285,355	(562,000)	(562,000)	Timing difference relating to the disposal of plant
03055 - On-Cost Recovery	(306,176)	145,786	(451,962)	0	0	Timing difference - This includes the timing of Workcover invoicing and employee leave taken.
03121 - Loan Repayments	78,455	82,976	(4,521)	101,959	133,959	
03175 - VicRoads Operations (WO)	(20)	0	(20)	0	0	
03260 - Corporate Overheads (WO)	42,324	49,998	(7,674)	100,000	100,000	
19183 - Asset profit	0	414,996	(414,996)	830,000	830,000	Timing difference - This is impacted by the timing of asset disposals
19185 - Depreciation, Amortisation and revaluation	5,457,480	5,457,480	0	10,915,000	10,915,000	
Assets, Borrowings, Overheads, Adjustments Total	1,215,784	1,630,609	(414,825)	2,380,541	(642,380)	
Corporate Services Management						
03100 - Corporate Services Management (WO)	325,778	210,872	114,906	416,861	441,061	Timing difference - Working for Victoria funding received in excess of related expenditure.
03330 - Contracts and Procurement Operations (WO)	139,383	125,640	13,743	253,257	259,057	
Corporate Services Management Total	465,161	336,512	128,649	670,118	700,118	
Financial Services						
03110 - Property & Rates Operations (WO)	46,674	124,328	(77,654)	312,922	312,922	
03111 - Rates Revenue	(28,593,525)	(28,656,228)	62,703	(28,766,728)	(28,711,728)	
03115 - Financial Services Management (WO)	96,152	106,950	(10,798)	216,504	216,504	
03118 - Payroll Services (WO)	92,846	86,325	6,521	182,462	182,462	
03120 - Financial Control Operations (WO)	275,480	223,429	52,051	475,662	550,662	The forecast has been adjusted to reflect an expected decrease in investment income, due to the reduced Cash Rate.
Financial Services Total	(28,082,373)	(28,115,196)	32,823	(27,579,178)	(27,449,178)	

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
For 5 Months Ending 31 December 2020

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4. These are net figures for each service area.

Dept	Unit	Service
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SERVICE	Year to Date			Annual		Commentary
	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Information Services						
03140 - IT Services Operations (WO)	979,135	920,466	58,669	1,799,212	1,868,909	Timing difference - This is due to the timing of software and renewal licenses being different to budget.
03142 - Information Management Services (WO)	90,856	155,110	(64,254)	169,449	318,417	
03145 - GIS Operations (WO)	8,900	28,998	(20,098)	58,000	58,000	
03150 - Records Management Operations (WO)	155,486	347,901	(192,415)	514,611	692,919	Timing differences - Initiatives budgeted to have been further expended, including Municipal Management Software Remediation and the InmailX Project. Permanent differences - There are savings reflected in the December forecast adjustments (approx \$27k) due to timing of Trainee resourcing and delayed training due to COVID.
Information Services Total	1,234,377	1,452,475	(218,098)	2,541,272	2,938,245	

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Dept	Unit	Service
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SERVICE	Year to Date			Annual		Commentary
	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
People and Culture						
03160 - Human Resources Operations (WO)	143,615	217,808	(74,193)	414,173	366,220	Timing difference with What We Stand For values invoicing. The forecasted recruitment costs have been reduced due to lower expenditure resulting from reduced employee turnover.
03162 - Organisational Development Operations (WO)	153,073	169,248	(16,175)	351,497	331,497	
03164 - PPC Management (WO)	5,000	9,724	(4,724)	10,850	15,150	
03165 - Risk Management Operations (WO)	323,210	305,761	17,449	653,015	454,023	The Forecast has been adjusted to reflect MAV Insurance above budget (\$30k), Councillor and Officer Liability Insurance above budget (\$35k) and Reimbursement of Legal Expenditure (\$284k).
03170 - Customer Service Operations (WO)	220,084	217,920	2,164	463,216	462,983	
04150 - Colac Visitor Information Centre Operations (WO)	(1,756)	46,395	(48,151)	103,948	68,948	Reduction in salaries due to VIC's extended closed. The impact of COVID on the VIC has been reflected in the forecast.
04155 - Great Ocean Road VIC Operations (WO)	120,040	113,458	6,582	240,547	257,547	
People and Culture Total	963,266	1,080,314	(117,048)	2,237,246	1,956,368	
Corporate Services Total	(24,203,785)	(23,615,286)	(588,499)	(19,750,001)	(22,496,827)	

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
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SERVICE	Year to Date			Annual		Commentary
	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Development and Community Services						
Healthy Active Communities						
03710 - Libraries (WO)	383,016	364,383	18,633	741,000	741,000	Timing difference - 2nd quarter contribution paid
03740 - Recreation Operations (WO)	172,735	160,106	12,629	250,212	290,212	Timing difference - OBRT Risk assessment budget adjustment & Apollo Bay Recreation Reserve (LRCI) ahead of budget
03750 - Family & Children`s Services Operations (WO)	(43,396)	4,934	(48,330)	121,885	90,661	Timing difference - Central Enrolment for Kindergaren funding received
03770 - Maternal & Child Health Operations (WO)	69,575	(37,542)	107,117	60,688	70,921	Timing difference - Dec Operating Grant income not completely received & additional employees required to cover leave.
03872 - Strategic Community Engagement (WO)	17,334	62,496	(45,162)	155,000	155,000	Timing difference - Project work payments to be processed in February 2021
04140 - Community Service Management Operations (WO)	99,622	190,732	(91,110)	207,738	425,274	Timing difference - The progress of the budgeted work relating to Aboriginal Community Development Healthy Stronger Babies & Community Activation and Social Isolation is behind expectations.
Healthy Active Communities Total	698,886	745,109	(46,223)	1,536,523	1,773,068	
OPASS						
03820 - Aged Care Management Administration (WO)	(1,368,432)	(401,564)	(966,868)	(707,764)	(668,833)	Timing difference relating to CHSP funding received early. The forecast reflects an adjustment for COVID 19 Emergency Meals funding.
OPASS Total	(1,368,432)	(401,564)	(966,868)	(707,764)	(668,833)	

COLAC OTWAY SHIRE COUNCIL
SERVICE AREA REPORT
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Dept	Unit	Service
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	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Development and Community Services Management						
04000 - Community & Development Services Management (WO)	166,080	146,367	19,713	309,446	309,446	
Development and Community Services Management Total	166,080	146,367	19,713	309,446	309,446	
Economy and Business Enterprises						
03350 - Colac Livestock Selling Centre Operations (WO)	(40,019)	(20,204)	(19,815)	(29,600)	(29,600)	There has been additional income received relating to truck washing
03735 - Leisure Centre Operations (WO)	631,742	678,119	(46,377)	936,394	1,062,507	The closure of leisure centres due to COVID-19 has been longer than expected. This unfavourable variance has been reflected in the forecast.
03880 - COPACC Management Operations (WO)	46,523	166,315	(119,792)	567,642	515,140	The favourable variance is a result of the closure due to COVID-19, as the impact was more favourable than expected - no staff or income from shows.
03910 - Events Operations (WO)	26,486	56,213	(29,727)	127,084	127,084	Australia Day event funding not budgeted. This is reflected in the December forecast adjustments.
03920 - Tourism Operations (WO)	131,394	153,746	(22,352)	216,494	216,494	Timing difference - Marketing & mailouts work not yet completed however budgeted for summer period
04170 - Economic Development Operations (WO)	347,808	619,343	(271,535)	1,155,138	1,321,720	Funding has been received in relation to outdoor eating requirements due to COVID-19. This has been reflected in the December forecast adjustments.
04175 - Airfield Operations (WO)	(5,848)	619	(6,467)	(1,210)	(1,210)	
Economy and Business Enterprises Total	1,138,086	1,654,151	(516,065)	2,971,942	3,212,135	

COLAC OTWAY SHIRE COUNCIL
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	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Planning, Building and Health						
04005 - Strategic Planning Operations (WO)	267,109	404,472	(137,363)	260,704	624,495	Timing differences - Cutting Red Tape, J Barry Road Industry Development & Apollo Bay Harbour Developments works behind budget.
04007 - Planning Building & Health Management (WO)	367,838	285,902	81,936	458,426	624,814	Operating Projects - Colac Civic Precinct & Erosion Management Overlay Mapping works ahead of schedule
04010 - Statutory Planning Operations (WO)	161,647	186,942	(25,295)	406,161	406,161	Additional town planning fees income above budget
04015 - Planning Compliance (WO)	53,355	50,996	2,359	107,584	107,584	
04020 - Building Services Operations (WO)	24,950	113,236	(88,286)	201,475	238,475	Timing differences - Building survey invoices for December 2020 still to processed and swimming pool compliance income ahead of budget.
04100 - Public Health Operations (WO)	214,579	263,871	(49,292)	509,467	503,467	Timing differences - Domestic Wastewater Management Plan works due in warmer months.
Planning, Building and Health Total	1,089,478	1,305,419	(215,941)	1,943,817	2,504,996	
Development and Community Services Total	1,724,098	3,449,482	(1,725,384)	6,053,964	7,130,812	
Disaster Recovery						
Flood						
06070 - Disaster Recovery Events (Bushfire) (WO)	0	0	0	0	0	
06090 - Disaster Recovery Events (Flood) (WO)	0	0	0	0	0	
Flood Total	0	0	0	0	0	
Disaster Recovery Total	0	0	0	0	0	

COLAC OTWAY SHIRE COUNCIL
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	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Environment and Infrastructure Services						
Arts and Leisure						
03745 - Arts & Leisure Management (WO)	3,819	49,353	(45,534)	103,550	15,000	OBRT Risk Assessments taking place
Arts and Leisure Total	3,819	49,353	(45,534)	103,550	15,000	
Assets and Project Delivery						
03205 - Infrastructure Development (WO)	250,441	184,754	65,687	391,501	385,726	Timing Difference - Income will be received later than forecasted.
03305 - Asset and Project Delivery Management (WO)	59,219	72,473	(13,254)	149,345	154,345	
03310 - Project Delivery (WO)	317,538	287,338	30,200	461,288	554,965	Allocation of Communsura Invoice needs to occur and the movement of the costs for the Birregurra Drainage Strategy.
03340 - Asset Management (WO)	425,439	389,645	35,794	815,627	835,627	Timing Difference - There are a number of Operating Projects that are not as far progressed comparatively to forecast.
03345 - Strategic Property Management (WO)	94,634	117,449	(22,815)	100,216	184,216	Timing Difference - Timing of delivery of operating projects due to be completed in the second half of the year.
04038 - Standpipe Management Operations (WO)	1,631	4,020	(2,389)	8,500	8,500	
Assets and Project Delivery Total	1,148,902	1,055,679	93,223	1,926,477	2,123,379	

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	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Environment and Community Safety						
03415 - Landfill Management (WO)	104,155	90,183	13,972	185,016	185,016	
04037 - School Crossing Supervision Operations (WO)	37,991	(7,194)	45,185	73,431	60,431	Time difference - grant income behind forecasted phasing.
04040 - Local Laws Operations (WO)	253,996	251,447	2,549	403,765	403,765	
04060 - Environment Operations (WO)	229,486	293,111	(63,625)	471,022	606,746	Timing difference - Pests & weeds and Street Lighting projects behind forecasted timing.
04065 - Environment & Community Safety Management (WO)	9,766	95,917	(86,151)	200,671	0	Timing difference - Phasing not reflective of expenditure timing.
04085 - Emergency Management Operations (WO)	426,231	475,770	(49,539)	952,543	1,242,214	Timing difference - Phasing not reflective of expenditure timing.
Environment and Community Safety Total	1,061,625	1,199,234	(137,609)	2,286,448	2,498,172	

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	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Environment and Infrastructure Services Management						
03200 - Environment & Infrastructure Services Management (WO)	170,732	154,059	16,673	325,969	325,969	
03206 - City Deals Project (WO)	(602,143)	98,634	(700,777)	0	0	Timing difference - Tracking as per the project plan and funding agreement, which varies from the budgeted phasing.
Environment and Infrastructure Services Management Total	(431,411)	252,693	(684,104)	325,969	325,969	
Services and Operations						
03240 - Parks, Gardens and Open Space Maintenance (WO)	653,756	1,165,741	(511,985)	2,318,500	2,388,500	The forecasting needs to be updated to reflect where the actual reactive works were completed and the timing of various works.
03274 - Transport Infrastructure Maintenance (WO)	2,312,830	1,906,976	405,854	4,035,024	4,035,024	The allocation of resources differs from the budget, as it is unknown which reactive works will be required when completing the budget (e.g reactive works were budgeted for Open Space Maintenance, although were actually required in Transport Infrastructure Maintenance).
03550 - Plant Operations (WO)	(59,542)	(31,192)	(28,350)	(66,000)	(66,000)	
03551 - Plant Operations (GL Only)	(689,917)	(696,603)	6,686	(1,236,440)	(1,236,440)	
03570 - Services & Operations Depot (WO)	690,631	487,676	202,955	940,499	993,599	
03410 - Waste Management Administration (WO)	196,631	381,645	(185,014)	768,829	768,829	Timing of invoice in arrears is causing this variance, as the Actual reflects three month of invoicing.
03411 - Waste Services (Garbage Charge Income) (WO)	(3,084,561)	(3,134,078)	49,517	(3,140,580)	(3,140,580)	
03420 - Domestic Refuse Collection (WO)	659,759	830,684	(170,925)	1,757,691	1,757,691	
03431 - Transfer Station Operations (WO)	612,194	567,620	44,574	1,201,063	1,201,063	
03490 - Buildings Maintenance & Operations (WO)	606,392	427,452	178,940	904,450	904,450	Timing difference - This has an unfavorable variance due to a number of items being completed earlier in the year than expected.
Services and Operations Total	1,898,173	1,905,921	(7,748)	7,483,036	7,606,136	
Environment and Infrastructure Services Total	3,681,108	4,462,880	(781,772)	12,125,480	12,568,656	

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	Actual	Forecast	Variance	Budget	Forecast	
	\$	\$	\$	\$	\$	
Port of Apollo Bay						
Capital Works						
37510 - Apollo Bay Harbour Capital Works (WO)	97,780	197,498	(99,718)	0	284,996	
Capital Works Total	97,780	197,498	(99,718)	0	284,996	
Port Administration						
33550 - Apollo Bay Harbour Major Plant Operation Cost	2,436	0	2,436	0	0	
35510 - Apollo Bay Harbour Admin (WO)	(577,758)	(555,914)	(21,844)	16,907	(93,093)	
Port Administration Total	(575,322)	(555,914)	(19,408)	16,907	(93,093)	
Port of Apollo Bay Total	(477,542)	(358,416)	(119,126)	16,907	191,903	
Total	(18,485,805)	(15,047,656)	(3,438,149)	447,747	(596,585)	

Contact

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Colac Otway
S H I R E

Item: 10.9

Authorisation of Officers under the Planning and Environment Act 1987

OFFICER	Maree Powell
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Instrument of Appointment and Authorisation - Tony Mc Gann - Planning & Environment Act 1987 [10.9.1 - 1 page] 2. Instrument of Appointment and Authorisation - Dora Novak - Planning & Environment Act 1987 [10.9.2 - 1 page] 3. Instrument of Appointment and Authorisation - Heidi Robinson - Planning & Environment Act 1987 [10.9.3 - 1 page]
PURPOSE	For Council to appoint officers as authorised officers under the section 147(4) of the <i>Planning and Environment Act 1987</i> .

1. EXECUTIVE SUMMARY

The purpose of the report is for Council to appoint Tony McGann, General Manager Environment and Infrastructure, Dora Novak, Acting Manager Environment and Community Safety, and Heidi Robinson, Acting Environmental Planner, as authorised officers under section 147(4) of the *Planning and Environment Act 1987*.

2. RECOMMENDATION

That Council:

- 1. appoints Tony McGann, Dora Novak and Heidi Robinson as authorised officers pursuant to section 147(4) of the Planning and Environment Act 1987;***
- 2. notes that the Instruments of Appointment and Authorisation come into force immediately the common seal of Council is affixed to the Instruments and remain in force until Council determines to vary or revoke them; and***
- 3. delegates to the Chief Executive Officer authority to sign and place under Council Seal the Instruments of Appointment and Authorisation.***

3. KEY INFORMATION

BACKGROUND

The *Planning and Environment Act 1987* 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 units 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.

KEY INFORMATION

Due to a minor organisational re-structure, it is required that Council appoint officer Tony McGann in the position of General Manager Environment and Infrastructure under the Act, and in addition, due to the backfill of leave, it is required that Council appoint officers Dora Novak as Acting Manager Environment and Community Safety and Heidi Robinson as Acting Environmental Planner 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 Instruments 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 positions 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

TIMELINE

The attached Instruments of Appointment and Authorisation (*Planning and Environment Act 1987*) come into force immediately upon execution.

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION

(Planning and Environment Act 1987)

In this Instrument “**officer**” means –

TONY MCGANN

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
2. Under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this Instrument.

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 24 February 2021.

THE COMMON SEAL of Colac Otway Shire
Council was hereunto affixed in accordance
with Local Law No 4

.....
Chief Executive Officer

Dated



INSTRUMENT OF APPOINTMENT AND AUTHORISATION

(Planning and Environment Act 1987)

In this Instrument “**officer**” means –

DORA NOVAK

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
2. Under section 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this Instrument.

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 24 February 2021.

THE COMMON SEAL of Colac Otway Shire
Council was hereunto affixed in accordance
with Local Law No 4

.....
Chief Executive Officer

Dated



INSTRUMENT OF APPOINTMENT AND AUTHORISATION

(Planning and Environment Act 1987)

In this Instrument “**officer**” means –

HEIDI ROBINSON

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 24 February 2021.

THE COMMON SEAL of Colac Otway Shire
Council was hereunto affixed in accordance
with Local Law No 4

.....
Chief Executive Officer

Dated

Item: 10.10

Policy Review - Acquisition and Disposal of Council Property

OFFICER	Mark McLennan
GENERAL MANAGER	Tony McGann
DIVISION	Environment & Infrastructure
ATTACHMENTS	<ol style="list-style-type: none">1. Attachment 1 - 4.3 Sale and Exchange of Council Land Policy [10.10.1 - 5 pages]2. Attachment 2 - 4.3 Acquisition and Disposal of Council Property Policy DRAFT pdf [10.10.2 - 7 pages]
PURPOSE	To present the revised Draft Acquisition and Disposal of Council Property Policy for endorsement for public exhibition.

1. EXECUTIVE SUMMARY

The purpose of the policy is to provide a framework that ensures a strategic, transparent and consistent approach to the acquisition and disposal of Council owned property. In 2013 Council adopted the *Sale and Exchange of Council Land Policy (4.3)* (Refer **Attachment 1**).

This year, council officers undertook a full review of the policy and a number of changes are recommended, these include:

- addition of acquisitions to the policy, including compulsory acquisition;
- addition of further consultation requirements;
- addition of decision-making criteria for determining disposal and acquisition of property;
- addition of consideration of proposals to purchase Council property;
- addition of allocation of the proceeds of sale; and
- an expanded process of disposal.

As the scope of the policy now includes consideration of the acquisition of all property (not just land), the title of the policy has been changed from 'Sale and Exchange of Council Land' to 'Acquisition and Disposal of Council Property' (refer **Attachment 2**).

Consideration has been given to any implications created by the *Local Government Act 2020*.

2. RECOMMENDATION

That Council:

- 1. endorses the Draft Acquisition and Disposal of Council Property Policy for a six-week public exhibition and consultation period;*
- 2. considers any feedback from the exhibition and consultation period at a future Council Briefing and Council Meeting; and*
- 3. considers adoption of the Acquisition and Disposal of Council Property Policy at a future Council Meeting.*

3. KEY INFORMATION

Why do we need this Policy?

From time-to-time Council considers the strategic purchase of property, however there are currently no guidelines or a policy position to govern this process. Many of the same principles apply to acquisition as they do to disposal. Without a policy position that ensures a robust and strategic decision-making framework, Council may dispose of property that could serve an important function now or in the future or acquire land that is not strategically considered. Neither situation ensures the best financial or community outcome.

What has changed?

The main change to the 2013 policy has been the addition of acquisitions to the scope.

Further information has been added to the sections of the policy to elaborate on:

- **Consultation processes.** *Section 191 and /or section 223 of the Local Government Act 1989* provide the steps required to comply legally in regard to the sale or exchange of Council owned property. The new policy outlines an agreed way to deal with any submissions received as a result of consultation that is not required under the Act.
- **Decision making criteria.** The new policy includes criteria to apply in the determination of disposal or acquisition of property to ensure it is surplus to, or meets the needs of Council.
- **Consideration of proposals.** The new policy provides further detail on what needs to be included in a report to Council regarding disposal or acquisition of property.
- **Process of disposal.** A process is outlined that sets out the method of sale or disposal and other relevant requirements.
- **Compulsory acquisition.** The policy now identifies when compulsory acquisition applies and the required process.
- **Confidentiality**
- **Allocation of proceeds from the sale of property.** Currently the proceeds from the sale of property are directed to Council's accumulated surplus. The new draft policy proposes a system by which the allocation of proceeds is determined and disclosed within the Council Resolution to dispose of property.

4. COMMUNITY CONSULTATION & ENGAGEMENT

There has been no community consultation or engagement in the development of the revised draft policy.

A previous draft of the policy was presented at Audit Committee in August 2020. It was recommended that the policy be put on public exhibition prior to presenting an updated version to Audit.

The method of consultation will involve making a copy of the draft policy available for download via a dedicated webpage on Council's website. The consultation period and access to the webpage will be advertised in the Colac Herald, Apollo Bay News, Birre Mail and on Facebook. A copy will also be provided to DELWP. Feedback will be received via email, mail or phone via the customer assist number, with calls directed to the Strategic Property Co-ordinator.

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.
3. Strengthen partnerships with key stakeholders to benefit the whole community.

Theme 2 - Our Places

1. Assets and infrastructure meet community needs.
2. Our places are managed for long-term sustainability.

Theme 3 - Our Community

1. Increase social connection opportunities and community safety.

Theme 4 - Our Leadership & Management

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

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

This policy provides a framework within which sound decisions can be made that ensure Council owned property is held for an important, identified community or civic use or disposed of to invest in an outcome that best serves the current and future population.

Some examples include:

- Purchase of public open space in an area where there is an identified gap; and
- Sale of land that can serve no identified civic or community function such as a disused Public Works Depot.

LEGAL & RISK

Risks involved with acquisition and disposal of Council property will be mitigated by the proposed policy, which requires adherence to all relevant legislation. Other non-legislative risks can be mitigated by following the guidance outlined in the policy, for example: undertaking due-diligence investigations to ensure Council is aware of any encumbrances on the land or presence of contamination.

FINANCIAL & BUDGETARY

Council is committed to the responsible management of financial resources. Adoption of and adherence to this policy will ensure sound financial decisions are made that:

- allow Council to invest funds from the sale of a property that is surplus in an area of identified need;
- save money in the long term, but reducing maintenance on surplus land or reducing associated costs with ongoing lease or licence arrangements; and
- secure land that is needed for the future before real estate prices become prohibitive.

Upfront costs associated with the disposal and acquisition of property, include: legal fees, consultant fees (for example: land surveyors, contamination investigations, feasibility studies) and officer time. Council allocates an annual operational budget for some legal fees and officer time associated with the research, reporting, planning and administration of property acquisition and disposal, however funding for investigations, studies and consultants associated with specific transactions is allocated on a case-by-case basis and is subject to available funds.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

The method of engagement on the draft strategy has been outlined at section 4. Following adoption of the Policy, information will be updated on Council's Policy register and the document will be made available on Council's website.

TIMELINE

Following endorsement by Council, the policy will proceed to public exhibition. Considering feedback from the exhibition period, updates may be made to the draft and a final version will be presented at the next Audit and Risk Committee prior to adoption at a following Council meeting. A suggested timetable is as follows:

1. Public exhibition commencement (5th March 2021)
2. Public exhibition closes (9th April 2021)

8. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



COUNCIL POLICY

Council Policy Title:	Sale and Exchange of Council Land
Council Policy ref. no:	4.3
Responsible Department:	Corporate and Community Services
Date of adoption/review:	24 July 2013

1. INTRODUCTION

Colac Otway Shire is obliged to manage its real estate so that municipal requirements are met. These requirements may change and properties need to be revaluated to establish their status.

The current and future use of property as well as the economic potential of disposal, should be considered by Council.

2. OBJECTIVES

Council will dispose of Council Land in a considered and responsible way and in accordance with legislation and the policy outlined.

Where Council disposes of real estate the sale should maximise the total economic return to the Council except where there is a clearly demonstrated community benefit for selling the land at a lower amount.

The policy has been prepared to assist Council and officers in determining the procedures to be followed in the sale, transfer or exchange of Council Land and in line with sound management practice.

3. LEGISLATIVE AND CORPORATE REQUIREMENTS

This policy complies with the requirements of the *Local Government Act 1989* and the *"Local Government Best Practice Guidelines for the Sale and Exchange of Land"*.

The Best Practice Guideline was prepared jointly by Local Government Victoria and the Government Land Monitor, Department of Planning and Community Development to provide guidance for Councils that are proposing to either sell or exchange land.

The guideline is in two parts:

- The first sets out the legal obligations under sections 189 and 191 of the *Local Government Act 1989*; and
- The second part sets out general principles and best practice for the sale, exchange or transfer of land.

3.1 Legislative Requirements:

The *Local Government Act 1989* provides the steps required to comply legally in regard to the sale or exchange of Council owned land (sec 189) and in accordance with the State Government Department of Planning and Community Development Local Government Best Practice Guidelines for the Sale, Exchange or Transfer of Land.

- Public notice to be given of Council's intention to do so at least 4 weeks prior to the sale or exchange.
- Obtain from a registered valuer a valuation of the property for sale or exchange, which is dated not more than 6 months prior to the sale.
- To receive submissions under section 223 of the *Local Government Act 1989* within 28 days of advertising a Notice of Intention.
- Submissions to be considered by Council prior to resolving to sell or exchange land.

3.2 General

All properties will be reviewed periodically for its municipal usefulness and particular attention paid to land not adequately used for municipal purposes.

Properties that are designated as surplus may be sold, exchanged or reserved for exchange for other land that the municipality requires. This would be after an assessment of Strategic Planning implications and future needs.

3.3 Preliminary Report to Council to Sell Land

Prior to any sale of land and the statutory processes commencing, a report to Council is to be prepared outlining the following:

- Reason for recommended sale
- Description of property
- Current Council valuation and date of valuation
- Council's book value of land
- Locality map
- Current use
- History of Council ownership
- Recommended method of sale
- Recommended sale price range and justification if range is less than valuation
- Any encumbrances
- Timelines for sale

- Proposed purchaser and if company, details of company directors and/or trustees (private sale only)

A report would also be prepared for the transfer or donation of land where no sale price is involved.

3.4 Consultation Process - Advertising

All statutory advertisements must include a legal property description and a local name by which the property is known (if any) together with all other relevant details in relation to the sale eg. price, special conditions, statutory advertising will be placed with Council's regular print media outlets.

3.5 Methods of Disposal

Sale or exchange of land may proceed in the following manner:

- Public Competitive Sale (auction or agent)
- Private Sale
- Other Sales

Generally, all sales and exchanges of land should occur at not less than the market value assessed by a Valuer engaged by Council. Where it is recommended that land is sold for less than the market value, a report should be provided to Council, explaining the circumstances, reasons or factors which led to the decision to accept a sale price that is less than market value or land on exchange with a lower value.

3.6 Public Competitive Sale

After completing the relevant advertising process required under the *Local Government Act 1989* and Council resolved to sell, the following procedures should apply:

- 3.6.1 At least 2 quotations be obtained from licensed agents to act for Council.
- 3.6.2 Selection of an appropriate real estate agent to dispose of the property may be based on the following criteria but not limited to:
- (a) type of property to be marketed
 - (b) relevant experience
 - (c) proposed commission
 - (d) necessary licences
- 3.6.3 The Chief Executive Officer, after consultation with Council, to determine whether sale by auction or direct negotiation or expression of interest and whether any terms and conditions apply.
- 3.6.4 The Chief Executive Officer, after consultation with Council, to determine reserve value if sale by auction or negotiated sale.
- 3.6.5 If reserve is met then sale proceeds.
- 3.6.6 If reserve is not met, then any offer or proposal to amend reserve be referred to the Chief Executive Officer for consideration.

3.7 Private Sale

- 3.7.1 The Chief Executive Officer, or an officer authorised by the Chief Executive Officer, be empowered to negotiate with prospective purchaser/s.
- 3.7.2 The Chief Executive Officer to approve final sale price and any terms or conditions of sale.

3.8 Other Sales

If any sales fall aside the guidelines above then Council approval will be required prior to acceptance of any offer to purchase.

3.9 Contracts of Sale

All Contracts of Sale are to be prepared by Council's legal advisors and tabled for Council signing and sealing.

3.10 Payment of Costs

Each party will bear their own costs in relation to a sale of land process. Council costs may include valuation fees, legal cost and real estate agent fees.

3.11 Authorisation

The Chief Executive Officer is authorised to negotiate and sign contracts of sale . In accordance with the Chief Executive Officer's Instrument of Delegation or as agreed by Council.

3.12 Annual Report

All land sales for the financial year are to be disclosed in the Annual Report of Council for that year.

3.13 Expiration of Sale Offer

If a contract of sale has not been signed within a period of 6 months from date of Council resolution to sell, the offer lapses unless due to unforeseen circumstances and will be required to be referred back to Council for determination.

3.14 Responsibility

The Infrastructure Department (Assets) shall have the responsibility of identifying surplus properties and advising Council. The actions of the department shall include, but not be limited to the following:

- Identify potential saleable parcels of land.
- Refer property to other departments for comments and advice.
- Obtain toxic or environmental reports.
- Apply for relevant planning requirements.
- Prepare Council papers and reports.
- Request valuations.
- Place statutory and other advertisements in newspapers.
- Engage a real estate agent.
- Authorise preparation of vendor statements, contracts and documents.

3.15 Use of Proceeds

Unless otherwise directed by the Council, sale proceeds from land other than that reserved as Public Open Space shall be assigned in accordance with Council's adopted long term financial plan.

Proceeds from the sale of land reserved for Public Open Space must be assigned as directed in the *Local Government Act* (1989), *Planning and Environment Act* (1987) and *Subdivision Act* (1988).

4. Related Legislation, Guidelines, Specifications and Codes of Practice

- *Local Government Act* 1989, Sections 189, 191 and 223
- *Planning and Environment Act* (1987) and *Subdivision Act* (1988).
- Council Tendering Policies
- Local Government Best Practice Guideline for the Sale and Exchange of Land

5. Implementation and Review

This policy will be implemented by staff at the Colac Otway Shire and will be reviewed on a periodic basis.

The policy is subject to immediate review should any relevant legislation changes occur.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
27 May 2008	Adopted by Council
28 October 2009	Review
24 July 2013	Review



Council Policy

4.3 - ACQUISITION AND DISPOSAL OF COUNCIL PROPERTY

PURPOSE

The purpose of this policy is to provide:

- (a) a fair, compliant and transparent position with regards to the acquisition and disposal of Council owned property; and
- (b) criteria to determine if a property is considered to be surplus or worthy of purchase.

SCOPE

This policy applies to any Council owned property under consideration for disposal, exchange or sale.

This policy also applies to any property that Council is considering acquiring.

This policy does not apply to CROWN land or property managed by Council on behalf of the CROWN.

DEFINITIONS

Property - Real property commonly referred to as land and may include a building or improvements on the land.

Land - The land as described in a Certificate of Title that has no improvements within its boundaries.

BUFPC - Best Use For Council Property Committee: An internal advisory group consisting of representation from Council's Assets, Community Development, Economic Development, Recreation and Open Space, Planning and Strategic Property departments.

Acquisition - Purchase of property or land.

Disposal - Sale or transfer of Council owned land or property.

Valuation - A formal assessment performed by a Registered Valuer to establish value of property or land.

Certificate of Title - A record of interests and rights affecting land.

Real Assets - Land or property.

Best Value - A principle based approach that aims to ensure that services meet the needs of the community in terms of quality, competitiveness, efficiency, continuous improvement and accountability.

Contract - A written agreement documenting the acquisition or disposal of property that is enforceable by law.

Expressions Of Interest (EOI) - An offer made by a strategic or financial buyer for the purchase of Council property.

Compulsory Acquisition - A statutory process that enables Council to acquire land or property without the willing consent of its owner or occupant for public purposes such as building or roads.

Proceeds of Sale - Any amount that Council receives from the sale or disposal of Council property.

REFERENCES

The Local Government Act 1989

The Sale of Land Act 1962

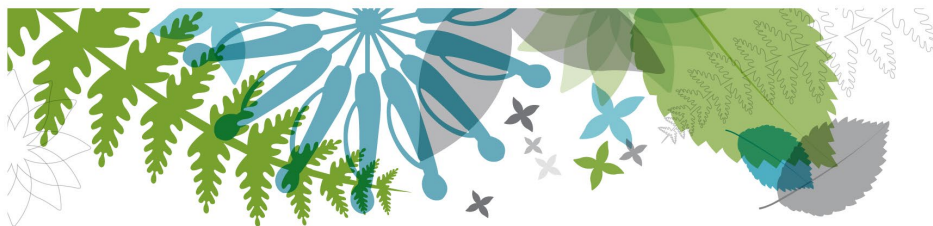
The Transfer of Land Act 1958

The Land Acquisition and Compensation Act 1986

The Valuation Act 1960

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CM reference		Date of adoption	
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Department of Planning and Community Development, Local Government Best Practice Guidelines for Sale or Exchange of Land (June 2009)

STATEMENT OF POLICY

1. GENERAL PROVISIONS

- 1.1 Colac Otway Shire Council has a responsibility to manage property owned by Council so that it provides Best Value for its community.
- 1.2 The sale or exchange of Council owned property and the acquisition of property shall be subject to a fair, compliant and equitable process that:
 - (a) Considers strategic, economic, social and environmental objectives, benefits and liabilities;
 - (b) Complies with legislative obligations;
 - (c) Involves consultation with relevant stakeholders;
 - (d) Considers the fair allocation of any Proceeds of Sale;
 - (e) Secures the best financial and strategic social outcome; and
 - (f) Is transparent and open to scrutiny, while maintaining appropriate levels of commercial confidentiality.
- 1.3 The *Local Government Act 1989 (section 189)* outlines the legislative requirements with regards to the sale or exchange of Council owned land.

2. CONSULTATION

2.1 Legislative Requirements (Sale or Exchange)

The *Local Government Act 1989* and the *Department of Planning and Community Development, Local Government Best Practice Guidelines for Sale or Exchange of Land (June 2009)* require that:

- Public notice is given of Council’s intention at least 4 weeks prior to the sale or exchange;
- A Valuation is obtained from a registered Valuer, which is dated not more than 6 months prior to the sale.
- Submissions are received (under *section 223*) within 28 days of advertising a Notice of Intention.
- Submissions are considered by Council prior to resolving to sell or exchange land.

2.2 Other Consultation

It is not a legislative requirement for Council to undertake public consultation when property is considered for acquisition.

If it is considered to be in Council’s best interest to enter into additional consultation that is not a statutory requirement, such as a Public Notice or Notice of Intention, Council may, at its discretion, undertake a public consultation process.

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2.3 Hearing of Submissions

Hearing of any submissions in relation to any sale, acquisition or exchange of property, will proceed as set out in section 191 and/or section 223 of the *Local Government Act 1989*.

3. PERIODIC STRATEGIC REVIEW

3.1 All Council owned properties shall be reviewed every four years in order to determine their continuing strategic need and or potential for disposal.

4. CRITERIA FOR DETERMINING DISPOSAL OR ACQUISITION OF PROPERTY

4.1 Criteria for Disposal

The following criteria shall be used to determine if property is surplus to Council’s needs.

A property may be considered for disposal or exchange if:

- (a) The property is not required for provision of a Council service or operation, now or in the future;
- (b) The property is currently used for provision of a Council service or operation, and a suitable alternative exists that is economically viable (This may include purchase of another property, refurbishment of an existing Council owned property, construction of a new facility or leasing of a non-Council owned property);
- (c) Disposal of the property will not inhibit or prevent the fulfilment of an identified strategic requirement of Council, now or in the future; and
- (d) The property is not required for recreational, environmental or community use with a demonstrated demand, now or in the future.

4.2 Criteria for Acquisition

A property may be considered for acquisition if:

- (a) The property is required for provision of a Council service or operation, now or in the future, and no suitable, economically viable alternative exists; or
- (b) The property demonstrates a viable economic return to Council over time; or
- (c) The property can be set aside to fulfil a demonstrated strategic purpose in the future.

4.3 Compulsory Acquisition

As an ‘acquiring authority’ under the *Planning and Environment Act 1987*, and in accordance with section 187 of the *Local Government Act 1989*, Council may compulsorily acquire property.

A property will only be compulsorily acquired when:

- (a) It is for a public purpose;
- (b) All other reasonable options have been considered and explored;
- (c) The land is first reserved under the Council’s planning scheme via a Public Acquisition Overlay; and
- (d) The process for compulsory acquisition as set out in the *Land Acquisition and Compensation Act 1986* (Vic) has been followed.

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5. CONSIDERATION OF PROPOSALS

5.1 Prior to formal consideration of a proposal to dispose of or acquire property, a comprehensive due diligence report is to be provided to Council outlining the following as a minimum:

- (a) Description of the property;
- (b) A Valuation by a certified Valuer;
- (c) A locality map;
- (d) Confirmation that the land is as described and survey issues such as encroachments (either on or from the land), access, encumbrances, etc. have been investigated and addressed. This will ensure that true property boundaries of the land and any rights and restrictions are accurately recorded in the title documents and / or any material discrepancies are disclosed in the sale contract.;
- (e) The current use/s;
- (f) The reason for proposed acquisition or disposal;
- (g) A copy of the Certificate of Title;
- (h) The recommended method of acquisition or disposal;
- (i) A recommendation as to the purchase or sale price range and associated legal and other costs (in confidence);
- (j) Allocation of any Proceeds of Sale;
- (k) Estimated timeframes; and
- (l) Any special conditions.

5.2 The report will satisfy the criteria set out at 4.1 and address the questions outlined below.

5.2.1 Regarding both disposal and acquisition:

- Has the disposal or acquisition of the property been identified in a Council plan, strategy, study or master plan?
- Has the proposal to acquire or dispose of property been referred to the Strategic Property Co-ordinator and the BUFCPC for consideration and recommendations?
- Is there a flood liability or drainage constraint on the property such as an LSIO (Land Subject to Inundation Overlay)?
- What are the other planning constraints, controls and considerations, such as significant vegetation and cultural heritage?
- Has the potential for contamination been investigated? (Where it is deemed that there is potential for contamination to be present, the responsible agency must engage a suitably qualified expert to undertake, at a minimum, a preliminary environmental site assessment, in accordance with the National Environment Protection (Assessment of Site Contamination) Measure 1999 (as amended 2013) to formalise and document the contamination status of the land).
- Has the property been acquired as a result of unpaid municipal rates?
- Have liabilities on the property been considered?
- Are there other locations or options available to provide the same level of service, with similar or better economic, social or environmental benefit?
- Has Native Title implications been considered?

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5.2.2 Acquisition only:

- What is the total, upfront and ongoing cost to Council for purchase and management, and how does this compare to any alternatives?

5.2.3 Disposal of Council owned property only:

- Has the property been gifted to Council for a specified purpose, for example as Public Open Space?

6. UNSOLICITED PROPOSALS TO PURCHASE COUNCIL PROPERTY

6.1 Unsolicited proposals to purchase Council property by an entity external to Council may be received and considered. If, after considering the criteria set out in section 4.1 herein, Council officers determine a sale or transfer of the subject property to be in the best interests of the community, a proposal shall be referred to Council for formal consideration.

7. PROCESS OF DISPOSAL

7.1 Property that has been determined to be surplus to the needs of Council, having satisfied the criteria at 4.1, may be sold or exchanged for other property.

7.2 Council will not seek to retain property once it has been declared to be surplus and will actively seek to sell or exchange the said property after a Resolution of Council is made.

7.3 Any decision declaring property to be surplus to the needs of Council shall be made at a Council meeting that is open to the public.

A Resolution of Council to dispose of property may include authorisation for the Chief Executive to proceed to:

- (a) Determine a preferred purchaser;
- (b) Undertake the statutory process including public advertising; and
- (c) In the event that Council receives no submissions after public advertising, provide for execution of sale contract, or other required documents.

If Council resolves to sell property, reports and/or valuations will remain confidential in any required Council report or resolution, resulting in the resolution only being released to the public. This will keep the valuation and any reserve price confidential to ensure that a competitive process is maintained.

7.4 Allocation of Proceeds of Sale

Council will identify and disclose where the proceeds of any proposed sale of property will be allocated. Council will include the allocation of any proceeds of sale within the resolution to sell Council property.

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8. METHODS OF DISPOSAL OR EXCHANGE

8.1 Sale or exchange of property may proceed in the following manner:

- Public Competitive Sale (auction or agent);
- Private sale; and
- Other sale

8.2 Public Competitive Sale (Auction or Private Sale)

After completing the statutory requirements under the Local Government Act 1989, and upon Council resolving to proceed to public competitive sale, the following procedures shall apply:

- Two quotations obtained from licenced real estate agents to represent Council in relation to the proposed sale.
- Selection of an appropriate estate agent to dispose of property may be based on the following:
 - Type of property to be marketed
 - Relevant experience
 - Proposed commission
- All Council Officers involved in the proposed transaction must complete a Conflict of Interest Declaration and submit that declaration to Council’s Governance Department at the earliest opportunity.
- Selection of an appropriate solicitor to protect Council’s interest in the sale, based on the following:
 - Relevant experience; and
 - Proposed legal costs and charges.

8.3 Private Sale (to preferred purchaser)

After completing the statutory requirements under the Local Government Act 1989, and Council resolving to proceed to a private sale to a nominated purchaser, the following procedure shall apply:

- All persons involved in the proposed transaction to complete Conflict of Interest Declarations.
- Selection of an appropriate solicitor to conduct the sale agreement based on the following:
 - Relevant experience; and
 - Proposed legal costs and charges.

8.4 Other Sale

Council may conduct a sale of property by Invitation for Expressions of Interest seeking to achieve a desired outcome such as with a sale of land that has no ability to be improved. This process would be useful for properties that have an environmental restriction.

After completing the statutory requirements under the Local Government Act 1989, the following procedure shall apply:

- All Council officers involved in the proposed transaction to complete Conflict of Interest Declarations.
- Selection of an appropriate Solicitor to conduct the sale agreement based on the following:
 - Relevant experience; and
 - Proposed legal costs and charges.

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9. CONFIDENTIALITY

- 9.1 All information with regards to the disposal and acquisition of property can be made public, except in the following instances:
- (a) Valuation advice remains the property of the instructing agency (or agencies where joint instructions are issued) and must not be disclosed to any third party unless authorised by the agency(ies).
 - (b) Any other document or information that discloses commercially sensitive information.

RELATED DOCUMENTS

Colac Otway Shire Community Engagement Policy.

Colac Otway Shire Procurement Policy.

Colac Otway Shire Planning Scheme.

DOCUMENT CONTROL

Policy owner	Strategic Property Co-ordinator		Division	Environment and Infrastructure
Adopted by council			Policy Number	4.3
File Number	D20/153591		Review date	December 2020

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CM reference		Date of adoption	
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10.11

Notice of Motion - Kennett River - City Deals Project

COUNCILLOR	Cr Stephen Hart
ATTACHMENTS	<ol style="list-style-type: none">1. Extract from Minutes - Ordinary Council Meeting - 26 June 2019 [10.11.1 - 2 pages]2. Extract from Agenda - Ordinary Council Meeting - page 193 - 26 June 2019 - attachment 2 for No M 325 [10.11.2 - 1 page]3. Letter from Kennett River Association - 7 February 2021 - attachment 3 for No M 325 [10.11.3 - 3 pages]

1. COUNCILLOR COMMENT (OPTIONAL)

Colac Otway Shire has been allocated funding under the Geelong City Deal project for improvements in infrastructure in Kennett River. Despite being called the Geelong City Deal, the funding applies to many areas besides Geelong. There are many other parts of the City Deal that affect other municipalities and other areas of Colac Otway Shire. These resolutions are only related to the works in and near Kennett River.

On 26 June 2019¹, Council adopted the amended Kennett River Tourism Parking and Traffic Strategy. When the report was considered in June 2019, Council had 32 submissions regarding Kennett River. Of note, is that the Strategy included various design options and identified the need for further community consultation on the precise details of the plans before any contracts would be let. However, there has been some discussion in relation to the amount of flexibility to accommodate concerns raised during community consultation.

Around 190 submissions were recently received from the public requesting changes to Council's proposed plans for Kennett River. There was a degree of consistency in many submissions. An on-site meeting was held by Council on Saturday 6 February 2021. At that meeting it became apparent that Council felt unable to take many of the suggestions into account believing they were constrained by the resolution adopted on 26 June 2019.

A simple matter of timed parking was said to be unable to be varied due to that resolution. Yet page 193 of the Agenda of 26 June 2019² shows that "KR17" was to give "consideration for timed parking". This doesn't lock the Council into a position.

Council Management has also claimed that the resolution identified one of a number of options (option 2) as the chosen option when in fact it simply rated higher than others. The report said "Design

1 Extract from Minutes, 26 June 2019

2 Extract from Agenda, page 193, 26 June 2019

Option 2 could be considered to best balance the various design considerations.” Nothing in the report or resolution of 26 June 2019 states that only option 2 will be considered. Even if it did say that, Council is free to vary the response as no contracts have been let.

Subsequent to the public meeting on 6 February 2021 the Council acknowledged that the proposal for timed parking can be changed. This demonstrates the need for a resolution to remove any doubt about whether Council may vary the detail in response to submissions.

The Kennett River Association have written to Council³ asking for adjustments. There are many issues of concern such as the location of the toilet block, size of the toilet block, intersection treatment, traffic flow and parking to name a few. The submissions mentioned earlier also identified these issues. This isn't a complete list of concerns.

I understand that Council already advertised the contract to do the plans on or about 29 January 2021 even though Council is still, purportedly, engaged in consultation. Fortunately, that contract has not yet come to Council so Councillors can inject much needed flexibility without breaching an awarded contract.

The City Deal project should be a 'good news' story.

My first resolution acknowledges the need to comply with the intent of the City Deal agreement whilst requesting the Chief Executive Officer to handle the matter with the maximum flexibility possible.

In contrast, if resolution 1 is not adopted this will not settle the issue. I am concerned that an inflexible approach may derail the Kennett River component of the City Deal project.

While Council can identify various periods of consultation in recent months, the real problem is a lack of flexibility and responsiveness to the concerns raised.

The first resolution also calls for more consultation but allows the Chief Executive Officer to determine the extent, to ensure that project timelines may be met.

The second resolution calls for Councillors to be briefed on the proposed design before Council tenders for construction works.

This is an opportunity to ensure the Kennett River part of the City Deal is back on track.

2. OFFICER COMMENT

Motion 1

Part 2

In relation to part 2 of the motion there have been submissions from the community on the Parking and Road design. When we requested feedback from the community on the Parking and Road design we also attracted feedback on other areas of concern in the area. Many of these, where possible, have been addressed. Feedback on the development of Grey River Road for additional parking and turn around has been included in the design but is not funded as part of this City Deal program.

Part 3

In relation to part 3 of the motion the City Deal team have used the Tourism, Parking and Traffic (TT&P) study as a guide to satisfy the City Deal project and funding arrangements.

3 Letter from Kennett River Association

The TT&P involved significant stakeholder and community engagement. Three proposals were created and the community were invited to nominate their preference.

Option 2 of 3 proposals was most favoured by the community. The TT&P strategy was taken to council in June 2019 and was endorsed. Some inclusions were made to the recommendations put to council in this report ie consult with the community to generate a masterplan for the fishing platform area and in front of the café, generate a material palette, and decide on the location of the proposed public toilet. These inclusions have been incorporated into the program.

Additional flexibility has not been sought by the project team as it believes that submissions from the community have been able to be satisfied within the constraints of Option 2 in the TT&P strategy.

Part 4

In relation to part 4 of the motion and additional consultation, the impact of extending the consultation period is that there will be additional expense to the program for the generation of revised designs. There is also risk that the intentions of the TT&P strategy will be compromised. This may lead to a round of consultation on the TT&P report.

There is also a risk of exceeding the City Deal funding and the time lines agreed with Regional Development Victoria and the Federal Government.

There has been significant community consultation to date including:

- Formation of a Community reference group- City Deal.
- Dedicated Kennett River Working group made up of diverse range of stakeholders.
- Three iterations of the parking and traffic plan.
- Proposed professionally managed consultation for a masterplan, materials palette and toilet location.
- Transparency of all related project documents for the Kennett River project.
- Two separate letters to all community residents, rate payers and businesses.
- Whole of community on site consultation resulting in version 3 of the parking and road design.

Over 180 community submissions were received as a result of a whole of community survey on version 2 of the Parking and road plan. Not all of the submission were related to the Parking and Road plan as was sought.

Very valuable information was received and a subsequent list of alterations to the plan were recorded and made available to the whole of community. This included the removal of formalised parking on the ocean side of the great ocean road.

Concerns were raised about the ability for overflow traffic for the short term visitors to the café to exit back onto Howden Street and further concerns about delivery vehicles to the café making a safe exit to Howden Street. Design changes were made to cater for this feedback.

There was further feedback to reinstate the roundabout to address the previous two points. Version 3 of the parking and road plan addresses the concerns raised without compromise to the intent of relocating the roundabout to the end of the service lane.

Colac Otway Shire have followed the IAP2 protocol for community consultation and will continue to work with the community on outstanding items. A recommendation to extend the consultation phase for Parking and Road design is not recommended.

Part 5

In relation to part 5 of the motion a revised Parking and Road proposal that is inconsistent with the preferred design arising from the TT&P strategy may compromise the researched and intended outcome from this plan.

A major part of the consideration was to influence Kennett River visitors from travelling into and parking in the residential areas. Removal of the roundabout in front of the café was part of the strategy to do that.

The project team believe that the items raised by the Kennett River community including business and surf lifesaving club have been able to be addressed within the constraints of the TT&P.

Motion 2

Council officers agree that, in relation to Kennett River City Deal works, that Council will be able to be briefed prior to calling tenders for construction and after the completion of consultation with the community.

3. NOTICE OF MOTION

I give notice I intend to move the motions below at the 24 February 2021 Council Meeting:

Motions to ensure that Council genuinely takes into account the community's input into the Kennett River part of the City Deal project

MOTION 1

That Council:

- 1. Notes that the City Deal project includes funding for some parts of the 'Kennett River Tourism Parking and Traffic Strategy';***
- 2. Notes that the community have made submissions about the proposed details of the works;***
- 3. Requests the Chief Executive Officer to facilitate the maximum flexibility possible to consider and accommodate the community's concerns, to the extent consistent with the intent of the City Deal Agreement as it relates to the Kennett River works;***
- 4. Requests the Chief Executive Officer to provide a further period of consultation for the community regarding the Kennett River works, within the terms of the City Deal Agreement; and***
- 5. Resolves that if there is any inconsistency between the resolution of 26 June 2019 and this resolution, in relation to the Kennett River Tourism Parking and Traffic Strategy, the provisions of this resolution apply.***

MOTION 2

That Council resolves that once consultation with the community regarding the Kennett River City Deal works has been completed, and before Council tenders for construction works, Councillors are briefed on the proposed design at a Briefing.



Item: 10.6

COS Tourism Parking and Traffic Strategy, and Kennett River Tourism Parking and Traffic Strategy - Consideration of submissions

OFFICER	Jeremy Rudd
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Colac Otway COS Tourism Parking and Traffic Strategy - Submission Table with Officer Response - 21 M [10.6.1 - 123 pages] 2. COS Tourism Parking and Traffic Strategy - Submission key issues and proposed changes summary pdf [10.6.2 - 30 pages] 3. COS Tourism Parking and Traffic Strategy - public exhibition - notice 112846 DL bulk PROOF - final n [10.6.3 - 2 pages]
PURPOSE	To inform Council about the public exhibition process for the draft <i>COS Tourism Parking and Traffic Strategy</i> , and the draft <i>Kennett River Tourism Parking and Traffic Strategy</i> , and consider submissions received.

RESOLUTION

MOVED Cr Chris Potter, **SECONDED** Cr Stephen Hart

That Council:

1. *Having considered all submissions received, amend the draft Colac Otway Tourism Parking and Traffic Strategy as noted in the summary document attachment.*
2. *Having considered all submissions received, amend the draft Kennett River Tourism Parking and Traffic Strategy as noted in the summary document attachment.*
3. *Adopt the amended Colac Otway Tourism Parking and Traffic Strategy.*
4. *Adopt the amended Kennett River Tourism Parking and Traffic Strategy.*

CARRIED 7 : 0

Doug McNeill left the meeting at 7.10pm.
Tim Brain left the meeting at 8.10pm.
Suzanne Barker left the meeting at 8.10pm.
Jeremy Rudd left the meeting at 7.10pm.

53	Kennett River	KR17: Formalise the car park on the foreshore side opposite the caravan park entrance	Foreshore carpark	Access for family with disabilities necessitates car transport and car parking close to the beach. Is not advocating for disabled car parking but for restoration of the car park for public purposes (not caravan park tenants). Is unable to park in the beach side car park because it is usually fully consumed by caravan park vehicles and trailers, together with day visitors, which requires parking across the highway or down the road. Long term practices is not discouraged by the caravan park operator or Council. Strategy does not address this at all. The caravan park tenants should be required to park on site or elsewhere other than on the beach side car park.	The issue of overspill car parking associated with caravan park tenants is recognised. Whilst it is understood that there should be some parking available in Kennett River that is untimed, key spaces close to the foreshore should be available for short term beach goers. It is important to include a strategy to facilitate this and avoid spaces being used for long periods. It is considered that KR 15 should be amended to also recognise the need to introduce timed parking in the foreshore car park to avoid it being used by caravan park visitors and be available for beach goers.	Amend KR.17 to include a note for consideration for timed parking for the main foreshore car parking area in Kennett River to facilitate beach goer access (e.g. 4P) and discourage overflow parking associated with the caravan park. Also, include a note to investigate the provision of accessible car parking spaces in this area as well.
53	Kennett River	KR 9 Kennett River Strategies	Condition of signage	Notes signage indicating no overnight parking or camping have been removed or destroyed.	Whilst the submission raises a specific issue in relation to signage, it also highlights the need for regular inspections of signage to audit their condition.	KR Strategy: Introduce a new town strategy in section 9.3 to undertake regular audits of the condition of signage in Kennett River
53	Kennett River	KR: Multiple	Enforcement of parking	Gathers that Council do not enforce parking infringements for illegal parking practice.	Council has increased enforcement in Kennett River over the previous six months and is seeking additional resources to provide for a dedicated compliance officer for the coast. Furthermore, enforcement of illegal parking will form an important part of the strategy's implementation to improve overall compliance. It is also noted in a number of town strategies.	No change
53	Kennett River	KR17: Formalise the car park on the foreshore side opposite the caravan park entrance	Foreshore carpark	Considers the plan for formalising the beachside public car park does not bear any reality to the number of cars that currently park or stay long term in the public car park, and do not convey specifics in relation to number of parking bays, and would not resolve issues as noted above.	Whilst it is recognised that the beachside car park in Kennett River is currently unformed and allows vehicles to park in an ad hoc manner, the strategy seeks to formalise the car parking to ensure that this space is used efficiently and safely. It is therefore important that any design response complies with relevant standards. The concept design in the plan has a number of options for vehicle parking and shows parking bays. The final design will maximise available parking in the area, whilst facilitating safe pedestrian movements and deterring coach parking, which will be an important requirement to obtain RRV approval.	No change required



Kennett River Association (KRA) Request for a Council Motion

in relation to the Kennett River Infrastructure Project

7th February 2021

Prepared by the Kennett River Association

Please find below a motion for consideration by Councillors as well as background information in relation to the Kennett River Infrastructure Project, also known as the City Deal Project.

MOTION

The Kennett River Association would like to request that:

- Councillors and Council Officers acknowledge that the preferred concept plan adopted in the Kennett River Tourism Parking and Traffic Strategy June 2019 was conceptual only in nature, and that further adjustments are required to ensure the best outcomes for Kennett River. The concept plan also required refinement in order to meet Australian Standards.
- More time be given to the project team, consultants and the community in the current concept design refinement phase of the Kennett River infrastructure project to allow for:
 - Further options to be explored in relation to the intersection treatment of the Great Ocean Road and Hawdon Avenue, as well as traffic flow, road and parking layout out the front of Kafe Koala General Store
 - Refinement of the service road design
 - Consideration to be given to the unresolved issues including safety concerns in the current revisions of the concept plans, as highlighted at the recent community consultation by the Kennett River Surf Life Saving Club and community members
 - Reflection to occur in relation to the most urgent infrastructure needs of the town, so that the project budget can be utilised in the most effective way to resolve the most pressing issues.
- The location and size of the toilet block be considered at the same time as the concept plans are refined to allow for an integrated approach to planning, rather than undertaking a separate exercise at a later date as is currently being proposed
- At least two more community consultation workshops be undertaken with the project team and the consultants before the concept plans are finalised
- A Councillor be appointed to champion the project during the requested extension period, to ensure that the community voice and concerns are heard

BACKGROUND

STIP Funding 2017

The Kennett River Association requested funding for a small amount of infrastructure improvements to take place in Kennett River, through the Council's Small Town Improvement Program Funding in 2017. The KRA was awarded \$25,000 through this process as follows "I am pleased to announce that STIP funds of \$25,000 have been allocated towards a Kennett River Tourism and Traffic Management Plan. The request for STIP funds for infrastructure has not been successful in this application. The outcomes and recommendations of the tourism and traffic management plan should be known and any future infrastructure proposals should be applied for after the plan is completed." Letter from COS dated 27 July 2017 (Ref F16/12252). The KRA understands that COS only ended up contributing \$15,000 to the plan, as VicRoads agreed to co-fund the traffic management plan, with VicRoads and COS each contributing \$15,000 to the project.

Kennett River Tourism Parking and Traffic Strategy

During 2018 and 2019, COS and GTA Consultants created the Kennett River Tourism Parking and Traffic Strategy. The community was involved in the development of this strategy. The strategy involved concept plans for potential infrastructure improvements in Kennett River. At the time the strategy was developed, the project was unfunded.

The community recognised the need for tourism in Kennett River to be better managed, as the situation in Kennett River was often chaotic and detrimental to the amenity of the town and to the wildlife. The community did not view the strategy as a mechanism for increasing tourism.

City Deal Funding

In 2019, the Colac Otway Shire was allocated \$1.9M through the Geelong City Deal project to implement infrastructure works in Kennett River, including road and parking improvements, and the construction of a new public toilet block. The City Deal Funding Agreement was signed in 2020, and COS appointed a project team to run the project.

Kennett River Infrastructure Project during 2020

The COS project team engaged with the Kennett River Association during 2020. Commencing in June 2020, the KRA regularly encouraged the project team to commence broad community engagement and consultation in relation to this project, stating that the community could offer valuable local knowledge and that a commitment had been made during the strategy process, that the community would be involved as the project concepts were further refined. The Kennett River Tourism Parking and Traffic Strategy June 2019 notes on number of occasions that “further consultation with the Kennett River Association” and other stakeholders should occur during the next phase of the project. Moreover, the current project team acknowledged that the concept plans created by GTA Consultants did not meet the necessary road standards and would need to be refined to meet the standards.

Community Consultation & Engagement

Whilst a small number of community members were consulted about the project during 2020, the general community were not given an opportunity to comment on or engage in the refinement of the concept designs until January 15, 2021, when the Revision 2 concept plans were released. The community submitted over 180 comments on the concept plans by January 28, 2021. On February 6, 2021 the COS project team and SMEC consultants conducted their first community consultation session with the Kennett River community, during which they noted that 4 minor amendments would be made to the concept plans following community’s 180 plus comments (2 in relation to the timing of parking, 1 in relation to long vehicle parking bays and 1 in relation to a 3-point-turn area).

Through their submissions, the community had made a number of suggestions for improvements to the concept plans, and had requested that further concepts be developed for certain areas of Kennett River. The majority of the community feels strongly that the Revision 2 concept plans do not resolve the issues faced by Kennett River, are not functional in some respects, create safety concerns rather than resolving them, and that some low hanging fruit in terms of low-cost infrastructure solutions are not being taken up, whilst other unnecessary changes to township infrastructure are being made.

At the community meeting on 6 February 2021, the project team confirmed that no further options would be explored and that the Revision 3 concept plans would be released on Friday 12th February, signalling the publication of final concept plans and a conclusion to community consultation in relation to roads and parking improvements in Kennett River.

Vision for Kennett River

Whilst the community is broadly supportive of the need for infrastructure improvements in Kennett River, the consensus is that improvements should not be made to the detriment of the local community, the natural environment or the small town feel of the hamlet. Moreover, the works must **improve**, not diminish, traffic flow, congestion, safety and amenity in Kennett River. The community agrees that a toilet block is needed, but that the toilet block should be an appropriate size for the town and should consider environmental impacts (there is no reticulated water or sewerage in Kennett River). The community feels strongly that Kennett River should not become a toilet stop for bus companies travelling along the Great Ocean Road who would like a quick turnaround time.

The endorsed strategy acknowledges this by saying “The Kennett River Residents Association undertook a community survey prior to the commencement of the project. The survey identified among other things the following core community values: the small-town feel, the close-knit community, the environment, the natural beauty, the flora and fauna, the peace and quiet, the casual lifestyle, the simplicity of the amenities, the informality, the undeveloped hamlet feel and the abundant wildlife.” Pg 19, Kennett River Tourism Parking and Traffic Strategy June 2019.

Visitor Economy

According to the Strategic Master Plan for the Great Ocean Road Region Visitor Economy 2015-2025, the objectives for the Great Ocean Road visitor economy are to increase yield (spend), increase dispersal throughout the year, and increase visitor satisfaction, among other things. The strategy also includes a focus on enhancing nature-based tourism experiences along the Great Ocean Road. The strategy is not to increase visitor numbers.

According to the strategy, domestic day trippers spend \$101 per trip on the Great Ocean Road, domestic overnight visitors spend \$136 per night per person, and international overnight visitors spend \$97 per night per person. There are no figures published on international day trip visitors in the master plan, but the figure of 0.18c per bus traveller has long been discussed.

Visitors to Kennett River include not only day trip visitors (car and bus travellers), but also overnight visitors staying in private rentals (there are over 24 private holiday rentals in Kennett River) and in the caravan park (capacity of around 400 people). In addition, there are people who do not reside in Kennett River but utilise their holiday home, or their house is used by friends and family. All of these visitors contribute to the local economy of Kennett River and the Great Ocean Road economy more broadly.

With respect to the City Deal Funding, this is aimed at stimulating the visitor economy and improving visitor experience, as well as encouraging people to stay longer on the Great Ocean Road. These things are not intended to happen to the detriment or exclusion of the local community. Therefore, the funding for the KR infrastructure project is about enhancing amenity for all, not just day-trip visitors to Kennett River.

Conclusion

The things that draw many people to Kennett River are the small-town feel, the relaxed environment, the beach, the surf, the wildlife and the serenity (to name just a few). If these things are damaged or taken away, then the visitor economy is also damaged, and the City Deal Funding has not achieved its objective. In fact, the infrastructure changes implemented through the funding may in fact destroy what the community and visitors most appreciate about Kennett River.

Once these infrastructure changes are implemented, Kennett River will be changed forever. We are simply asking for a little more time to ensure that the best outcomes for our town are achieved.

10.12

Notice of Motion - Municipal Rate Waiver for Apollo Bay Mechanics Institute Hall

COUNCILLOR Cr Graham Costin

ATTACHMENTS Nil

1. COUNCILLOR COMMENT (OPTIONAL)

For many years now a private movie operator has hired the Apollo Bay Mechanics Institute Hall to screen movies over the Christmas and Easter holiday periods. However, much to the disappointment of locals and visitors, there were no movies screened this past Christmas as the Committee were unable to hire out the Hall at a rate that would allow it to pay its municipal rates of \$3,794 (2020/21).

The Mechanics Institute Hall is a publicly-owned Hall managed by a local Committee of Management. The Committee members are volunteers appointed by State Government and are responsible for hall maintenance.

The Hall is the only publicly-owned hall in Colac Otway Shire deemed liable to pay municipal rates. This anomaly exists because Council has deemed it to be the only public-owned facility hired to a private entity for longer-duration functions or events.

Contrary to this position Council does not charge the Otway Coast Committee of Management rates for hiring out the publicly-owned foreshore to private entities for multi-day events (e.g. the privately-operated foreshore carnival over the Christmas holiday period). Similarly, Council did not charge OCC rates for leasing out the publicly-owned campgrounds to private operators at Marengo, Skenes Creek and Kennett River.

Many social and economic benefits flow from the screening of movies in Apollo Bay. The Mechanics Hall screenings provide the only easily accessible movie entertainment and recreation for locals and visitors. The screenings also provide part-time employment and cinematic experience for local persons and students.

The proposed rate waiver will not set a precedent for similar rate waiver requests as no other publicly-owned halls are rated. A waiver will allow the Committee of Management to use more of its limited revenue for badly needed hall maintenance.

2. OFFICER COMMENT

Council officers have taken the view that the Apollo Bay Mechanics Hall is rateable for the following reasons:

Under section 154 of the Local Government Act 1989, all land is rateable, with a few exceptions such as government and/or Council properties. Specifically, section 154 (2) (b) provides for the following land to be **not rateable**

- any part of land, if that part -

(i) *is vested in or owned by the Crown, a Minister, a Council, a public statutory body or trustees appointed under an Act to hold that land in trust for public or municipal purposes; and*

(ii) *is used **exclusively for public** or municipal purposes*

The Mechanics Institute hall is a government owned property managed by a Committee of Management (CoM), appointed by the relevant Minister to manage the facility for the community. Integral to managing this facility is the ability to hire it out to the community for a fee, with those fees used to maintain the hall. Whilst the hall is hired out to the community by the CoM, it is deemed to be being used for “public purposes” and is therefore not rateable under section 154 (2) (b) above.

Typically a “hire” would be expected to be a one off function or event (e.g. a birthday party etc.) or may be a series of separate events (e.g. a monthly fund raising event for a community group etc.).

However, if the Hall is let out to a private enterprise operator for a continuous period of time for the purpose of operating a commercial enterprise, it is no longer “hired out” but rather “leased”. Such an arrangement would usually provide the operator with exclusive occupancy of the hall for the term of the agreement, making the hall unavailable for hire by the general community, thereby diminishing any claim the hall is used for “public purposes”. Furthermore, as the hall would be being used for the primary benefit of the lessee, its use would be a *commercial purpose* rather than an “exclusively public purpose.”

It would therefore not qualify to be not rateable as provided for in section 154 (2) (b) of the Act and would be liable to pay rates like any other property in the shire used to operate a commercial business.

Cr Costin has reasonably drawn some parallels with other examples of public land that has been deemed not rateable. Specifically Otway Coast Committee (OCC) land.

The situation with the Apollo Bay foreshore carnival is different to the Mechanics Institute hall. In this case, OCC manage the Foreshore Reserve for the State Government with the land being able to be used for a range of activities specified by the reservation. It is presumed recreational uses are an allowable use under the reservation of the foreshore land and that allowing a carnival to operate on the foreshore is deemed by DELWP to be a recreational use. As the land is “reserved” for specific purposes for the benefit of the public, any use that complies with the reservation would be deemed to be for a public purpose.

It is our understanding public access to the carnival area is readily available, thereby allowing the public to engage in recreational use of the area, even if not actively using the carnival facilities. Unlike the Mechanics Institute hall, in this case the carnival operator does not have an exclusive occupancy of that portion of Foreshore Reserve. Indeed, as that portion of land is able to be used by the public for a purpose allowed by the reservation (i.e. *recreation* by the public), it is deemed to be being used exclusively for a “public purpose”. The provision of the carnival with rides etc. for a fee is simply part

of the recreational activity provided at the reserve. It therefore meets the requirements of section 154 (2) (b) referred to above.

The OCC also operate the caravan park at the Apollo Bay Recreation Reserve. It is presumed the use of the Reserve for camping and caravan accommodation is allowed by the “recreation” reservation of the land. Similar to the foreshore situation, use of the land for a purpose consistent with the reservation of the land is therefore a “public purpose”, as long as it is provided by the CoM appointed to manage the reserve.

If however, the caravan park was leased to a private operator (e.g. Big 4 etc.), it would become rateable because the use of the caravan park would then be a *commercial* purpose for the primary benefit of the lessee. Thus the land would no longer be being used exclusively for public purposes. Treatment in this way would be consistent with the way the Mechanic’s Institute hall has been dealt with.

In both the above cases, the Reserves are being used for a permitted “public purpose” by a CoM, that is appointed to manage the reserve.

There are 26 halls throughout the Shire. 8 are owned by the State Government, 17 are owned by the Shire and 1 owned by a community committee (Pennyroyal hall). All are “not rateable” except the Apollo Bay Mechanics Institute and Pennyroyal hall (though Pennyroyal hall committee negotiated a rates agreement as part of the transfer of the hall to the committee). This hall is rateable because it is privately owned. It is not leased out to a private enterprise operator, so it is not similar to the Mechanics Institute hall.

As far as Council officers are aware, none of the halls, except Apollo Bay Mechanics Institute, are leased to private enterprise business operators, which is why they are “not rateable”.

All halls, except 2 State Government owned and operated halls (Beeac & Gellibrand), pay at least the State Government’s FSPL fixed charge, with 2 halls (Forrest & Kawarren) paying a Waste Management Charge to Council also.

Although the direct cost of waiving the rates on the Apollo Bay Mechanics Institute Hall would not create an enormous financial burden for Council, Council officers believe it would set an unnecessary precedent, encouraging other halls to do the same. As other halls are not rated at present, continuing to not rate them, despite them being used as a business, would result in no further cost to Council. However it would create inequities with other businesses that do pay rates simply because they don’t operate from a public hall.

Encouraging CoMs to use their halls in this manner could also result in the halls being less available for genuine community use (contrary to the primary reason for the hall’s existence).

It is acknowledged though that very few of the halls are in a location that would be suitable for most businesses, however that should not excuse setting an undesirable precedent.

For these reasons Council officers cannot support Cr Costin’s Notice of Motion.

3. NOTICE OF MOTION

I give notice I intend to move the motion below at the 24 February 2021 Council Meeting:

That Council resolves to waive municipal rates (but not the fire services levy or waste management charge) for the Apollo Bay Mechanics Institute Hall located at 21 Great Ocean Rd, Apollo Bay effective from 1 July 2020.

Item: 10.13

Report of Informal Meetings of Councillors

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Informal Meeting of Councillors Record Colac Regional Saleyards Advisory Commit [10.13.1 - 1 page] 2. Informal Meeting of Councillors Record Colac Municipal Aerodrome Adviso [10.13.2 - 1 page] 3. Informal Meeting of Councillors Record City Deals Executive Steering Co [10.13.3 - 1 page] 4. Informal Meeting of Councillors Record Councillor Briefing 20 Ja [BM8N] [10.13.4 - 2 pages] 5. Informal Meeting of Councillors Councillor Briefing 27 January 2021 CB [10.13.5 - 2 pages] 6. Informal Meeting of Councillors - Council Preparation Meeting 27 January 2021 OCM 20210127 [10.13.6 - 2 pages] 7. Informal Meeting of Councillors Councillor Briefing 4 February 2 [HRT1] [10.13.7 - 2 pages] 8. LCCC Meeting Informal Meeting of Councillors Record 20210208 [10.13.8 - 1 page] 9. Informal Meeting of Councillors Record City Deals Executive Stee [4WXH] [10.13.9 - 1 page] 10. Informal Meeting of Councillors Councillor Briefing 10 February [A914] [10.13.10 - 2 pages] 11. Informal Meeting of Councillors Planning Meeting Preparation 10 Februar [10.13.11 - 2 pages]
PURPOSE	To report the Informal Meetings of Councillors.

1. EXECUTIVE SUMMARY

INFORMAL MEETINGS OF COUNCILLORS

The Colac Otway Shire Governance Rules require that records of informal meetings of Councillors which meet the following criteria:

If there is a meeting of Councillors that:

- *is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;*
- *is attended by at least one member of Council staff; and*
- *is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

be tabled at the next convenient meeting of Council and recorded in the minutes of that Council meeting.

All relevant meetings have been recorded and documented, as attached.

2. REPORTING

The Informal Meetings of Councillors are reported herewith:

- ***Colac Regional Saleyards Advisory Committee Meeting*** ***11 December 2020***
- ***Colac Municipal Aerodrome Advisory Committee Meeting*** ***14 December 2020***
- ***City Deals Project – Executive Steering Committee*** ***12 January 2021***
- ***Councillor Briefing*** ***20 January 2021***
- ***Councillor Briefing*** ***27 January 2021***
- ***Council Meeting Preparation*** ***27 January 2021***
- ***Councillor Briefing*** ***4 February 2021***
- ***Lake Colac Coordinating Committee Meeting*** ***8 February 2021***
- ***City Deals Project – Executive Steering Committee*** ***9 February 2021***
- ***Councillor Briefing*** ***10 February 2021***
- ***Planning Committee Meeting Preparation*** ***10 February 2021***

3. KEY INFORMATION

The following Informal Meetings of Councillors have been held and are attached to this report:

- Colac Regional Saleyards Advisory Committee Meeting 11 December 2020
- Colac Municipal Aerodrome Advisory Committee Meeting 14 December 2020
- City Deals Project – Executive Steering Committee 12 January 2021
- Councillor Briefing 20 January 2021
- Councillor Briefing 27 January 2021
- Council Meeting Preparation 27 January 2021
- Councillor Briefing 4 February 2021
- Lake Colac Coordinating Committee Meeting 8 February 2021
- City Deals Project – Executive Steering Committee 9 February 2021
- Councillor Briefing 10 February 2021
- Planning Committee Meeting Preparation 10 February 2021

4. OFFICER DIRECT OR INDIRECT INTEREST

No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.



Informal Meeting of Councillors Record

This form must be completed by the attending Council Officer and the completed form must be provided to governance@colacotway.vic.gov.au for reporting at the next practicable Council Meeting.

Please refer to Chapter 5 (Disclosure of Conflict of Interest) and Chapter 6 (Informal Meetings of Councillors) of the Governance Rules and the guidelines over page.

Meeting Details

Meeting name: Colac Regional Saleyards Advisory Committee Meeting

Date: 11/12/2020 **Time:** 8:30am

Meeting Location: Colac Regional Saleyards and Online via Microsoft Teams

Matter/s Discussed: Colac Regional Saleyards operations and strategy discussed with the Advisory Committee members.

In Attendance:

Councillors:
Cr Jamie Bell
Officers:
James Myatt – Manager of Economy and Business Enterprises Miles Hazel – Saleyards Operations Coordinator Maddison Harty – Administrator Economy and Business Enterprises

Conflict of Interest Disclosures for Councillors and Officers: (refer to over page for guidelines)

Name	Type of interest	Left meeting at	Returned to meeting at
Nil	Choose an item.	am / pm	am / pm
	Choose an item.	am / pm	am / pm
	Choose an item.	am / pm	am / pm

Completed by: James Myatt



Informal Meeting of Councillors Record

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Please refer to Chapter 5 (Disclosure of Conflict of Interest) and Chapter 6 (Informal Meetings of Councillors) of the Governance Rules and the guidelines over page.

Meeting Details

Meeting name: Colac Municipal Aerodrome Advisory Committee Meeting

Date: 14/12/2020 **Time:** 11am

Meeting Location: Colac Municipal Aerodrome and Online via Microsoft Teams

Matter/s Discussed: Operational matters and strategy of the Colac Municipal Aerodrome with Advisory Committee members. In addition use of the Aerodrome for the upcoming fire season.

(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.)

In Attendance:

Councillors:

Cr Joe McCracken

Officers:

James Myatt – Manager Economy and Business Enterprises
Maddison Harty – Administrator of Economy and Business Enterprises

Conflict of Interest Disclosures for Councillors and Officers: (refer to over page for guidelines)

Name	Type of interest	Left meeting at	Returned to meeting at
Nil	Choose an item.		

Completed by: James Myatt



Informal Meeting of Councillors Record

This form must be completed by the attending Council Officer and the completed form must be provided to governance@colacotway.vic.gov.au for reporting at the next practicable Council Meeting.

Please refer to Chapter 5 (Disclosure of Conflict of Interest) and Chapter 6 (Informal Meetings of Councillors) of the Governance Rules and the guidelines over page.

Meeting Details

Meeting name: City Deal Projects COS Executive Steering Committee Meeting

Date: 12/01/2021 **Time:** 11:40am

Meeting Location: Online – Microsoft Teams

(eg. COPACC; Colac Otway Shire Offices – 2-6 Rae Street, Colac; Shire Offices – Nelson Street, Apollo Bay)

Matter/s Discussed: Kennett River Tourism Infrastructure Improvements City Deal, Apollo Bay to Skenes Creek Coastal Trail City Deal, Redevelopment of Apollo Bay Harbour City Deal and Geelong City Deal

(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.)

In Attendance:

Councillors:
Cr Stephen Hart
Officers:
Errol Lawrence (Acting COS CE), Tony McGann (COS GM Environment & Infrastructure), James Myatt (Acting COS GM Development & Community), Tamara Stewart (Acting Manager COS Governance), Frank Castles (City Deals - Project Director), Lisa Healey (City Deals - Administrator & Projects)

Conflict of Interest Disclosures for Councillors and Officers: (refer to over page for guidelines)

Name	Type of interest	Left meeting at	Returned to meeting at
Nil			

Completed by: Lisa Healey

Updated 24 October 2020



Informal Meeting of Councillors Record

Councillor Briefing

Date: 20 January 2021

Time: 11:15am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren
Attendees:
Cr Jamie Bell, Cr Graham Costin (by videoconference), Cr Kate Hanson, Cr Stephen Hart (by videoconference), Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, James Myatt, Frank Castles, Ben McLaughlin, Chris Baker, Lee Castles, Kristy Cochrane, Nicole Frampton, Tamzin McLennan, Tim Brain (by videoconference), Tamara Stewart
External attendees:
Nil
Apologies:
Ian Seuren
Absent:
Nil

Meeting Commenced at: 11:25am

Declarations of Interest:

Name		Item	Reason
Tony McGann	General Conflict of Interest	Contract 2102 Apollo Bay to Skenes Creek Coastal Trail - Planning and Design Services	Procurement and contact management.
Peter Brown	General Conflict of Interest	Local Roads and Community Infrastructure Program Round 2 - Priority Projects List	Residential interest.



Councillor Briefing 20 January 2021 (continued)		
Time	Item	Attendees
11:25am – 11:45am	Contract 2102 Apollo Bay to Skenes Creek Coastal Trail - Planning and Design Services	Frank Castles Ben McLaughlin Chris Baker Lee Castles
11:45am – 12:43pm	Local Roads and Community Infrastructure Program Round 2 - Priority Projects List	Ben McLaughlin Kristy Cochrane Nicole Frampton Tamzin McLennan Tim Brain
12:43pm	Meeting closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 27 January 2021

Time: 9:15am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren

Attendees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Tamara Stewart, James Myatt, Katrina Kehoe, Peter Macdonald, Tamzin McLennan, Lyndal McLean

External attendees:

Sonia Giofches (Financial Services Manager, CT Management), Michael Courtney (Managing Director, CT Management), Alf Della Monica (Regional Manager Vic/Tas, CT Management)

Apologies:

Nil

Absent:

Nil

Meeting Commenced at: 9:21am

Declarations of Interest:

Name	Item	Reason
Nil		



Councillor Briefing 27 January 2021 (continued)		
Time	Item	Attendees
9:21am – 10:33am	Development of Councillor Code of Conduct Cr Bell attended the meeting at 9:53am. Cr Costin attended the meeting at 9:54am.	Tamara Stewart
10:33am – 10:43am	Break	
10:43am – 10:58am	Colac Otway Shire Grants Program Guidelines Review 2021 - 2022	James Myatt Katrina Kehoe
10:58am – 11:06am	Community Engagement Policy - Report and Submissions	Peter Macdonald Tamzin McLennan
11:06am – 11:12am	Break	
11:12am - 12:42pm	Workshop - Service and Financial Planning Cr McCracken attended the meeting at 11:34am.	Michael Courtney Sonia Giofches Alf Della Monica Jason Clissold
12:42pm – 12:50pm	Break	
12:50pm – 1:02pm	Gifts, Benefits and Hospitality Policy Review	Tamara Stewart Lyndal McLean
1:02pm	Meeting closed	



Informal Meeting of Councillors Record

Council Meeting Preparation

Date: 27 January 2021

Time: 2:45pm

Meeting Location: Meeting Room 1 and 2, COPACC

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren
Attendees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Tamara Stewart, Lyndal McLean, Frank Castles, Chris Baker, Madeleine Bisits, Timothy Brain
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 3:15pm

Declarations of Interest:

Name	Item	Reason
Nil		



Council Meeting Preparation 27 January 2021 (continued)		
Time	Item	Attendees
3:15pm – 3:48pm	Council Meeting preparation	Frank Castles Chris Baker Madeleine Bisits Timothy Brain
3:48pm	Meeting closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 4 February 2021

Time: 12:30pm

Meeting Location: Meeting Room 1 and 2 COPACC and by videoconference

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt
Attendees:
Cr Jamie Bell, Cr Graham Costin (videoconference), Cr Kate Hanson, Cr Stephen Hart (videoconference), Cr Joe McCracken, Cr Chris Potter (videoconference), Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt, Doug McNeill, Simon Clarke, Erin Sonego, Helen Evans, Bláithín Butler (videoconference), Dora Novak, Stephen Turnock (videoconference), Timothy Brain (videoconference), Paul Carmichael, Jason Clissold, Tamara Stewart
External attendees:
Hannah Fallon (Program Officer, Coastal Projects, DELWP - videoconference), Rob Armstrong (Program Officer, Coastal Projects, DELWP - videoconference), Christan Taylor (Consultant, bmtglobal - videoconference), Paul Austin (videoconference)
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 12:30pm

Declarations of Interest:

Name	Item	Reason
Nil		



Councillor Briefing 4 February 2021 (continued)		
Time	Item	Attendees
12:30pm - 2:30pm	Strategic Town Planning - Workshop - Work Priorities/Program	Doug McNeill Simon Clarke Erin Sonogo
2:30pm – 2:40pm	Break	
2:40pm – 3:15pm	Apollo Bay Erosion Control Works, DELWP Update	Hannah Fallon Rob Armstrong Christian Taylor Tony McGann
3:15pm – 3:28pm	PP175/2020 - 697 Nalangil Road Corunnun	Helen Evans Bláithín Butler Doug McNeill
3:28pm – 3:34pm	Road Management Plan Review	Paul Austin
3:34pm – 3:48pm	Council's Carbon Neutral Target - Residual Greenhouse Emissions - Local Offsetting Options	Dora Novak Stephen Turnock
3:48pm – 4:00pm	Petition - Old Coach Road Traffic Management	Tim Brain
4:00pm – 4:19pm	Significant Rate Debtors - Proposed Action	Paul Carmichael Jason Clissold
4:19pm – 4:45pm	Review of Councillor Code of Conduct	Tamara Stewart Marlo Emmitt
4:45pm – 4:50pm	Councillor update from Committee Meetings	
4:50pm – 5:00pm	General Business: <ul style="list-style-type: none"> ▪ Memorial Square Play Space ▪ Apollo Bay Briefings 	
5:00pm	Meeting closed	



Informal Meeting of Councillors Record

This form must be completed by the attending Council Officer and the completed form must be provided to governance@colacotway.vic.gov.au for reporting at the next practicable Council Meeting.

Please refer to Chapter 5 (Disclosure of Conflict of Interest) and Chapter 6 (Informal Meetings of Councillors) of the Governance Rules and the guidelines over page.

Meeting Details

Meeting name: Lake Colac Coordinating Committee Meeting

Date: 8/02/2021 **Time:** 1pm – 3pm

Meeting Location: COPACC; Colac Otway Shire Offices – 2-6 Rae Street, Colac and MS Teams Meeting

Matter/s Discussed: TERMS OF REFERENCE – EXPRESSIONS OF INTEREST PROCESS; LOUGH CULVERT UPDATE - Water Level Report; WATER QUALITY REPORT and BRUCE ST DRAIN UPDATE; BARWON WATER PRESENTATION – Treatment Plant Upgrade; WATER SUPPLY ISSUE; LAKE COLAC TIMELINE; MEREDITH PARK WORKING GROUP UPDATE – (Actions and Investigation); Petition for a bypass across Lake Colac – and its adverse effect on the Lake’s ecology

In Attendance:

Councillors:

Cr Jamie Bell; Cr Margaret White

Officers:

Tony McGann – Colac Otway Shire; Dora Novak – Colac Otway Shire; Liza Kennedy – Colac Otway Shire; Tony Gullone – Colac Otway Shire; Jasmina Neill – Colac Otway Shire

External Attendees: Denis Lovric – CCMA; Simon Howland – DELWP; Jarrod Scott – Barwon Water; Gwenyth Knox – Friends of Botanic Gardens; Daryl Langdon – Colac Yacht Club; Glenn Rippon – Colac Anglers Club; Rod Amos – Local Community Representative; Ian Lane – Barongarook Landcare; John Martin – Local Community Representative, CFA Volunteer; Jan Grieg – Local Community Representative; Dianne Moore – DELWP; Anthony Macdonald – Local Community Representative; Graeme Inglis – Local Community Representative; Pam Cuthbertson – Local Community Representative; Graham Milner – Local Community Representative

Conflict of Interest Disclosures for Councillors and Officers: (refer to over page for guidelines)

Name	Type of interest	Left meeting at	Returned to meeting at
NIL	Choose an item.	am / pm	am / pm

Completed by: **Jasmina Neill**



Informal Meeting of Councillors Record

This form must be completed by the attending Council Officer and the completed form must be provided to governance@colacotway.vic.gov.au for reporting at the next practicable Council Meeting.

Please refer to Chapter 5 (Disclosure of Conflict of Interest) and Chapter 6 (Informal Meetings of Councillors) of the Governance Rules and the guidelines over page.

Meeting Details

Meeting name: City Deal Projects COS Executive Steering Committee Meeting

Date: 9/02/2021 **Time:** 11:15 am

Meeting Location: Online – Microsoft Teams

(eg. COPACC; Colac Otway Shire Offices – 2-6 Rae Street, Colac; Shire Offices – Nelson Street, Apollo Bay)

Matter/s Discussed: Kennett River Tourism Infrastructure Improvements City Deal, Apollo Bay to Skenes Creek Coastal Trail City Deal, Redevelopment of Apollo Bay Harbour City Deal and Geelong City Deal

(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.)

In Attendance:

Councillors:
Cr Stephen Hart
Officers:
Peter Brown (COS CE), Errol Lawrence (COS GM Corporate Services), Tony McGann (COS GM Environment & Infrastructure), Ian Seuren (COS GM Development & Community), Marlo Emmitt (Manager COS Governance), Frank Castles (City Deals - Project Director), Lisa Healey (City Deals - Administrator & Projects)

Conflict of Interest Disclosures for Councillors and Officers: (refer to over page for guidelines)

Name	Type of interest	Left meeting at	Returned to meeting at
Nil			

Completed by: Lisa Healey

Updated 24 October 2020



Informal Meeting of Councillors Record

Councillor Briefing

Date: 10 February 2021

Time: 12:00pm

Meeting Location: Meeting Room 1 and 2 COPACC

Invitees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt

Attendees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt, Nicole Frampton, Tamzin McLennan, Alison Martin, Sarah Osborne, Dora Novak, Lyndal McLean, Simon Clarke, Doug McNeill, Helen Evens, Blaithin Butler

External attendees:

Tracey Slatter (Managing Director, Barwon Water), Shaun Cumming (General Manager Infrastructure & Technology, Barwon Water), Jo Murdoch (General Manager Customers & Community, Barwon Water)

Apologies:

Nil

Absent:

Nil

Meeting Commenced at: 12:07pm

Declarations of Interest:

Name	Item	Reason
Nil		



Councillor Briefing 10 February 2021 (continued)		
Time	Item	Attendees
12:07pm – 1:06pm	Barwon Water working lunch with Councillors and Executive Management Team	Tracey Slatter Shaun Cumming Jo Murdoch
1:06pm – 1:26pm	Break	
1:26pm – 2:43pm	Planning Committee Meeting Preparation and Planning Committee Meeting	
2:43pm – 2:55m	Break	
2:55pm – 3:00pm	Councillor update from Committee Meetings	
3:00pm – 3:18pm	Councillor Code of Conduct Review	Marlo Emmitt
3:18pm – 3:40pm	Policy Review - Draft Communications Policy	Marlo Emmitt Alison Martin Sarah Osborne
3:40pm – 3:53pm	Otway Subterranean National Park Cr McCracken left the meeting at 3:55pm and did not return.	Dora Novak
3:53pm – 4:01pm	Review and Consolidation of Council Policies 18.13 Live Streaming and Recording of Council Meetings & 18.16 Audio Recordings of Council Meetings	Marlo Emmitt Lyndal McLean
4:01pm – 4:25pm	Irrewillipe Basin Development Stage 1	Simon Clarke Doug McNeill James Myatt
4:25pm – 4:40pm	General Business: <ul style="list-style-type: none"> ▪ Draft Budget ▪ Priority Project List 	
4:40pm	Meeting closed	



Informal Meeting of Councillors Record

Planning Committee Meeting Preparation

Date: 10 February 2021

Time: 1:15pm

Meeting Location: Meeting Room 1 and 2, COPACC

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt, Lyndal McLean
Attendees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Marlo Emmitt, Lyndal McLean, Helen Evans, Bláithín Butler, Doug McNeill
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 1:26pm

Declarations of Interest:

Name	Item	Reason
Nil		



Planning Committee Meeting Preparation 10 February 2021 (continued)		
Time	Item	Attendees
1:26pm – 1:50pm	Planning Committee Meeting preparation	Helen Evans Bláithín Butler Doug McNeill
1:50pm	Meeting closed	

