

**Colac Otway
SHIRE**

AGENDA

**ORDINARY COUNCIL MEETING
OF THE
COLAC-OTWAY SHIRE
COUNCIL**

22 APRIL 2008

at 3.00 pm

**Apollo Bay Recreation Reserve
Great Ocean Road, Apollo Bay**

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, subpoena or by any other law, such as the Freedom of Information Act 1982.'

COLAC-OTWAY SHIRE COUNCIL MEETING

22 APRIL 2008

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NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** will be held in the Apollo Bay Recreation Reserve, Great Ocean Road, Apollo Bay on 22 April 2008 at 3.00 pm.

AGENDA

1. **OPENING PRAYER**
2. **PRESENT**
3. **APOLOGIES**
4. **QUESTION TIME**
5. **PRESENTATION OF MAYORAL AWARDS**
6. **DECLARATION OF INTEREST**

Recommendation

That items to which an interest declaration has been made be withdrawn from the Consent Calendar.

7. **CONFIRMATION OF MINUTES**

- **Ordinary Meeting of the Colac-Otway Shire Council held on the 25/03/08.**

Recommendation

That Council confirm the above minutes.

- **Special Meeting of the Colac-Otway Shire Council held on the 08/04/08.**

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

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GENERAL BUSINESS

OM082204-20 General Business

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NOTICES OF MOTION

OM082204-21 Notices of Motion

- OM082204-21.1 NOTICE OF MOTION NO. 137-07/08 CONSIDERATION OF ADDITIONAL DOCUMENTATION FOR PROPOSED PLANNING SCHEME AMENDMENT C29 (CR WILMINK)
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Tracey Slatter
Chief Executive Officer

CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion

W = Withdrawal

ITEM	D	W
<p><u>CHIEF EXECUTIVE OFFICER</u></p> <p><u>OM082204-1 CEO'S PROGRESS REPORT TO COUNCIL</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council receive the CEO's Progress Report to Council for their information.</i></p>		
<p><u>OM082204-2 REPRESENTATION AT MAV STATE COUNCIL MEETING</u></p> <p>Department: Executive</p> <p><u>Recommendation(s)</u></p> <p><i>That Council nominate a Councillor to attend the MAV State Council meeting to represent the Mayor on Thursday 8 May 2008.</i></p>		

Recommendation

That recommendations to items listed in the Consent Calendar, with the exception of items, be adopted.

MOVED

SECONDED

OM082204-1 CEO'S PROGRESS REPORT TO COUNCIL

AUTHOR: Tracey Slatter
DEPARTMENT: Executive

ENDORSED: Tracey Slatter
FILE REF: GEN00460

CORPORATE & COMMUNITY SERVICES**Barnard Trust Scholarship**

Recipients of the Barnard Trust Scholarship for 2008 are - Katrina Lambert, Justin Collins, Clark Rodger, Annie Kent, Lloyd McGeary, Katyerna Romanowska, Sophie Fisk and Kahlinda Mahoney. Twenty nine students are currently recipients of this scholarship.

Recreation**Council Community Grants**

The Council community funding grants are currently open and close on 9 May 2008. Community information sessions were held in Colac on 14 April 2008 and Apollo Bay on Tuesday 15 April 2008. Funding is available to community not-for-profit organisations to undertake projects that address the funding criteria. Program guidelines are available from the Council's website and from the Customer Service Offices at Colac and Apollo Bay.

Alvie Recreation Reserve redevelopment

Following the Councillor workshop and the Alvie Recreation Reserve Redevelopment Stakeholder meeting, both held on 8 April 2008, it was agreed that a report would be prepared for the May Council meeting, to contain staged elements of the project including costings and proposed Hall demolition. Timelines will be proposed based on this information also for the proposed transfer of management for the Alvie Recreation Reserve from the Trustees to Council.

Colac Otway Youth Council

The National Youth Week funded overnight trek of the Old Beechy Rail Trail commenced in fine, sunny weather on April 1. Crs. Mercer and Riches joined Youth Council and FReeZA delegates at a BBQ tea at the Gellibrand Caravan Park on April 1 to further develop understanding of the roles of each group. An interactive alcohol awareness session was conducted after tea by Julie Hallifax from CAH representing SYCIC.

The Risk Plan for the Trek had to be enacted on the second day, due to very inclement weather from Tropical Cyclone Pancho on 2 April. Thanks to the Gellibrand Kawarren Community House we were able to relocate for the 2008 project planning session, which was to have taken place at the Birnam Station Picnic Ground. Council's Risk Manager and the Colac Police were advised we were all safe, and not on the Old Beechy Rail Trail until after the storm had passed. A debrief at the 8 April meeting indicated all Youth Councillor's parent/guardians were satisfied with the conduct of the Trek and the risk management practices.

Youth Councillors have indicated they will all attend the Colac ANZAC Day Wreath Laying Service on 25 April.

Arts

The newly-formed Colac Otway Community Choir showcased their talents following a series of workshops on gospel singing to support the COPACC performance of "The Gospel According to Elvis" on 11 April.

Bluewater Fitness Centre

Term 2 of the Learn to Swim program commenced on Monday 14 April with classes held each weekday. Classes cater for infants from 6months of age through to primary aged children.

Accredited training has been held for First Aid and Austswim (Teacher of Swimming) over recent weeks. These courses have been attended by both staff and Colac Otway residents.

New dry program classes have been trialled over recent weeks to determine community interest. *Dance aerobics* and *Shape Tighten and Tone* have received positive feedback and will continue to be scheduled on a regular basis.

COPACC

The development of the COPACC Business Plan is currently being undertaken with assistance from an independent consultant. The purpose of the development of this business plan is to review the operations of the Centre and identify opportunities for the future. All COPACC staff have participated in planning workshops and various Centre users, Trust members, members of the community and other stakeholders have participated in the project consultation. A draft report is due late April 2008.

A full house enjoyed *The Gospel According to Elvis* supported by the Community Choir on Friday 11 April 2008.

The Gordon TAFE commences their weekly hairdressing and retail cosmetic courses this week in COPACC. The Centre's dressing rooms will be used for the practical sessions of this course.

The Custom Car and Bike Show are currently displaying a bike and car in the COPACC Gallery for a month. The Custom Car and Bike Show is held in Colac Memorial Square annually in January.

COPACC Centre Manager will be attending *Long Paddock* this week which showcases the 2009 performing arts shows and programs available for booking.

Events**E Team Developments - April**

The April "E Team" meeting held Tuesday 8th April provided an opportunity for event committees to present debriefs on a range of events including Hoot'N'Nanny 2008, Kana 2008 and Relay for Life 2008. The Debrief process enables event organisers to provide feedback on areas that were successful with their event and also to identify any areas for improvement. The Birregurra Festival Committee submitted an event application form 6 months prior to staging the 2008 event.

E Team Workshop

Members of the E Team recently participated in an E Team Workshop facilitated by General Manager for Sustainable Planning and Development, Jack Green to further develop a Terms of Reference document specifically for this group. The Terms of Reference will provide

clarity regarding the purpose, guiding principles, role and extent of decision making within the group.

Policy for event Road Closures

A Draft Event Road Closure Policy has been endorsed by Council to be released to the public as part of the community consultation process. This policy presents a sign off process for events with street or road closures. Feedback is currently being received on the Draft Policy from event organizers and members of the general public.

FReeZA Events

The FReeZA Committee has worked diligently to finalise the finishing touches for the first FreeZa event in 2008 - A Youth Stage at the 2008 Otway Idol. Committee members were involved in stage management, MC roles and designed advertisements for Otway Idol 2008 which took place on Sunday 13th April 2008 at the Gellibrand Recreation Reserve.

The Committee are also excitedly preparing for hands on involvement in the 16th Apollo Bay Music Festival. The FreeZa gig will take place on Friday 25th April from 7.00pm - 10.30pm on the Community Stage, featuring three acts selected by the Committee.

FreeZa Committee members participate in National Youth Week

Four FreeZa Committee members actively took part in a team building exercise with Youth Councillors by hiking the Beechy Trail on 1st April. FreeZa Committee members took the opportunity to discuss future events that can be jointly planned with members of Youth Council. This will enable integrated planning and encourage both groups to work cooperatively together.

Event Organiser Training Needs Survey

Colac Otway Shire Event organisers are currently being surveyed to identify potential training needs that they may require. This will enable Event Officers to develop a workshop to meet these needs. The proposed Events workshop will provide an opportunity for event organisers from across the Shire to network and gain a better understanding of one another's events and event related requirements.

Upcoming Events

Events which will be held throughout Colac Otway in April include: the Apollo Bay Music Festival 25th-27th April, FReeZA music events on the "youth stage" at the Apollo Bay Music Festival (presenting Marshall and the 'Fro, The Wise Gents and Skipping Girl Vinegar). May Events include the 2008 Green U Great Ocean Road Marathon 17th-18th May at Apollo Bay, Duck Drop Derby 18th May South Colac Recreation Reserve, and the Birregurra Celtic Celebration 23rd May 2008.

INFRASTRUCTURE

Special Charge Schemes Update

Slater Street, Elliminyt - Road Construction

Following the January 2007 Council Meeting, where Council Declared a Special Charge Scheme for the construction of the unsealed section of Slater Street, formal First Notices were forwarded to effected property owners.

One (1) objection had been lodged with VCAT and a hearing was held on the 26 September 2007 at the Colac Magistrates Court. The applicants conceded that the issues raised, in the application to VCAT for review, did not come within any of the 'grounds for review' under

Section 185 of the *Local Government Act* 1989. The applicants therefore withdrew the application for review, and VCAT confirmed the Special Charge Scheme.

The Construction of the unsealed section of Slater Street tender was advertised on the 26 October 2007, and the contract for construction has been awarded. The works are scheduled to commence in late April 2008.

Eliminyt Gas

At the August 2007 Council Meeting, Council resolved to Declare a Special Charge Scheme for the Provision of natural gas mains within the Eliminyt area.

One (1) objection had been lodged with VCAT and a hearing was held on the 13th December 2007 in Melbourne. At the conclusion of the hearing, VCAT advised that the Special Charge Scheme for the provision of Natural Gas to Eliminyt was confirmed.

SP AusNet have completed the tendering process, and awarded the contract. Works commenced on the 31st March 2008, with the contractor having eight (8) months to complete the works.

Marks Street - Road Shoulder Construction

The Special Charge Scheme for the construction of the unsealed shoulders of Marks Street was declared at the October 2006 Council Meeting. No objections were received by VCAT by the close of the submission period

The tender for the construction of the unsealed shoulders of Marks Street was advertised on the 26 October 2007, and the contract was been awarded. Works commenced 9th April 2008, with the works expected to be completed within 4 weeks.

SUSTAINABLE PLANNING & DEVELOPMENT

Amendment C55 (Planning Scheme Review)

Submissions to the amendment have been forwarded to Panels Victoria with a request that the Minister for Planning appoint an independent Panel. Once the Panel is appointed, a directions hearing will be scheduled to determine the details of the Panel hearing such as timetable, venue etc. Panels Victoria will advise all submitters of the date of the directions hearing.

New State Residential Zones

The State Government has released a discussion paper on proposed changes to the residential zones as a response to Council and community concerns at a state wide level that the current provisions do not adequately provide for local policy to be implemented effectively, and that current provisions are too complex and unwieldy. A submission has been made that supports these objectives, and which raises key issues associated with the changes.

Visitor Information Centres

The new live booking system has been activated for both VICs, with the site also accessible via the Colac Otway Shire website Tourism page.

Enhanced signage is being erected this week at GORVIC to curb the confusion regarding parking along that stretch of the Great Ocean Road, and to direct vehicles around into the foreshore car park. Bollards will also be placed to stop people driving their cars up the front pedestrian ramp.

Fire Prevention

The fire season is nearly over with 19 Infringement notices sent out and the reaction has been largely conciliatory. Although it is disappointing that infringements need to be issued it is encouraging that only a small proportion of the 400 properties issued with fire prevention notices did not comply with the requirements. Once the fire season is over a meeting will be held to examine how the fire prevention inspection process can be further improved for the next fire season. Overall the new system has been very successful.

Carp Management in Barongarook Creek and Lake Colac

A multi-agency working group recently met to discuss the management of the event. A critical outcome from the meeting was that a more detailed plan needs to be developed before next summer to deal with any future fish kills in Lake Colac. The EPA will lead the development of this plan.

Safeway Carpark

The L/Laws Unit commenced patrols of the Safeway Carpark on Monday 18 February 2008 and the response to this was immediate. There has however been an impact on other parking areas in the vicinity. These impacts will continue to be monitored and consideration given to management options where it is warranted.

Weed Management

Weed management activities are currently being carried out across the region on Council managed land. A Weeds Consultative Committee recently met to develop a more strategic approach to weed management in 08/09.

Recommendation(s)

That Council receive the CEO's Progress Report to Council for their information.

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**OM082204-2 REPRESENTATION AT MAV STATE COUNCIL MEETING**

AUTHOR: Tracey Slatter  
DEPARTMENT: Executive

ENDORSED: Tracey Slatter  
FILE REF: GEN00477

**Purpose**

To seek Councillor representation on behalf of the Mayor at the MAV State Council meeting to be held on 8 May 2008.

**Background**

The Mayor is unable to attend the MAV State Council meeting as he is required to attend an Economic Development Opportunities Tourism and the Otways Forum coordinated by Mr Darren Cheeseman Federal Member for Corangamite.

**Corporate Plan/Other Strategies/Policy**

N/A

**Issues/Options**

Council is able to nominate another Councillor to represent the Mayor and vote on behalf of Colac Otway Shire. This requires a formal resolution of Council.

**Proposal**

That Council nominate a Councillor to attend the MAV State Council meeting to represent the Mayor.

**Financial and other Resource Implications**

N/A

**Risk Management & Compliance Issues**

N/A

**Environmental Considerations**

N/A

**Communication Strategy/Consultation**

N/A

**Implementation**

If Council nominates an alternative Councillor, the CEO will advise the MAV who will be representing the Colac Otway Shire at the MAV State Council meeting.

**Conclusion**

That Council nominate a Councillor to attend the MAV State Council meeting to represent the Mayor.

**Attachments**

NIL

**Recommendation(s)**

***That Council nominate a Councillor to attend the MAV State Council meeting to represent the Mayor on Thursday 8 May 2008.***

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CONSENT CALENDAR**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM | D | W |
|---|---|---|
| <p><u>CORPORATE AND COMMUNITY SERVICES</u></p> <p><u>OM082204-3 JULY 2007-MARCH 2008 THREE QUARTER PERFORMANCE REPORT</u></p> <p>Department: Corporate & Community Services</p> <p><u>Recommendation</u></p> <p><i>That Council receive the 2007/2008 Third Quarter Performance Report for the nine months ending 31 March 2008.</i></p> | | |
| <p><u>OM082204-4 COUNCIL APPOINTMENT TO INTERNAL COMMITTEES</u></p> <p>Department: Corporate & Community Services</p> <p><u>Recommendation(s)</u></p> <p><i>That Council make the following appointments to the following committees until the appointment of new delegates after the election of the new Council in November 2008.</i></p> <p>(a) <i>That Council appoint Cr Graham and Cr Smith as members of the Contracts Committee.</i></p> <p>(b) <i>That Council appoint Cr Mercer and Cr Smith as members of the Audit Committee.</i></p> <p>(c) <i>That Council appoint Cr Smith, Cr Di Cecco, Cr Mercer and Cr Riches as members of the Australia Day Committee.</i></p> <p>(d) <i>That Council appoint Cr Di Cecco, Cr Mercer, Cr Smith and Cr Wilmink as members of the Festival and Events Support Scheme Advisory Committee.</i></p> <p>(e) <i>That Council appoint Cr Di Cecco, Cr Mercer, Cr Riches, Cr Smith and Cr Lehmann as members of the Grants/Community Funding Committee.</i></p> <p>(f) <i>That Council appoint Cr Di Cecco, Cr Mercer and Cr Riches as members of the Small Town Improvement Program Advisory Committee.</i></p> | | |

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| <p><u>OM082204-5 COUNCILLOR APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES</u></p> <p>Department: Corporate & Community Services</p> <p><u>Recommendation</u></p> <p><i>That Councillor and officer nominations to committees and external bodies be agreed to as set out in Attachment 1 until the appointment of new representatives after the election of the new Council in November 2008.</i></p> | | |
| <p><u>OM082204-6 INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF FROM COUNCIL</u></p> <p>Department: Corporate & Community Services</p> <p><u>Recommendation</u></p> <p><i>That Council resolve to sign and seal updated Instrument of Delegation to Members of Council Staff from Council dated 22 April 2008.</i></p> | | |
| <p><u>OM082204-7 CORANGAMITE REGIONAL LIBRARY CORPORATION MEETING PROCEDURE LOCAL LAW</u></p> <p>Department: Corporate & Community Services</p> <p><u>Recommendation</u></p> <p><i>That Council ratifies the Corangamite Regional Library Corporation – Meeting Procedures Local Law 2008 (Local Law No 1 of 2008).</i></p> | | |

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| <p><u>OM082204-8 CORANGAMITE REGIONAL LIBRARY CORPORATION LIBRARY BUDGET AND FINANCIAL PLAN</u></p> <p>Department: Corporate & Community Services</p> <p><u>Recommendation</u></p> <p><i>That Council supports:</i></p> <ol style="list-style-type: none"> <i>1. The Corangamite Regional Library Corporation's policy of undertaking annually, a full acquittal of Council contributions required to meet the budgeted cash flow outcome and that such acquittals be based on actual results and be in accordance with the standard Council contributions formula.</i> <i>2. The Corangamite Regional Library Corporation's 'Base Model 2008/09 Budget' and the associated increase in Council contributions (Colac Otway Shire's budgeted proportion is \$406,271).</i> | | |
| <p><u>OM082204-9 APOLLO BAY LIBRARY AND FACILITY DEVELOPMENT</u></p> <p>Department: Corporate & Community Services</p> <p><u>Recommendation</u></p> <p><i>That the report on the Apollo Bay Library and Facility Development be noted.</i></p> | | |
| <p><u>OM082204-10 NAMING OF VARIOUS UNNAMED ROADS WITHIN THE SHIRE</u></p> <p>Department: Corporate and Community Services</p> <p><u>Recommendation</u></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>1. commence the process to consider the naming of various unnamed roads in the Shire;</i> <i>2. place advertisements in local newspapers seeking public comment on the respective unnamed roads;</i> | | |

| | | |
|---|--|--|
| <p>3. <i>write to all landowners with a property abutting the road under consideration seeking comments on the naming of the respective unnamed roads;</i></p> <p>4. <i>write to all Historical and Township Associations seeking comments on the naming of the respective unnamed roads;</i></p> <p>5. <i>form a Road Naming Advisory Committee made up of Council Officers, representatives from Historical and Township Associations and 2 Councillors to consider the comments received;</i></p> <p>6. <i>nominate 2 Councillors to be on the Road Naming Advisory Committee.</i></p> | | |
| <p><u>OM082204-11 TRANSPORT CONNECTIONS PROJECT</u></p> <p>Department: Corporate and Community Services</p> <p><u>Recommendation</u></p> <p><i>That Council nominate a Councillor to join the Local Advisory Group for the Transport Connections Project ‘Bringing Communities Together’.</i></p> | | |

Recommendation

That recommendations to items listed in the Consent Calendar, with the exception of items, be adopted.

MOVED

SECONDED

OM082204-3 JULY 2007-MARCH 2008 THREE QUARTER PERFORMANCE REPORT

AUTHOR: Brett Exelby
DEPARTMENT: Corporate & Community Services

ENDORSED: Colin Hayman
FILE REF: GEN0329 Budget

Purpose

This report provides information to Council and the community on the progress of achieving Council Priority Issues, Capital Works Program and key operational areas for the 9 month period to the end of March 2008.

Please refer to the Attachments to this report for more detailed information on:

- Council Plan Progress Report;
- Capital Works Progress Report;
- Financial Performance Report; and
- Contract Performance Reports

Council Plan Update

The attached report provides Council with the third quarterly progress report as at 31st March 2008 for the 2007/08 financial year against the Council Plan 2005-2009.

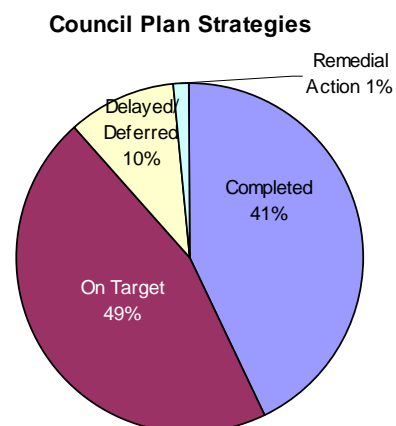
The Council Plan consists of seven themes or “Community Priorities”, for the Shire during the four year Council Plan period.

- Strong Leadership;
- Roads and Infrastructure;
- Planning and Development;
- Health, Recreation and Community Services;
- Economic Development;
- Environment Sustainability; and
- Financial Sustainability.

Each Community Priority incorporates a number of Council Plan Objectives (what we want to achieve) and Strategies (how we will approach it). The Strategies are reviewed and updated every 12 months and form the basis of Annual Business Plans (what we will do) and Budgets for each Business Unit of Council.

The Council Plan contains 68 strategies. Of these, 29 are completed, 31 are on target, 7 have been delayed or deferred and 1 requires remedial action. NB: Council Plan strategies and actions cannot be deferred unless this course of action is endorsed by Council.

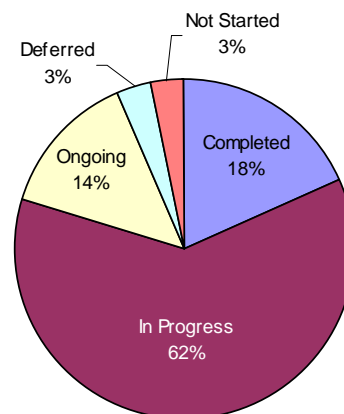
Progress against the strategies and Annual Business Plan actions are routinely updated in the Interplan® business software performance system. Along with progress comments, responsible officers are required to indicate the current status and the percentage of achievement.



Annual Business Plans contain a total of 157 Council Plan actions for the 2007/08 financial year. Refinement of Actions has seen six Actions added during the last quarter. Of the 96 Actions currently 'In Progress', 73 are 75% or greater completed.

As at 31st March 2008, the end of the third quarter, the organisation is on track to achieve a successful outcome for this financial year.

Progress of Council Plan Actions



In the half-yearly update to the community on Council Plan achievements, Council committed to achieving a range of projects and activities for the second half of the financial year. The following highlights some of the projects that have been completed or progressed over the quarter 1 January to 31 March 2008:

- Commenced work on the preliminary plans for the redevelopment of Bluewater Fitness Centre.
- Commenced work on the preliminary plans for Central Reserve redevelopment.
- Presented to Council the findings from the Joint Library community consultation on preliminary building plans.
- Commenced works on the Western Oval Netball Court.
- Participated in the development of a Regional Rail Trails Masterplan.
- Commenced the Structure Plan process for Birregurra and Forrest.
- Progressed the Lake Colac Commercial Development Feasibility Study.
- Continued to implement the Small Town Improvement Program including Birregurra Park Upgrade, Beeac Avenue of Honour signage and review of the Swan Marsh Masterplan.
- Implemented recommendations of the Affordable Housing Strategy.
- Commenced the installation of natural gas to Elliminyt.
- Commenced the G21 Secure Water for industry project and Agribusiness Network Development Project.
- Continued the implementation of the Safety & Environmental Management Plan for the Port of Apollo Bay Harbour.
- Undertaken a number of water saving projects for Council owned toilet and bathroom facilities at a range of sites.
- Strategic weed management undertaken across the Shire.
- Clean up of Kennett River Wetlands.
- Finalised the Information Technology Strategic Plan.
- Continued advocating for funding for key Council priorities, including for increased infrastructure funding from the State and Federal Government.
- Draft Bridge Asset Management Plan completed (for adoption by Council in April 08).
- Completed reconstruction works on Poorneet Road.
- Commenced review in partnership with Corangamite Shire Council's Road Safety Plan.

Capital Works Program

The capital works budget for the year in 2007/08 is \$11.9m of which \$10.4m relates to capital asset works and \$1.5m to recurrent capital projects.

Projects that were commenced but not completed in 2006/07 are now largely complete, whilst strong progress has been made on implementation of the 2007/08 program with all tendered works having been awarded and key projects completed or on track for completion.

Full details of the progress of each individual capital works project contained in the 2007/08 program are presented in the attached 'Interplan 'Council Plan Capital Works Progress Report.

Auslink Regional Strategic Regional Roads Program

Poorneet Road widening has reached practical completion with only minor works remaining. 4.3km of narrow (3.8m wide) seal was widened to 6.2m wide seal. The final cost of the project is expected to be \$640,000 which is funded 60% by Auslink and 40% by Council

The other project to be funded under the Auslink program, Swan Marsh-Irrewillipe Road, has not commenced and is to be included for consideration to be undertaken in the 2008/09 Capital Works program.

Tender Preparation

All tenders required for the 2007/08 Capital Works program have been awarded.

Finance

As at the 31st March 2008 it is forecast that the accumulated cash surplus for 2007/2008 will be approximately \$1.6 million, mainly as a result of Capital Works not being able to proceed to the expected level at this time. The major project being deferred is the Marengo Transfer Station due to the negotiation of the land purchase not being completed at this time.

In addition to the cash surplus it is forecast that Council will report an operating surplus of approximately \$0.1 million. The diminished surplus is as a result of a reduction in a number of operating revenue areas:

- Non-recurrent grants and subsidies, including:
 - Better Roads Grant - \$0.28m
 - Small Towns Grant - \$0.30m
 - AusLink Grant - \$0.21m
- Charges, Fees and Fines, including:
 - Building Fees - \$0.11m
 - Saleyards Fees - \$0.05m
 - Bluewater Fitness Centre Fees - \$0.14m
 - Private Works - \$0.25m

These reductions have been partially offset by increases in Reimbursements and Contributions:

- Borwick Street Special Charge Scheme - \$0.27m
- Dowling Street Special Charge Scheme - \$0.25m

It is a Council priority to ensure that an operating surplus is achieved for the current year.

It is important for Council to understand that we are undertaking a further detailed analysis of the projected forecast results.

This will involve further work being undertaken on a number of areas including:

- Level of Depreciation and useful lives of assets
- An analysis of expected versus actual grant revenue
- An analysis of the level of forecast fees and charges
- Potential areas of savings in the operations of Council

This will involve discussions with Managers in all areas. A detailed report will be provided to the May Council Meeting.

Council has a cash at bank balance of \$7.55m which is marginally improved on the same time last year. The cash at bank balance at 31st March 2007 was \$7.44m. Rate notices were forwarded in early September with reminders sent each quarter and to date 85% of rates and charges have been received which is slightly higher than the 83.8% received for the same period last year.

Council has also received \$218,346 interest on investment for the year to 31st March 2008 which is similar to the same time last year.

Infrastructure

- **Special Charge Schemes**

There are currently six (6) special charge schemes underway at various stages of their process.

The Slater Street scheme consisting of the construction of the unsealed section between Main Street and Queen Street has moved to the tendering stage following declaration of the scheme by Council.

Eliminyt Gas Scheme has been declared by Council and Notices will be issued upon completion of the project.

The Pound Road scheme involving construction of the unsealed section of road between Queen Street and Forest Street was declared by Council in October 2006. This project is programmed to be undertaken as part of the 2008/09 Capital Works Program.

The Dowling Street and Borwick Street schemes have been completed and notices were issued in February 2008.

The Marks Street scheme consisting of construction of the unsealed shoulders along the length of the street is proposed to be tendered in late October as part of this years Capital Works Program.

- **Roads Committee**

The Meeting was held as scheduled in March with reports providing an update on our road management compliance and an update on special charge schemes, Binns Road Bridge Project and parking consultation being undertaken at Birregurra.

Our road management compliance indicates that approximately 314km of Council's 1700km of local road network had been inspected for the previous quarter and approximately 51km of the footpath network had also been inspected and that defects identified through the

course of inspections have been rectified consistent with requirements of the Road Management Plan. A total of 1827km of local roads and 90km of footpaths have been inspected over the 9 months (some categories of road having been inspected more than once in the inspection cycle).

- **Local Roads to Markets Program**

The application submitted, to undertake pavement widening works on the narrow sealed section of Larpent Road between the Princes Highway and Colac-Carlisle Road (Underwoods Road), has been successful. Under the State Governments Rural Infrastructure Development Fund, Council will receive up to \$225,000 on a 50/50 basis.

- **Hardwaste Collection - Rural Townships and Coastal Areas**

The hardwaste collection for the rural townships and coastal areas has commenced and prior to 31 March 2008 the collection in the following townships was completed -

1. Cressy
2. Beeac
3. Birregurra
4. Barwon Downs
5. Forrest
6. Kwarren
7. Gellibrand
8. Beech Forest
9. Lavers Hill

The hardwaste collection for the coastal townships will be undertaken in early April.

- **Beeac and Cressy Landfill Rehabilitation**

The landfill rehabilitation earthworks were successfully completed in December 2007. The revegetation works are scheduled for April/May 2008 in order to achieve a higher survival rate due to rainfall in these months.

- **Apollo Bay Transfer Station**

The Draft version of final design has been completed and lodged with Planning for comments, and land purchase negotiations are currently underway.

- **Apollo Bay Harbour Marina Upgrade**

The Apollo Bay Harbour Marina Upgrade was practically completed in December 2007 and since then, the marina has been in use. Any minor defects are being monitored and soon to be rectified for the final completion.

- **Marengo Sand Dune Rehabilitation**

A Native Vegetation Management Plan has been prepared for assessing the impact during the proposed groyne clearance and utilisation of excavated sand for rehabilitation of sand dunes at Apollo Bay and Marengo. This project is a joint initiative of Apollo Bay and Kennett River Public Reserves Committee and the Colac Otway Shire.

- **East End Jetty**

All the defects relating to the East End Jetty upgrade have been successfully completed and Certificate of Final Completion issued.

- **Barwon Regional Waste Management Group (BRWMG) - Total Waste Management Tender**

Tenders have been invited for the Regional Waste Management tender which will be analysed by representatives of member councils in April 2008. The tender will incorporate a regional landfill site incorporating treatment facility for various types of waste.

Contracts awarded and tenders advertised for January 2008 to March 2008

January 2008

| Contracts Awarded | | | |
|--------------------------|---|-------------------|-----------------|
| Contract No. | Description | Contractor | Value \$ |
| 0720 | Hard Waste Collection (Rural Townships) | R&J Spence Waste | 40,020 |

| Tenders Advertised | | |
|----------------------------|--------------------|---------------------|
| Tender No. | Description | Closing Date |
| No Tenders were advertised | | |

February 2008

| Contracts Awarded | | | |
|---------------------------|--------------------|-------------------|-----------------|
| Contract No. | Description | Contractor | Value \$ |
| No Contracts were awarded | | | |

| Tenders advertised | | |
|---------------------------|--|---------------------|
| Tender No. | Description | Closing Date |
| 0802 | Property valuation Service | 5/3/08 |
| 0804 | Birregurra Main Street Footpath Construction | 19/3/08 |
| 0805 | Provision Of Electoral Services | 24/4/08 |
| 0806 | Electricity Supply To Public Lighting | 5/3/08 |

March 2007

| Contracts Awarded | | | |
|--------------------------|---------------------------------------|-------------------|-------------------|
| Contract No. | Description | Contractor | Value \$ |
| 0806 | Electricity Supply To Public Lighting | AGL | Schedule of rates |

| Tenders Advertised | | |
|----------------------------|--------------------|---------------------|
| Tender No. | Description | Closing Date |
| No Tenders were advertised | | |

Summary

There have been some pleasing achievements for the quarter and it has been a busy time for Council and staff. Progress on major projects has been highlighted in the body of the report and Council will continue to be updated monthly on these projects through the Councillor Update and Chief Executive Officer Report in the Council Agenda.

The Council Plan Progress Report indicates that the majority of actions are underway and the Capital Works Progress Report indicates that there has been significant progress on completing capital works projects.

The financial report forecasts indicate a diminished operating surplus. Further analysis and work is being carried out to ensure, where possible, that an operating surplus is achieved at the end of the current financial year.

Attachments

- Council Plan Progress Report
- Capital Works Progress Report
- Financial Performance Report

Recommendation

That Council receive the 2007/2008 Third Quarter Performance Report for the nine months ending 31 March 2008.

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 Completed
  On Target
  Delayed/Deferred
  Remedial Action Required

## Priority 1 Roads and Infrastructure

### Objective 1.1 Increased State and Federal Government funding for infrastructure projects

| Strategy                                                                                                                                                                                                                                                                                                                    | Status                                                                                | Comments                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advocate for the upgrade of Turtons Track as a major sealed 2WD Touring route.                                                                                                                                                                                                                                              |    |                                                                                                                                                                                                                                                                                            |
| Advocate for improved infrastructure services – telecommunications                                                                                                                                                                                                                                                          |    | The ADSL2 service has been activated at the Colac Exchange.                                                                                                                                                                                                                                |
| Advocate for the upgrade of the main access roads between Princes Hwy and the Great Ocean Road including the Colac/Forrest Road, Birregurra/Forrest Road, Forrest/Skenes Creek Road and Forrest/Apollo Bay Road and the Colac/Lavers Hill Road consistent with actions contained in the Great Ocean Road Regional Strategy. |    |                                                                                                                                                                                                                                                                                            |
| Advocate for the location of the Geelong By-Pass connection with the Princes Highway to enable a continuous 100kmh speed zone.                                                                                                                                                                                              |    |                                                                                                                                                                                                                                                                                            |
| Advocate for the Construction of a dual carriageway Princes Highway from Geelong to Colac and then beyond to the South Australian border.                                                                                                                                                                                   |    | Ongoing. The Alliance continues to meet and focus on ongoing advocacy on the early implementation of the duplication between Geelong and Winchelsea, Auslink Status for the entire length of road (Geelong to Mt Gambier), and for the introduction of passing lanes to the west of Colac. |
| Advocate for the development of an alternative heavy vehicle route for the City of Colac.                                                                                                                                                                                                                                   |    |                                                                                                                                                                                                                                                                                            |
| Advocate for the identification of a designated route for the future location of a Colac By-Pass for the Princes Highway.                                                                                                                                                                                                   |   |                                                                                                                                                                                                                                                                                            |
| Continue increased funding of infrastructure asset renewal, particularly on rural road resheeting, drainage, timber bridges and footpaths.                                                                                                                                                                                  |  | Ongoing. Funding received for upgrade to Larpent Rd from RDV Roads to Market Program.                                                                                                                                                                                                      |

 Completed     
  On Target     
  Delayed/Deferred     
  Remedial Action Required




**Objective 1.2**      *Improved and renewed infrastructure*

| Strategy                                                                                                                                       | Status | Comments                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Investigate the feasibility of a Regional Saleyards complex with other municipalities in the G21 Region.                                       | ✓      | Completed and reported to Council September 2005.                                                                                                                                                                                                                                                                       |
| Develop and implement the Asset Management Plans and Asset Management System for all infrastructure categories.                                | ○      | Linking of Merit and Biz-e-assets on target for completion this financial year. Draft Bridge Asset Management Plan endorsed by Council in January 2008. Review of the Road Management Plan (standards and service levels) and development of a Building Asset Management Plan occurring as part of a Best Value review. |
| Implement the Road Safety Plan and Council approved road safety initiatives in partnership with VicRoads and other agencies.                   | ✓      | Road Safety Plan actions implemented. Planning process commenced for the preparation of a new Plan in partnership with Corangamite Shire.                                                                                                                                                                               |
| Manage our roads consistent with Council's Road Management Plan.                                                                               | ○      |                                                                                                                                                                                                                                                                                                                         |
| Strategically manage the impacts on Council's local road network giving consideration to emerging industries and changes in transport demands. | ○      | Transport Strategy being prepared associated with the Education Recreation Precinct traffic impacts; G21 Strategic Transport plan adopted complimenting South West Regional Transport Plans and successful grant application was received relating to the State Government's Farmers to Markets Program.                |
| Provide appropriate Waste Management facilities in accordance with Best Practice.                                                              | ○      | Long-term landfill rehabilitation plan updated and being implemented. Beeac and Cressy landfills rehabilitated in 2007/08.                                                                                                                                                                                              |





 Completed
  On Target
  Delayed/Deferred
  Remedial Action Required

## Priority 2 Planning and Development







### Objective 2.1 Sustainable development of the Colac Otway Municipality

| Strategy                                                                                                                                                                                                                | Status                                                                              | Comments                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop and implement a Sustainability Action Plan for the organisation and the Community.                                                                                                                              |  | An Expression of Interest submitted to the DSE for development of an Environment Strategy, which was successful. A workshop is being organised to discuss development of the Strategy. Implementing actions in the Greenhouse Action Plan and Sustainable Water Use Plan. |
| Continue to implement the Lake Colac Master Plan and Management Plan, including advocating for funding contributions from the State Government, relevant Authorities and the community.                                 |  | Completed Stage 1 pathway. Stage 2 pathway delayed until Aboriginal Cultural Heritage Plan completed.                                                                                                                                                                     |
| Continue the redevelopment of the Apollo Bay Harbour, including the development of a Concept Plan specific to the Apollo Bay Harbour precinct, which will form an important component of the Apollo Bay Structure Plan. |  | Draft Concept Plan completed. Final Plan to be adopted by Council after the feasibility study is completed. Commercial marina in operation since December 2007, with positive comments received from the public/users.                                                    |

### Objective 2.2 Well planned and developed municipality

| Strategy                                                                                                                                                                                                                                                                                                                                              | Status                                                                                | Comments                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Continue the development of the Colac Botanic Gardens.                                                                                                                                                                                                                                                                                                |   | The WaterMAP (Water Action Plan) has been completed and submitted to Barwon Water. A major action from the Plan is to audit water usage at the Gardens. Council has been successful in an EOI process to utilise recycled water from the Colac Water Reclamation Plant when it becomes available (likely 2009/10). |
| Develop a Colac Structure Plan that provides a long term vision for Colac, by setting a planning and development framework that will provide for the orderly sequencing of development. This will ensure that community and infrastructure servicing, open space, industrial and commercial facilities are provided in a staged and efficient manner. |  | Colac Structure Plan developed. Projects being developed out of the Plan are an Integrated Traffic Management Plan for Colac and environs and a detailed analysis of parking issues within the Colac Commercial Centre. Amendment C55 has been exhibited to implement outcomes in the Planning Scheme.             |
| Undertake a comprehensive review of the Colac Otway Planning Scheme and prepare an updated Municipal Strategic Statement and Local Planning Policy Framework to address the recommendations arising from the planning scheme review.                                                                                                                  |  | Planning Scheme review completed. Minister for Planning to appoint an independent panel to consider all submissions to Amendment C55 of the Colac Otway Planning Scheme. Panel hearing expected to be mid-June 2008, with a report anticipated within eight weeks of the conclusion of the Panel hearing.          |
| Prepare a Developer Contributions Plan which will facilitate developer contributions towards the provision of social and physical infrastructure.                                                                                                                                                                                                     |  | Deferred – awaiting State Government “off-the-Shelf” levies.                                                                                                                                                                                                                                                       |







 Completed     
  On Target     
  Delayed/Deferred     
  Remedial Action Required

| Strategy                                                                                                                                                                                                                                                                                                                                                                             | Status                                                                              | Comments                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Improve the Eastern Entrance to Colac.                                                                                                                                                                                                                                                                                                                                               |  | Not yet funded due to other higher funding priorities of Council. Improved town entrance signage to be investigated as an interim approach. This project will be reviewed as part of the Community Planning process, which is being presented to Council through the Budget process for 2008/09. |
| Complete the Apollo Bay Structure Plan incorporating the results of the Apollo Bay character Study to provide guidance and direction for the future development of Apollo Bay, including the identification of car parking needs, a continuation of the streetscape development program, and the development of a Concept Plan for the future development of the Apollo Bay Harbour. |  | Apollo Bay Structure Plan completed. The Concept Plan for the Harbour and the Parking Precinct Plan are being undertaken separately. Amendment C55 has been exhibited to implement the outcome of the Structure Plan in the Planning Scheme.                                                     |
| Complete a Neighbourhood Character Study and Structure Plan which will provide guidelines and a policy basis for determining development applications in the towns of Kennett River, Wye River, Skenes Creek and Separation Creek.                                                                                                                                                   |  | Structure plans adopted by Council in February 2008. A planning scheme amendment to implement the Structure Plan will be prepared during 2008.                                                                                                                                                   |
| Prepare Structure Plans that provide long-term vision and planning and development framework for the townships of Birregurra and Forrest.                                                                                                                                                                                                                                            |  | Tenders being sought for consultants to undertake plans in April 2008.                                                                                                                                                                                                                           |
| Through effective community engagement, develop a Colac Otway 2030 Vision, with a view to developing a long-term strategic vision for the municipality around a number of key themes including: Quality of Life, Environmental Stewardship, Built Environment, Local Economy, Tourism and Culture, and Living and Learning.                                                          |  | Project currently being reviewed in the context of consideration of a broader community planning process.                                                                                                                                                                                        |
| Priorities identified for the Hinterland are incorporated into the review of the Colac Otway Planning Scheme and the Economic Development and Environment Priority areas. These include the completion of the Neighbourhood Character Studies, Structure Plans, policy development and a review of the impact of the transfer of agricultural land to forestry use.                  |  | Structure Plan, Neighbourhood Character Study, Planning Scheme review and Rural Land Strategy completed. Amendment C55 exhibited and seeks to incorporate outcomes into the Planning Scheme.                                                                                                     |

 Completed     
  On Target     
  Delayed/Deferred     
  Remedial Action Required

## Priority 3 Financial Sustainability








### Objective 3.1 Financial sustainability of the Colac Otway Shire Council

| Strategy                                                                                                                                                                                                                      | Status                                                                              | Comments                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advocate for increased State Government recognition and funding as compensation for the Shire's larger than average area of non-rateable land.                                                                                |  |                                                                                                                                                                                                                                                                                                                                        |
| Undertake a review of rating which includes: - Council Pensioner Rate Concessions - Other concessions and rental waivers - Special rates and charges schemes - An assessment of the impact of increased forestry use of land. |  | Rating Strategy completed and implemented.                                                                                                                                                                                                                                                                                             |
| Maintain internal audit program based on the outcomes of the Risk Assessment Audit.                                                                                                                                           |  | A number of internal audits are undertaken each year on a number of Council's operations.                                                                                                                                                                                                                                              |
| Optimise the effectiveness and work towards the minimisation of the Council subsidy for the Bluewater Fitness Centre, Colac Otway Performing Arts and Cultural Centre and Visitor Information Centres.                        |  | Ongoing review undertaken of the various centres as part of the budget process.                                                                                                                                                                                                                                                        |
| Ensure our debt is managed and levels are maintained below prudential guidelines.                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                        |
| Ensure our Financial Plan is sustainable.                                                                                                                                                                                     |  | The Strategic Resource Plan was reviewed at the start of the 2007/08 financial year. Council has overcome the infrastructure renewal gap, is forecasting a minor surplus and has low debt levels. Issues identified by the Auditor General have been addressed. A new SRP will be developed after the November 2008 Council elections. |

 Completed     
  On Target     
  Delayed/Deferred     
  Remedial Action Required






## Priority 4 Health Recreation and Community Services

### Objective 4.1 Quality health and community services that promote community wellbeing

| Strategy                                                                                                   | Status                                                                              | Comments                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop, implement and review Council's Festival and Events Strategy.                                      |  | 2008-2009 Festival and Event Support Scheme endorsed at the March Council meeting. Funding secured for the Apollo Bay Music Festival with Tourism Victoria. FReeZA fully funded to deliver 10 events over calendar years 2008 & 2009. |
| Ensure that Health and Wellbeing programs are available and accessible to all residents.                   |  | Ongoing.                                                                                                                                                                                                                              |
| Continue to support strong integration between the Colac Otway Shire and Health Services within the Shire. |  | The Municipal Public Health Plan adopted in October 2007.                                                                                                                                                                             |
| Review and implement the recommendations of the Colac Otway Shire Arts and Culture Strategy.               |  | Projects commenced with community partners due for completion June 2008.                                                                                                                                                              |
| Assess the impact and demand implications of an ageing population.                                         |  | Report on strategies and networks to support an ageing population in Colac Otway due in June 2008. Consultation across the Shire has occurred.                                                                                        |
| Implement the signage recommendations from the Colac Municipal Precinct Signage Access report.             |  | Completed.                                                                                                                                                                                                                            |
| Coordinate, implement and support youth initiatives across the Shire.                                      |  | Council is contributing to a Youth Development Worker to undertake strategic work. FReeZA and Youth Council in progress delivering on identified objectives.                                                                          |

 Completed     
  On Target     
  Delayed/Deferred     
  Remedial Action Required



**Objective 4.2**      *Recreation facilities that support community participation and wellbeing*

| Strategy                                                                                          | Status                                                                              | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Develop a sustainable approach for our sporting grounds.                                          |  | User agreements have been developed for the regional reserves, along with Reserve Masterplans for the five City Reserves and the Cricket Strategy. A draft Fees and Charges Policy has been developed, now undergoing further consultation and development.                                                                                                                                                                                                                                                             |
| Investigate strategies to fund and develop Central Reserve and Bluewater Fitness Centre Precinct. |  | Council endorsed commitment to the development of the Global Connector including the Joint Use Library at the March 2008 meeting. BWFC stadium redevelopment feasibility study underway and expect draft report late April 2008. 'Beechy Precinct' project development continues.                                                                                                                                                                                                                                       |
| Develop, implement and review Council's Recreation Strategy.                                      |  | Recreation Strategy adopted in August 2006. Year 2 of the Tennis Facilities program completed. Regional Trails Masterplan project brief confirmed and project contract being developed. Collaboration with Apollo Bay P12 College to improve the stadium and swimming pool facilities progressing, awaiting draft agreement from the Department of Education and Early Childhood Development for Council consideration. Draft business plan for Apollo Bay Centre forwarded to the College Principal for consideration. |
| Continue the renewal of Council's Playground Program.                                             |  | Ongoing improvements further to the independent audits and community engagement.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Advocate for the development of a Hydrotherapy Pool located at the Bluewater Fitness Centre.      |  | Detailed advocacy undertaken. Resulted in Council decision not to proceed.                                                                                                                                                                                                                                                                                                                                                                                                                                              |








 Completed     
  On Target     
  Delayed/Deferred     
  Remedial Action Required

## Priority 5 Economic Development

### Objective 5.1 Regeneration of our small towns

| Strategy                                                                                        | Status                                                                              | Comments                                            |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------|
| Review the impacts of population growth and the need for workforce planning.                    |  | Deferred – low priority for the business community. |
| Continue Implementation of Small Town Improvement Program in partnership with community groups. |  |                                                     |


### Objective 5.2 Promotion of our local business and attraction of new business

| Strategy                                                                                                                           | Status                                                                                | Comments                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Continue to implement the Economic Development and Tourism Strategy.                                                               |    | Funding received for the G21 Agribusiness Network, the G21 Water Industry Study. Expressions of interest coordinated to form the Colac Advisory Group as part of the Affordable Housing Strategy. Discussions with Gordon and South West TAFEs on skills shortages and training solutions. |
| Continue support for and attract additional Major Events to be held within the Municipality.                                       |   | Funding and resource support provided for Event development and delivery. Funding partnerships with the State Government being further developed. Funding agreements for 2007/08 acquitted.                                                                                                |
| Undertake a review of Council funding of tourism activities.                                                                       |  | Completed and recommendations implemented.                                                                                                                                                                                                                                                 |
| Advocate for the provision of a natural gas supply for Birregurra and extension of coverage for the whole of the Colac urban area. |  | Birregurra and whole of Colac urban area is a longer term objective. Works commenced in February to connect Elliminyt.                                                                                                                                                                     |
| Work with the State Government to explore the possible co-uses of the Colanda site.                                                |  | Ongoing discussion and consultation looking at residents' needs. Outcomes from mid-year 2008.                                                                                                                                                                                              |
| Support an increase in nature based tourism opportunities across the Shire.                                                        |  | Will be supported through the development of the Regional Trails Strategy.                                                                                                                                                                                                                 |
| Complete implementation of Old Beechy Rail Trail and undertake promotion of the Trail.                                             |  | Ongoing requirement to continue work with the Beechy Committee of Management.                                                                                                                                                                                                              |





 Completed     
  On Target     
  Delayed/Deferred     
  Remedial Action Required

**Objective 5.3**      *Tertiary education opportunities and attraction of skilled and unskilled employees to our Shire*




| Strategy                                                                                                                                                                       | Status                                                                              | Comments                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Implement the recommendations of the Tertiary Feasibility Study by advocating and lobbying the State Government for additional training hours to be provided within the Shire. |  | The Beechy Centre Global Connector will include a TAFE 'one stop shop' to coordinate TAFE training in Colac. |

**Priority 6**      **Environmental Sustainability**



**Objective 6.1**      *Best practice environmental management*

| Strategy                                                                                                                                                                                     | Status                                                                              | Comments                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Establish environmental best practice as a benchmark for managing natural resources in relation to Council assets (including storm water management, energy use and water use).              |  | Ongoing. The Sustainability Working Group has identified a number of priority actions for 2008/09. A tracking system is being developed as a consistent and efficient means to track savings made through implementing sustainability actions.                                                                                   |
| Implementing environmental best practice through planning conditions in line with regional, state-wide and national legislation and established procedures in regard to land use management. |  | Standard conditions for permit applications reviewed in 2007. Comprehensive conditions prepared to be applied to the Great Ocean Green golf course/ residential development proposed by Amendment C29. These include response to flood potential, future sea level rise, acid sulphate soils, flora & fauna and waterway values. |




**Objective 6.2**      *Local communities addressing local environment priorities*

| Strategy                                                                                                                                           | Status                                                                                | Comments                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Implementation of approved recommendations from the three Towns Stormwater Management Strategy (concept Study).                                    |  | Actions not programmed for 2007/08. A gap analysis and engagement strategy has been prepared to refocus this project for 2008/09 and beyond.                                                                                                                    |
| Focus on the control of weeds on both Council and privately owned properties.                                                                      |  | Works currently being undertaken throughout the Shire. A discussion paper is being drafted which will outline the criteria to identify appropriate weed management sites for 2008/09. The Weeds Consultative Committee will determine the strategy for 2008/09. |
| Pursue waste water issues in the towns of, Colac East, Birregurra, Cressy, Beeac, Forrest, Gellibrand, Kennett River, Separation Creek, Wye River. |  | DSE and Barwon water have agreed on criteria for the assessment of Wye River and Separation Creek Waste Water Plan and on an approach to engaging the local communities.                                                                                        |

 Completed     
  On Target     
  Delayed/Deferred     
  Remedial Action Required

|                                                                                                                    |                                                                                     |                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Determine a location for the development of an Apollo Bay Transfer Station.                                        |  | Site selected. Land purchase negotiations currently underway (delayed).                                                                                          |
| Raise awareness of environmental issues through increased community engagement and improved access to information. |  | Ongoing process involving Environmental Community Days (e.g. Clean up Australia Day) and community workshops, along with use of the media and Council's website. |




**Objective 6.3**      *Addressing major environmental issues in partnership with State and Federal Government bodies*

| Strategy                                                                                                                                                               | Status                                                                              | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Investigate options for a future waste management system to be implemented following completion of the existing contracts in September 2009.                           |  | Commenced – part of Best Value review process. Will be completed in Jan 2009.                                                                                                                                                                                                                                                                                                                                                                 |
| Develop a strategy for the provision of a hard waste collection throughout the municipality and options for a green waste collection for non resident property owners. |  | Strategy developed and implemented.                                                                                                                                                                                                                                                                                                                                                                                                           |
| Working in partnership with other responsible authorities and environmental groups to improve facilitation of environmental projects.                                  |  | Includes seed collection and plant propagation carried out by the Social Justice Program with Landcare groups for revegetation works. Greening Australia, Colac Otway Shire and the Corangamite Catchment Management Authority (CCMA) have developed a program of four community workshops for 2008. Funding for the Biodiversity Mapping project (roadsides) has been received from the CCMA. Mapping anticipated to commence in April 2008. |

 Completed
  On Target
  Delayed/Deferred
  Remedial Action Required

## Priority 7 Strong Leadership

### Objective 7.1 Strong community leadership, governance and advocacy

| Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status                                                                              | Comments                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Councillors and Council Officers to advocate strongly to other levels of government on issues of importance to the Shire's communities.                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Continued active involvement in key industry associations and forums including MAV, Local Government Australia, NZ CEOs Group, LGPro and regional forums: gaining information and providing input on issues relevant to Colac Otway Shire. |
| Continue the (Best Value) business planning process of organisational review: <ul style="list-style-type: none"> <li>• Annually identify potential savings and efficiencies that can be redirected by Council to higher priorities</li> <li>• Work towards improved Community Satisfaction Survey results</li> <li>• Assess the impact on the Council's reliance on grants</li> <li>• Assess the level of community demand for services</li> <li>• Undertake a review of the development and implementation of Council's major projects process</li> </ul> |  | Best Value review of Council services progressing as scheduled. Customer Services, Property & Rates and Local Laws Reports adopted in January 2008. Infrastructure and Services currently undergoing review.                               |
| Develop, implement and review Council's Volunteer Strategy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | 5 Year Strategic Plan endorsed by Council in January 2008.                                                                                                                                                                                 |



# ***Capital Works Progress Report***

*Period:* 07/08



## Capital Works Progress Report

**Council Plan** 1 Roads and Infrastructure  
**Priority:**

**Council Plan** 1.2 Improved and renewed infrastructure  
**Objective:**

| ACTIONS                                                                                                                                                   | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                             | REMEDIAL ACTION REQUIRED | RESP. OFFICER         | COMP DATE  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------|------------|
| <b>Strategy: 1.2.1 Investigate the feasibility of a Regional Saleyards complex with other municipalities in the G21 Region</b>                            |             |        |                                                                                                                                                                                                                                               |                          |                       |            |
| 1.2.1.4 Colac Saleyards - Achieve compliance with Worksafe Saleyards Project                                                                              | In Progress | 100%   | Water metre installed. Data being collected. 20.12.06. Data being collected expect collation in July 07.4.5.07<br><br>5.10.07 Cattle unloading ramps and Loading ramps to be completed by Nov 30 2007.No Change 10 Nov 07. 7.4.08. cOMPLETED. |                          | Manager Cosworks      | 30/06/2009 |
| ACTIONS                                                                                                                                                   | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                             | REMEDIAL ACTION REQUIRED | RESP. OFFICER         | COMP DATE  |
| <b>Strategy: 1.2.2 Develop and implement the Asset Management Plans and Asset Management Systems for all infrastructure categories</b>                    |             |        |                                                                                                                                                                                                                                               |                          |                       |            |
| 1.2.2.2 Ensure timely preparation of tender documents and undertaking tendering process for capital works in conjunction with Asset Development Services. | In Progress | 75%    | Sept 07:<br>Maintenance of performance in this area to date.<br><br>Dec 07:<br>Maintaining performance in this area.<br><br>Mar 08<br>All tendering completed in a timely manner                                                              |                          | Contracts Coordinator | 30/06/2008 |

## Capital Works Progress Report

**Council Plan** 1.2 Improved and renewed infrastructure

**Objective:**

**Objective:**

| ACTIONS                                                                                                                                             | STATUS    | % COMP | PROGRESS COMMENTS                                                                                                   | REMEDIAL ACTION REQUIRED | RESP. OFFICER             | COMP DATE  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|---------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------|
| <b>Strategy: 1.2.3 Implement the Road Safety Plan and Council approved road safety initiatives in partnership with Vic Roads and other agencies</b> |           |        |                                                                                                                     |                          |                           |            |
| 1.2.3.3 VicRoads Safety Bids                                                                                                                        | Completed | 100%   | Aug 07: Cosworks to install as soon as their programs permit - anticipated early September.<br><br>Oct 07: complete |                          | Capital Works Coordinator | 30/09/2007 |

## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                                       | STATUS      | % COMP | PROGRESS COMMENTS                                                                   | REMEDIAL ACTION REQUIRED | RESP. OFFICER             | COMP DATE  |
|---------------------------------------------------------------------------------------------------------------|-------------|--------|-------------------------------------------------------------------------------------|--------------------------|---------------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b>                        |             |        |                                                                                     |                          |                           |            |
| 1.2.4.2 Special Charge Scheme - Borwick Street, Colac - Construct, seal, K&C, services, lighting and footpath | Completed   | 100%   | March 2008 - Works complete and final notices sent. Special Charge Scheme completed |                          | Capital Works Officer     | 30/10/2007 |
| 1.2.4.3 Special Charge Scheme - Dowling Street, Colac - Construct, seal, K&C, services, lighting and footpath | Completed   | 100%   | March 2008 - Works complete and final notices sent. Special Charge Scheme completed |                          | Capital Works Officer     | 30/10/2007 |
| 1.2.4.7 Apollo Bay Banners                                                                                    | Completed   | 100%   | Dec 07 Completed mid Dec                                                            |                          | Capital Works Coordinator | 15/12/2007 |
| 1.2.4.10 Asphalt Works<br>Hearn at Gravesend<br>Wilson at Gravesend<br>Wilson at Queen St                     | Completed   | 100%   | Mar 08: Works completed in Feb 08                                                   |                          | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.12 Beech Forest Info Centre carpark - Final seal                                                        | Completed   | 100%   | Mar 08: Works completed in Feb 08                                                   |                          | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.14 Beechy Line Underpass                                                                                | Deferred    | 0%     | Have been advised that grant funding will not be forthcoming.                       |                          | Capital Works Coordinator | 30/08/2007 |
| 1.2.4.17 Birregurra Footpath rehab                                                                            | In Progress | 10%    | Mar 08: Tenders called. Not yet awarded.                                            |                          | Capital Works Coordinator | 01/04/2008 |
| 1.2.4.18 Bridge Rehabilitation - James Access                                                                 | Completed   | 100%   | Nov 07: Works completed                                                             |                          | Capital Works Coordinator | 30/11/2007 |

## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                    | REMEDIAL ACTION REQUIRED | RESP. OFFICER             | COMP DATE  |
|----------------------------------------------------------------------------------------|-------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b> |             |        |                                                                                                                                                                      |                          |                           |            |
| 1.2.4.19 Bridge Rehabilitation - Raffertys Access                                      | Completed   | 100%   | Nov 07: Works completed                                                                                                                                              |                          | Capital Works Coordinator | 30/11/2007 |
| 1.2.4.20 Bromfield St GPT                                                              | In Progress | 10%    | Mar 08: Tenders called - not yet awarded. Works unlikely to be completed by end June due to time involved in manufacture and delivery of the GPT.                    |                          | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.21 Bus Parking Improvements - Pascoe/Moore/Hardy Street                          | In Progress | 10%    | Mar 08: Cosworks to install kerb outstands/returns at Pascoe/Moore in April/May. Have met on site with Apollo Bay police.                                            |                          | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.22 Cape Otway Rd - Rehab                                                         | Completed   | 100%   | Dec 07: Works complete (Cosworks)                                                                                                                                    |                          | Capital Works Coordinator | 20/12/2007 |
| 1.2.4.23 Carpendeit-Bungador Rd (Dairy Industry Road Program)                          | In Progress | 80%    | Mar 08: Roadworks on Carpendeit-Bungador Rd complete. Some works remain on the culvert endwalls and guardrail. Works not yet started at the Speedway Rd intersection |                          | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.24 Colac VIC Carpark Resurfacing                                                 | Completed   | 100%   | Mar 08: Completed in February 08                                                                                                                                     |                          | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.25 Conns Lane - Rehab                                                            | Completed   | 100%   | Dec 07: Works completed in December (Cosworks).                                                                                                                      |                          | Capital Works Coordinator | 10/12/2007 |



## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                | STATUS      | % COMP | PROGRESS COMMENTS                                                                                         | REMEDIAL ACTION REQUIRED | RESP. OFFICER             | COMP DATE  |
|----------------------------------------------------------------------------------------|-------------|--------|-----------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b> |             |        |                                                                                                           |                          |                           |            |
| 1.2.4.26 Cressy Drainage Improvements Stage 1                                          | In Progress | 90%    | Dec 07: Cosworks have completed pipework. Completion of landscaping work to be deferred until Autumn 2008 |                          | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.27 Cressy Shelford Rd Rehab 3 to 6                                               | In Progress | 10%    | Mar 08: Tender awarded. Work expected in April/May                                                        |                          | Capital Works Coordinator | 30/05/2008 |
| 1.2.4.28 Deepdene Rd St 2 - Final Seal                                                 | Completed   | 100%   | Dec 07 Final seal complete                                                                                |                          | Capital Works Coordinator | 10/12/2007 |
| 1.2.4.29 Drainage Rehab - Unnamed lane off Scott St                                    | Completed   | 100%   | Dec 07: Works complete                                                                                    |                          | Capital Works Coordinator | 30/11/2007 |
| 1.2.4.30 Footpath Upgrade - Mobil entrance, Apollo Bay                                 | In Progress | 20%    | Mar 08: Works expected in March/April 2008                                                                |                          | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.31 Forrest St - north of Wallace St 2000m2 asphalt                               | Completed   | 100%   | Nov 07: Complete                                                                                          |                          | Capital Works Coordinator | 30/10/2007 |
| 1.2.4.32 Hardy Street pedestrian improvements                                          | Completed   | 100%   | Nov 07: Works Complete                                                                                    |                          | Capital Works Coordinator | 15/11/2007 |
| 1.2.4.33 Irrewillipe Rd - Widening & Sealing                                           | In Progress | 75%    | Mar 08: Works commenced mid Feb. Anticipate completion by end of march                                    |                          | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.34 Johnstone Cr - Final Seal                                                     | Completed   | 100%   | Mar 08: Completed Feb 08                                                                                  |                          | Capital Works Coordinator | 30/03/2008 |

## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                         | REMEDIAL ACTION REQUIRED | RESP. OFFICER             | COMP DATE  |
|----------------------------------------------------------------------------------------|-------------|--------|---------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b> |             |        |                                                                                                                           |                          |                           |            |
| 1.2.4.35 Larpent Rd - Hwy to Browns - Final Seal                                       | Completed   | 100%   | Mar 08: Completed Feb 08                                                                                                  |                          | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.36 Ligar St - Traffic Safety Works                                               | Completed   | 100%   | Oct 07: complete                                                                                                          |                          | Capital Works Coordinator | 30/10/2007 |
| 1.2.4.37 Lighting Improvements - Forest Street, Colac East                             | In Progress | 5%     | Mar 08: Powercor are checking our proposed design for placement of the lights to ensure that it meets required standards. |                          | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.38 Mclachlan St Footpath                                                         | In Progress | 5%     | Mar 08: Works expected to commence Wednesday after Easter. Finish by end of May                                           |                          | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.39 Meredith Park Rd - Crack Sealing                                              | In Progress | 10%    | Mar 08 Order placed for works - expected March/April                                                                      |                          | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.40 Old Beechy Rail Trail Maintenance/Upgrades                                    | In Progress | 75%    | Dec 07:- Maintenance work proceeding                                                                                      |                          | Capital Works Coordinator | 30/06/2008 |
| 1.2.4.41 Old Beech Forest Rd - Final seal                                              | Completed   | 100%   | Mar 08: Completed Feb 08                                                                                                  |                          | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.43 Old Beech Forest Rd - Guardrail                                               | In Progress | 10%    | Mar 08: Works expected March/April                                                                                        |                          | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.44 Ondit Warrion Rd Reseal                                                       | Completed   | 100%   | Mar 08: Completed Feb 08                                                                                                  |                          | Capital Works Coordinator | 30/03/2008 |

# Capital Works Progress Report

## Council Plan 1.2 Improved and renewed infrastructure

### Objective:

| ACTIONS                                                                                | STATUS      | % COMP | PROGRESS COMMENTS                                                    | REMEDIAL ACTION REQUIRED                        | RESP. OFFICER             | COMP DATE  |
|----------------------------------------------------------------------------------------|-------------|--------|----------------------------------------------------------------------|-------------------------------------------------|---------------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b> |             |        |                                                                      |                                                 |                           |            |
| 1.2.4.45 Parkers Ck Bridge approach - Final Seal                                       | Completed   | 100%   | Mar 08: Completed Feb 2008                                           |                                                 | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.46 Pascoe Street - line marking                                                  | Not Started | 0%     | Mar 08 To be done following intersection works at Moore/Pascoe.      |                                                 | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.47 Poorneet Road - Pavement & Seal Widening - 1 7.7km to 9.8km                   | In Progress | 60%    | Mar 08: Commenced Feb 08. To be sealed before Easter                 | Works include proposed stage 2 - 5.2km to 7.7km | Capital Works Coordinator | 30/05/2008 |
| 1.2.4.48 Queens St Drainage                                                            | Completed   | 100%   | Dec 07: Works complete                                               |                                                 | Capital Works Coordinator | 15/12/2007 |
| 1.2.4.49 Richard St/Churchill Sq - Final seal                                          | Completed   | 100%   | Mar 08: Completed Feb 08                                             |                                                 | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.51 Rifle Butts rd - Final seal                                                   | Completed   | 100%   | Mar 08: Completed Feb 08                                             |                                                 | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.52 Road Design                                                                   | Ongoing     | 50%    |                                                                      |                                                 | Capital Works Coordinator | 30/06/2008 |
| 1.2.4.54 Rossmoyne Rd 0 - 0.8 - Final Seal                                             | In Progress | 5%     | Mar 08: Undertake review of seal design. Complete work in April/May. |                                                 | Capital Works Coordinator | 30/03/2008 |
| 1.2.4.55 RTR - Deepdene Road (Stage 2)                                                 | Completed   | 100%   | Dec 07 - Complete                                                    |                                                 | Capital Works Coordinator | 30/11/2008 |

## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                                                                                 | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                     | REMEDIAL ACTION REQUIRED | RESP. OFFICER             | COMP DATE  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b>                                                                  |             |        |                                                                                                                                       |                          |                           |            |
| 1.2.4.56 RTR3 - Rifle Butts Road                                                                                                                        | Completed   | 100%   | Nov 07: Complete                                                                                                                      |                          | Capital Works Coordinator | 30/10/2007 |
| 1.2.4.57 RTR3 - Rossmoyne Rd, Highway to Sawmill                                                                                                        | Completed   | 100%   | Dec 07: Works Complete.                                                                                                               |                          | Capital Works Coordinator | 20/12/2007 |
| 1.2.4.58 Slater St - Construction of bike lanes and additional car parking spaces for the school. Manage project concurrent with Special Charge Scheme. | In Progress | 5%     | Mar 08: Works to commence mid May. To be completed by end May                                                                         |                          | Capital Works Coordinator | 30/05/2008 |
| 1.2.4.59 Slip Rehabilitation - Binns Road, Ch. 3.3 - km                                                                                                 | Completed   | 100%   | Mar 08: Works completed in March                                                                                                      |                          | Capital Works Coordinator | 30/05/2008 |
| 1.2.4.60 Slip Rehabilitation - Hennigan Crescent                                                                                                        | In Progress | 2%     | Mar 08: Structural check of design being undertaken. Works anticipated in April/May                                                   |                          | Capital Works Coordinator | 30/05/2008 |
| 1.2.4.61 Storm Water Management Study Colac                                                                                                             | Not Started | 0%     |                                                                                                                                       |                          | Capital Works Coordinator | 30/05/2008 |
| 1.2.4.62 Strachan St - Drainage                                                                                                                         | Completed   | 100%   | Nov 07: Works complete                                                                                                                |                          | Capital Works Coordinator | 30/11/2007 |
| 1.2.4.63 Swan-Marsh Irrewillipe Rd - Construction                                                                                                       | In Progress | 5%     | Nov 07: Works deferred pending negotiations on contribution from new owners of BioGreen. Works are unlikely to be undertaken in 07/08 |                          | Capital Works Coordinator | 30/06/2008 |

## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                       | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                 | REMEDIAL ACTION REQUIRED | RESP. OFFICER             | COMP DATE  |
|-----------------------------------------------------------------------------------------------|-------------|--------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b>        |             |        |                                                                                                                                   |                          |                           |            |
| 1.2.4.64 Unsealed Intersection upgrades                                                       | Not Started | 0%     |                                                                                                                                   |                          | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.65 Unsealed Road resheets - R2R funded                                                  | In Progress | 10%    | Mar 08: Resheeting works have recommenced and will continue through to mid June.                                                  |                          | Capital Works Coordinator | 30/06/2008 |
| 1.2.4.66 Upper Gellibrand Road Bridge                                                         | Not Started | 0%     | Mar 08: Works anticipated to start shortly after Easter                                                                           |                          | Capital Works Coordinator | 30/05/2008 |
| 1.2.4.67 Vicroads Safety Bids - Carryover from 06/07                                          | Completed   | 100%   | Oct 07: works complete                                                                                                            |                          | Capital Works Coordinator | 30/11/2007 |
| 1.2.4.68 Warrowie Rd 0-0.5 - Rehabilitation                                                   | In Progress | 5%     | Mar 08: Works anticipated in April/May                                                                                            |                          | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.69 Wye R TV Tower upgrade                                                               | Not Started | 0%     | Mar 08: Still negotiating funding with DoCITA. Minor works as defined in the audit report are expected to be undertaken in April. |                          | Capital Works Coordinator | 30/04/2008 |
| 1.2.4.72 Marks St - Special Charge Scheme. Construct unsealed shoulders                       | In Progress | 20%    | March 2008 - Works due to commence April 2008                                                                                     |                          | Capital Works Officer     | 30/05/2008 |
| 1.2.4.73 Slater Street, Special Charge Scheme - Construction of unsealed section of Slater St | In Progress | 20%    | March 2008 - Works due to commence in April 08                                                                                    |                          | Capital Works Officer     | 30/05/2008 |
|                                                                                               |             |        |                                                                                                                                   |                          |                           |            |

## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                                     | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                            | REMEDIAL ACTION REQUIRED | RESP. OFFICER             | COMP DATE  |
|-------------------------------------------------------------------------------------------------------------|-------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b>                      |             |        |                                                                                                                                                                                              |                          |                           |            |
| 1.2.4.74 Rehabilitation of GOR VIC carpark and creation of long vehicle parking between VIC and Thompson St | Completed   | 100%   | March 2008 - works complete                                                                                                                                                                  |                          | Capital Works Officer     | 15/04/2008 |
| 1.2.4.77 Local Roads - Cosworks (Prog 10) Reseals Capital                                                   | In Progress | 95%    | Tenders called in September. Tenders closed and are being evaluated.<br>Contract awarded. Work well underway.<br>All sealing complete except for a late inclusion to be done in March, 2008. |                          | Contracts Coordinator     | 30/03/2008 |
| 1.2.4.78 Sealed Roads Aggregate Capital - Cosworks                                                          | Completed   | 100%   | Sealing tender prepared.<br>Sealing aggregate delivery programmed for December, 2007.<br>All aggregate delivered to stacksites.                                                              |                          | Contracts Coordinator     | 30/03/2008 |
| 1.2.4.89 Apollo Bay Linear Pathway - Design                                                                 | Completed   | 100%   | Mar 08 Complete                                                                                                                                                                              |                          | Capital Works Coordinator | 30/10/2007 |
|                                                                                                             |             |        |                                                                                                                                                                                              |                          |                           |            |

## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                    | REMEDIAL ACTION REQUIRED | RESP. OFFICER    | COMP DATE  |
|----------------------------------------------------------------------------------------|-------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |                  |            |
| 1.2.4.7 Unsealed Roads - Capital. Report monthly on progress.                          | In Progress | 57%    | Annual Resheeting program is on target with works been completed in Carlisle, Beech Forest, Kawarren, Alvie, Eurack Yeodene , Forrest, and Hordern Vale areas. Birregurra areas planned prior to New Year. 20.12.06 Angelsea gravel to be completed March 07 Rest of works completed by June 07. 4.5 07<br><br>5.10.07 Annual Resheet Program is on target with annual Program \$365,000 spent. 10.11.07 \$400,000 spent.<br>7.4.08 \$575,000 spent. |                          | Manager Cosworks | 30/06/2008 |
| 1.2.4.8 Drainage - Capital. Report monthly on progress.                                | In Progress | 95%    | Works planned to coincide Annual Resheet program. 4.5 07<br><br>5.10.07. MDW is on target with Works Program. \$65,000 spent.<br>10.11.07 \$70,000 spent.<br>7.4.08 \$197,000 spent.                                                                                                                                                                                                                                                                 |                          | Manager Cosworks | 30/06/2008 |
| 1.2.4.9 Footpath - Capital. Report monthly on progress.                                | In Progress | 65%    | Works to restart in March 07 Completion by June 07. 4.5.07<br><br>5.10.07 Works has started \$20,000 spent. 10.11.07 \$20,000 spent.<br>7.4.08 \$84,000 spent.                                                                                                                                                                                                                                                                                       |                          | Manager Cosworks | 30/06/2008 |

## Capital Works Progress Report

**Council Plan** 1.2 Improved and renewed infrastructure

**Objective:**

**Objective:**

| ACTIONS                                                                                                                                          | STATUS    | % COMP | PROGRESS COMMENTS                                                                                                                                                              | REMEDIAL ACTION REQUIRED | RESP. OFFICER    | COMP DATE  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|------------|
| <b>Strategy: 1.2.4 Manage our roads consistent with Council's Road Management Plan</b>                                                           |           |        |                                                                                                                                                                                |                          |                  |            |
| 1.2.4.10 Sealed Roads - Rehab.<br>Report monthly on Progress.                                                                                    | Completed | 100%   | Asphalt at lake corangamite rd completed in Mar awaiting accounts 4.5.07.<br><br>5.10.07 Works about to start in Oct<br>07.10.11.07 \$60,000 spent.<br>7.4.08 \$177,000 spent. |                          | Manager Cosworks | 30/06/2008 |
| 1.2.4.12 Sealed Roads Aggregate<br>Capital - Supply & Delivery of<br>aggregate for Capital Road Reseal<br>program<br>Report monthly on Progress. | Completed | 100%   | Works completed 4.3..07.<br><br>5.10.07 Works to start in Oct 07.<br>10.11.07 Works 90% complete<br>\$84,000 spent.<br>7.4.08 \$104,000 spent.                                 |                          | Manager Cosworks | 30/06/2008 |



## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                                                                 | STATUS    | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | REMEDIAL ACTION REQUIRED                                                                                                          | RESP. OFFICER            | COMP DATE  |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------|
| <b>Strategy: 1.2.6 Provide appropriate Waste Management facilities in accordance with Best Practice</b>                                 |           |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                   |                          |            |
| 1.2.6.1 Commissioning of new Alvie Tfr Station Weighbridge with development of operational procedures and induction to staff and users. | Completed | 100%   | <p>May 2007: Construction commenced and on schedule for completion by 30 June</p> <p>April 2007. Contractor appointed. Construction to commence 3rd week of April. Project programmed to be complete by end of June.</p> <p>2 March 2007 : Quotations evaluated &amp; negotiations proceeding with lowest quotation. On track to appoint a contractor early March (proposed construction for April commencement)</p> <p>June 2007: construction of weighbridge commenced and programmed for comtion by end of June . Outstanding work for weighbridge is the installation of the instrument hut and final commissioning.</p> | The Alvie Weighbridge construction and commissioning was completed 12 October 2007 with operation beginning as of 22 October 2007 | Waste Management Officer | 31/10/2007 |
|                                                                                                                                         |           |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                   |                          |            |

## Capital Works Progress Report

**Council Plan** 1.2 Improved and renewed infrastructure

**Objective:**

| ACTIONS                                                                                                 | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | REMEDIAL ACTION REQUIRED                                                                                                                                                                                                                         | RESP. OFFICER         | COMP DATE  |
|---------------------------------------------------------------------------------------------------------|-------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------|
| <b>Strategy: 1.2.6 Provide appropriate Waste Management facilities in accordance with Best Practice</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                  |                       |            |
| 1.2.6.3 Beeac Landfill Rehabilitation<br>CO                                                             | In Progress | 95%    | <p>May 2007: Contractor appointed, project to be carried over to 2007/08 for reasons outlined below.</p> <p>April 2007: Project has been delayed due to VCAT appeals process. The contractor has been appointed, however due to delays at VCAT has committed himself to other projects and is unable to commence remediation works for this project in 2006/07 period.</p> <p>June 2007: Contractor has committed commencement early in the 2007/08 Year. (Anticipated completion date by December, 2007 - weather permitting)</p> <p>N<br/>Dec 07 Works nearly completed. Seeding required.</p> <p>March 08 Seeding to be completed by May, 2008</p> | <p>Regular contact with Contractor to monitor progress on start date. Meeting held on site in August / September to ascertain whether a start could be made. Conditions were not conducive to commence. Seeding awaiting Autumn/winter rains</p> | Contracts Coordinator | 31/12/2007 |
|                                                                                                         |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                  |                       |            |

## Capital Works Progress Report

### Council Plan 1.2 Improved and renewed infrastructure

#### Objective:

| ACTIONS                                                                                                                         | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | REMEDIAL ACTION REQUIRED | RESP. OFFICER           | COMP DATE  |
|---------------------------------------------------------------------------------------------------------------------------------|-------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------|------------|
| <b>Strategy: 1.2.6 Provide appropriate Waste Management facilities in accordance with Best Practice</b>                         |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                         |            |
| 1.2.6.4 Undertake Cressy Landfill Rehabilitation Project engaging an external contractor through competitive tendering process. | In Progress | 85%    | <p>May 2007: Design proceeding</p> <p>April 2007: Design contractor engaged. Design is proceeding and will be complete by end of June.</p> <p>2 March EPA provided signoff at the end of February. Design contractor to be engaged early March (project back on track)</p> <p>June 2007: Design contractor has advised designs are to be complete by the end of June.</p> <p>Dec 2007<br/>Rehabilitation works 80% complete.</p> <p>Mar 08<br/>Awaiting rain and suitable conditions in April / May 2008 for tree plantation / landscaping.</p> |                          | Manager Major Contracts | 30/04/2008 |

## Capital Works Progress Report

**Council Plan**      **2 Planning and Development**  
**Priority:**

**Council Plan**      **2.1 Sustainable development of the Colac Otway Municipality**  
**Objective:**

| ACTIONS                                                                                                                                                                                                                                                                          | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | REMEDIAL ACTION REQUIRED                                                                                                                         | RESP. OFFICER                                  | COMP DATE  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------|
| <b>Strategy: 2.1.1 Develop and implement a Sustainability Action Plan for the organisation and community</b>                                                                                                                                                                     |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                  |                                                |            |
| 2.1.1.1 Complete the Office Accommodation Review for the municipal technical and administration offices within Colac and manage the communication and consultation process including Council, community and staff to ensure a smooth decision making and implementation process. | In Progress | 50%    | <p>Office Accommodation review is progressing with progress report provided to Council at the September Council Meeting.</p> <p>Dec 07:<br/>           Limited progress made on identifying accommodation long term solutions, along with limited opportunities for interim solutions. Progress reports provided to Council have been regularly provided to Council on this issue.</p> <p>Mar 08:<br/>           Limited progress made specific to this project through the 3rd quarter. A financial strategy has been developed linking projects on the Council horizon which provides a context to accommodation options for the future. Council decided on a direction for the Library relocation to the Beechy precinct at the March Meeting which assists in a direction for accommodation.</p> | review progress of project and redevelop project plan for milestones and implementation, focusing on initial redevelopment of the Rae St Office. | General Manager<br>Infrastructure and Services | 30/06/2008 |

## Capital Works Progress Report

### Council Plan 2.1 Sustainable development of the Colac Otway Municipality

#### Plan

#### Objective:

| ACTIONS                                                                         | STATUS    | % COMP | PROGRESS COMMENTS                                                                                                                                    | REMEDIAL ACTION REQUIRED | RESP. OFFICER                           | COMP DATE  |
|---------------------------------------------------------------------------------|-----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------|------------|
| <b>Strategy: 2.1.2 Implement the Lake Colac Master Plan and Management Plan</b> |           |        |                                                                                                                                                      |                          |                                         |            |
| 2.1.2.1 Stage 2 Foreshore works on Lake Colac: Complete Caravan Park Pathway.   | Completed | 100%   | Sept 07:<br>Works completed.                                                                                                                         |                          | Economic Development and Grants Officer | 30/06/2008 |
| 2.1.2.2 Lake Colac Fishing Platform                                             | Deferred  | 15%    | Mar 08:<br>Engineering designs complete. Cultural Heritage Management Plan required prior to commencement of works. Project delayed until June 2009. |                          | Economic Development and Grants Officer | 30/11/2007 |
| 2.1.2.3 Lake Colac Commercial Development Feasibility Study                     | Completed | 100%   | Jan 08:<br>Project completed.                                                                                                                        |                          | Economic Development and Grants Officer | 31/10/2007 |
| 2.1.2.4 Lake Colac Stodart Street Development                                   | Deferred  | 65%    | Mar 08:<br>Works postponed due to the need for a Cultural Heritage Management Plan. Works due for completion June 2009.                              |                          | Economic Development and Grants Officer | 30/06/2008 |

## Capital Works Progress Report

### Council Plan 2.1 Sustainable development of the Colac Otway Municipality

#### Plan

#### Objective:

| ACTIONS                                                                     | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | REMEDIAL ACTION REQUIRED | RESP. OFFICER           | COMP DATE  |
|-----------------------------------------------------------------------------|-------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------|------------|
| <b>Strategy: 2.1.3 Continue the redevelopment of the Apollo Bay Harbour</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                         |            |
| 2.1.3.2 Complete the Commercial Marina at the Port of Apollo Bay            | In Progress | 95%    | <p>Sept 07:<br/>Additional funds received from DSE to meet the project cost as per the tendered amount. Council's approval sought and project awarded to the contractor. Expected completion date December 2007.</p> <p>Dec 07:<br/>Additional funds received from DSE, project awarded, construction underway, practical completion expected prior to Christmas 2007.</p> <p>Mar 08<br/>Practical completion achieved prior to 2007 Christmas. A defect list has been prepared and defects are being rectified for final completion. Marina in use since Dcec 07 with positive comments received from public/users.</p> |                          | Manager Major Contracts | 29/02/2008 |

### Council Plan 2.2 Well planned and developed municipality

#### Plan

#### Objective:

# Capital Works Progress Report

**Council Plan** 2.2 Well planned and developed municipality

**Objective:**

**Objective:**

| ACTIONS                                                                  | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                        | REMEDIAL ACTION REQUIRED | RESP. OFFICER    | COMP DATE  |
|--------------------------------------------------------------------------|-------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|------------|
| <b>Strategy: 2.2.1 Continue development of the Colac Botanic Gardens</b> |             |        |                                                                                                                                                                                                                                                          |                          |                  |            |
| 2.2.1.2 Botanic Gardens.                                                 | In Progress | 75%    | Ongoing improvements in conjunction with firends of botanic gardens.20.12.06<br>Tree planting to start in June 07. 4.5.07<br><br>5.10.07 Ongoing improvements in conjunction with friends of Botanic Gardens.No change 10.11.07<br>7.4.08 Same as above. |                          | Manager Cosworks | 30/06/2008 |

# Capital Works Progress Report

**Council Plan**      **2.2 Well planned and developed municipality**

**Objective:**

**Objective:**

| ACTIONS                                                      | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--------------------------------------------------------------|--------|--------|-------------------|--------------------------|---------------|-----------|
| <b>Strategy: 2.2.5 Improve the Eastern entrance to Colac</b> |        |        |                   |                          |               |           |
|                                                              |        |        |                   |                          |               |           |



## Capital Works Progress Report

**Council Plan** 2.2 Well planned and developed municipality

**Objective:**

**Objective:**

| ACTIONS                                                                  | STATUS   | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | REMEDIAL ACTION REQUIRED | RESP. OFFICER                                          | COMP DATE  |
|--------------------------------------------------------------------------|----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------|------------|
| <b>Strategy: 2.2.5 Improve the Eastern entrance to Colac</b>             |          |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                                                        |            |
| 2.2.5.1 Develop and implement Colac Entrance Improvements Design project | Deferred | 10%    | <p>Oct 2006: This proposal is part of the draft structure plan which is incomplete.</p> <p>Dec 2006: Community consultation undertaken and submissions forwarded to consultants for consideration. Workshop conducted with Council November 22, 2006. Further meetings with relevant Authorities conducted. Consultants currently redrafting plan. Programmed for Council workshop in February 2007 to consider final draft.</p> <p>Feb 2007: The Colac Structure Plan was adopted by Council on February 28, 2007. While this plan addresses the issue of Colac entrances in Section 6 under the Heading Urban Design Framework, it does not and was never intended to, provide a detailed Design Framework for the Colac Entrances. This needs to be undertaken through a separate Design Project and the brief now needs to be prepared and consultants engaged to complete this aspect of the project.</p> |                          | General Manager - Sustainable Planning and Development | 30/12/2008 |

## Capital Works Progress Report

**Council Plan** 2.2 Well planned and developed municipality

**Objective:**

**Objective:**

| ACTIONS                                                      | STATUS | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--------------------------------------------------------------|--------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|-----------|
| <b>Strategy: 2.2.5 Improve the Eastern entrance to Colac</b> |        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |               |           |
|                                                              |        |        | <p>April 2007: Initial discussion with consultant undertaken. Further meeting between consultant, GM's Infrastructure and Sustainable Planning and Development to be scheduled.</p> <p>June 2007: Consultants, Planning by Design, have been engaged to review the history of the project, including the 2000 Colac City Entrance Strategy and a subsequent proposal put to Council in 2004 which was not supported by certain elements in the community and subsequently was not implemented by Council. The consultants brief is to:</p> <ul style="list-style-type: none"> <li>- prepare a brief to take the project forward;</li> <li>- prepare an information report for Council;</li> <li>- research opportunities for funding the project; and,</li> <li>- develop a consultation process for the project and implement the initial stages of this process.</li> </ul> <p>An initial meeting was held on June 29, 2007, with community representatives with a prior involvement in the project. The</p> |                          |               |           |

## Capital Works Progress Report

**Council Plan** 2.2 Well planned and developed municipality

**Objective:**

**Objective:**

| ACTIONS                                                      | STATUS | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--------------------------------------------------------------|--------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|-----------|
| <b>Strategy: 2.2.5 Improve the Eastern entrance to Colac</b> |        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |               |           |
|                                                              |        |        | <p>meeting was also attended by Crs Stuart Hart, Geoff Higgins, Chris Smith, Peter Mercer and the Mayor, Cr Warren Riches. A process was established for seeking expressions of interest for the Committee, identified key elements of the project to be driven by the Committee and identified elements for inclusion in Terms of Reference for the committee and the appropriate committee structure/representation. It was resolved to conduct a workshop with Council to consider the outcomes of this meeting and determine the future directions for this project. The consultant is to prepare a scoping document for the project</p> <p>September 30, 2007: Meeting scheduled for Tuesday October 8 with Planning by Design to refocus project.</p> <p>December 2007: Meeting conducted with consultant to refocus project. Further meeting held with Jack Barclay (CRF) to discuss level of interest in participating in project. Issues remain around best</p> |                          |               |           |

## Capital Works Progress Report

**Council Plan** 2.2 Well planned and developed municipality

**Objective:**

**Objective:**

| ACTIONS                                                      | STATUS | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|--------------------------------------------------------------|--------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|-----------|
| <b>Strategy: 2.2.5 Improve the Eastern entrance to Colac</b> |        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |               |           |
|                                                              |        |        | <p>process to progress project and provide a positive outcome given different perceptions and expectations of community against the reality of the need to ensure proper good design principles are utilised to provide long term benefits to the community. Lack of available funding opportunities are also a serious limiting factor for this project proposal to be effectively implemented. As an example the seven leafs project on the Princes Highway at Werribee cost around \$250,000 which was fully funded by that Council. Little progress to date - will re-examine early in 2008 as a priority with a view to either advance or abandon the project at this time.</p> <p>March 2008:<br/>City Entrances project under review and will be considered as part of a broader Community Planning program which is currently being scoped and will be put together during the latter part of 2007/08 for implementation in 2008/09 - subject to budget priorities. This project has been included in report to Council providing funding</p> |                          |               |           |

## Capital Works Progress Report

**Council Plan** 2.2 Well planned and developed municipality

**Objective:**

| ACTIONS                                                                                                                   | STATUS    | % COMP | PROGRESS COMMENTS                                                                          | REMEDIAL ACTION REQUIRED | RESP. OFFICER         | COMP DATE  |
|---------------------------------------------------------------------------------------------------------------------------|-----------|--------|--------------------------------------------------------------------------------------------|--------------------------|-----------------------|------------|
| <b>Strategy: 2.2.5 Improve the Eastern entrance to Colac</b>                                                              |           |        |                                                                                            |                          |                       |            |
|                                                                                                                           |           |        | options for consideration in conjunction with the Beechy Centre/Global Connector proposal. |                          |                       |            |
| ACTIONS                                                                                                                   | STATUS    | % COMP | PROGRESS COMMENTS                                                                          | REMEDIAL ACTION REQUIRED | RESP. OFFICER         | COMP DATE  |
| <b>Strategy: 2.2.6 Complete the Apollo Bay Structure Plan incorporating the results of the Apollo Bay Character Study</b> |           |        |                                                                                            |                          |                       |            |
| 2.2.6.1 Undergrounding of powerlines in Great Ocean Road in Apollo Bay between Thompson and Hardy                         | Completed | 100%   | March 2008 - works complete and subsidy from Powerline Relocation Committee received       |                          | Capital Works Officer | 30/11/2007 |

## Capital Works Progress Report

**Council Plan Priority:** 3 Financial Sustainability

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**Council Plan Objective:** 3.1 Financial sustainability of the Colac Otway Shire Council

# Capital Works Progress Report

**Council Plan Objective:** 3.1 Financial sustainability of the Colac Otway Shire Council

Plan

Objective:

| ACTIONS                                                                                                                                                                                                                      | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|-------------------|--------------------------|---------------|-----------|
| <b>Strategy:</b> 3.1.4 Optimise the effectiveness and work towards the minimisation of the Council subsidy for the Bluewater Fitness Centre, Colac Otway Performing Arts and Cultural Centre and Visitor Information Centres |        |        |                   |                          |               |           |
|                                                                                                                                                                                                                              |        |        |                   |                          |               |           |

## Capital Works Progress Report

### Council Plan 3.1 Financial sustainability of the Colac Otway Shire Council

#### Objective:

#### Objective:

| ACTIONS                                                                                                                                                                                                                      | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | REMEDIAL ACTION REQUIRED | RESP. OFFICER                        | COMP DATE  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|------------|
| <b>Strategy: 3.1.4 Optimise the effectiveness and work towards the minimisation of the Council subsidy for the Bluewater Fitness Centre, Colac Otway Performing Arts and Cultural Centre and Visitor Information Centres</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                          |                                      |            |
| 3.1.4.1 Finalise scope, engage stakeholders, and commence implementation of proposed GORVIC Upgrade Stage 2 project (dependent on funding)                                                                                   | In Progress | 90%    | <p>Jul 07:<br/>Final implementation plans in place. Contractors have been contacted and some have been engaged to commence after September school holidays (Mon 8th Oct). Planning of image designs and layouts. Assessing risk issues with temporary accommodation whilst renovation's are taking place.</p> <p>Aug 07:<br/>Deposit paid for slat wall and brochure display stands. Almost all contractors are now engaged for commencement at prescribed dates. Image planning still in progress.</p> <p>Sept 07:<br/>Final details of action plans in place for a start date of 8 Oct, 2007. Still seeking Quote for extension work. Decision pending regarding contractor to complete part 2 of the works ie the addition of the store room at the rear of the building.</p> <p>Oct 07:<br/>Construction commenced. Project</p> |                          | Economic Development Project Officer | 30/06/2008 |



## Capital Works Progress Report

### Council Plan Objective: 3.1 Financial sustainability of the Colac Otway Shire Council

#### Plan

#### Objective:

| ACTIONS                                                                                                                                                                                                                      | STATUS | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|-----------|
| <b>Strategy: 3.1.4 Optimise the effectiveness and work towards the minimisation of the Council subsidy for the Bluewater Fitness Centre, Colac Otway Performing Arts and Cultural Centre and Visitor Information Centres</b> |        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |               |           |
|                                                                                                                                                                                                                              |        |        | <p>proceeding without any major concerns. Builder confirmed for extension work.</p> <p>Nov 07:<br/>Extension work commenced. Refit of customer service area proceeding. Centre is functional and is now awaiting artwork and final fittings.</p> <p>Dec 07:<br/>Works nearing completion. Finer details, such as internal signage, to be installed. Store Room extension is also past lock up stage, and will be completed in Jan 08.</p> <p>Jan 08:<br/>Due to the very busy nature of the VIC in January, no works were able to be completed. Final works will be completed in early to mid Feb.</p> <p>Feb 08:<br/>Waiting for production and installation of internal signage and final invoices.</p> <p>Mar 08:<br/>Works complete, waiting for final invoices.</p> |                          |               |           |

## Capital Works Progress Report

### Council Plan Objective: 3.1 Financial sustainability of the Colac Otway Shire Council

#### Plan

#### Objective:

| ACTIONS                                                                                                                                                                                                                      | STATUS    | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | REMEDIAL ACTION REQUIRED | RESP. OFFICER                                      | COMP DATE  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------|------------|
| <b>Strategy: 3.1.4 Optimise the effectiveness and work towards the minimisation of the Council subsidy for the Bluewater Fitness Centre, Colac Otway Performing Arts and Cultural Centre and Visitor Information Centres</b> |           |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |                                                    |            |
| 3.1.4.9 Civic Hall chair asset renewal                                                                                                                                                                                       | Completed | 100%   | <p>Sept 07:<br/>The 300 upholstered chairs have been ordered, with delivery in late October. Chairs will be used in the tiered seating system in the proposed Civic Hall refurbishment. The chairs are dual purpose; they can be used for meetings/receptions and can also be secured on a tiered seating system.</p> <p>Dec 07:<br/>The chairs have been in use for a month. They look excellent and transform the appearance of the Civic Hall for receptions, conferences and forums.</p> |                          | Manager Colac Otway Performing Arts and Cultural C | 31/12/2007 |
|                                                                                                                                                                                                                              |           |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |                                                    |            |

## Capital Works Progress Report

### Council Plan 3.1 Financial sustainability of the Colac Otway Shire Council

#### Objective:

#### Objective:

| ACTIONS                                                                                                                                                                                                                      | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                          | REMEDIAL ACTION REQUIRED | RESP. OFFICER                                      | COMP DATE  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------|------------|
| <b>Strategy: 3.1.4 Optimise the effectiveness and work towards the minimisation of the Council subsidy for the Bluewater Fitness Centre, Colac Otway Performing Arts and Cultural Centre and Visitor Information Centres</b> |             |        |                                                                                                                                                                                                                                                                                                                                                            |                          |                                                    |            |
| 3.1.4.10 Upgrade of Rehearsal Room                                                                                                                                                                                           | In Progress | 95%    | <p>Sept 07:<br/>Rehearsal Room is in use. Only outstanding jobs are directional signage and sound-proof doors.</p> <p>Dec 07:<br/>Directional signage in place. The upgraded rehearsal room is adding significantly to increased revenue.</p> <p>March 08:<br/>Tim Devine to investigate expense involved in purchasing and fitting sound proof doors.</p> |                          | Manager Colac Otway Performing Arts and Cultural C | 30/09/2007 |

## Capital Works Progress Report

**Council Plan Priority:** 4 Health, Recreation and Community Services

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**Council Plan Objective:** 4.1 Quality health and community services that promote community wellbeing

# Capital Works Progress Report

**Council Plan Objective:** 4.1 Quality health and community services that promote community wellbeing

Plan

Objective:

| ACTIONS                                                                                                        | STATUS | % COMP | PROGRESS COMMENTS | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|----------------------------------------------------------------------------------------------------------------|--------|--------|-------------------|--------------------------|---------------|-----------|
| <b>Strategy: 4.1.2 Ensure that health and wellbeing programs are available and accessible to all residents</b> |        |        |                   |                          |               |           |
|                                                                                                                |        |        |                   |                          |               |           |

## Capital Works Progress Report

### Council Plan 4.1 Quality health and community services that promote community wellbeing

#### Plan

#### Objective:

| ACTIONS                                                                                                        | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | REMEDIAL ACTION REQUIRED | RESP. OFFICER                         | COMP DATE  |
|----------------------------------------------------------------------------------------------------------------|-------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------|------------|
| <b>Strategy: 4.1.2 Ensure that health and wellbeing programs are available and accessible to all residents</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                       |            |
| 4.1.2.10 HACCC Minor Works Program                                                                             | In Progress | 40%    | <p>27 March 2008</p> <p>The design for the new kitchen has been approved by the Steering Committee. Kitchen is to be installed in April/May. The final design for the extension to Kanyana has been approved by the Steering Committee. The architect is currently working on the plans. These are to go to tender once completed.</p> <p>18/12/2007</p> <p>Quotes have been obtained from Westvic Kitchens for the replacement of kitchen cabinets and stove. Discussions with user's of Kanyana have required changes. These have been discussed with cabinet maker. Works to commence in new year.</p> <p>Plan for extension to Kanyana have been discussed with user's. Problem with sewerage pipes from neighbouring property. After discussions with Barwon Water our plans will need to allow for access to these pipes as they cannot be re-laid due to concrete floor. Amended plans sent to Toronga Drafting for redesign.</p> |                          | Manager Health and Community Services | 30/06/2008 |

## Capital Works Progress Report

### Council Plan Objective: 4.1 Quality health and community services that promote community wellbeing

Plan

Objective:

| ACTIONS                                                                                                        | STATUS | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                          | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|----------------------------------------------------------------------------------------------------------------|--------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|-----------|
| <b>Strategy: 4.1.2 Ensure that health and wellbeing programs are available and accessible to all residents</b> |        |        |                                                                                                                                                                                                                                                                                                                                                                                            |                          |               |           |
|                                                                                                                |        |        | <p>28/09/2007<br/>Met with user's on site to discuss extension for a store and office. meeting with drafts person early October to discuss drawing of plans.</p> <p>05/07/2007 Discussions commenced with user's of Kanyana with the intent to form a Steering Committee to oversee the project. Kanyana Club, U3A and The Meeting Place are to be partners on the Steering Committee.</p> |                          |               |           |

### Council Plan Objective: 4.2 Recreation facilities that support community participation and wellbeing

Plan

Objective:

## Capital Works Progress Report

### Council Plan 4.2 Recreation facilities that support community participation and wellbeing

#### Objective:

| ACTIONS                                                                                                                 | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | REMEDIAL ACTION REQUIRED | RESP. OFFICER                        | COMP DATE  |
|-------------------------------------------------------------------------------------------------------------------------|-------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|------------|
| <b>Strategy: 4.2.2 Investigate strategies to fund and develop Central Reserve and Bluewater Fitness Centre Precinct</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                                      |            |
| 4.2.2.2 Project Manage the Beechy Centre development project.                                                           | In Progress | 75%    | <p>Aug 07:<br/>Ongoing fortnightly meetings with project management group.<br/>Sub-committees formed for the Global Connector, Central Reserve, Colac Youth &amp; Recreation Centre (CYRC) and BWFC Stadium.</p> <p>Sept 07:<br/>Project management group meeting fortnightly and have established a mc2 (My Connected Community-a virtual meeting place) site. Draft communication strategy being considered by all parties.<br/>Sub-committees operational.<br/>Awaiting funding announcement for the BWFC Feasibility Study.</p> <p>Dec 07:<br/>Ongoing project management for the Beechy Project. Public Forum scheduled for 17/12/07 to release the draft library plans for public review with submissions closing 8/2/08.</p> <p>April 2008 - Council committed to the Joint Use Library and project management and governance ongoing.</p> |                          | Manager Recreation, Arts and Culture | 30/06/2008 |



## Capital Works Progress Report

### Council Plan 4.2 Recreation facilities that support community participation and wellbeing

#### Objective:

| ACTIONS                                                                            | STATUS    | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                          | REMEDIAL ACTION REQUIRED | RESP. OFFICER                        | COMP DATE  |
|------------------------------------------------------------------------------------|-----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|------------|
| <b>Strategy: 4.2.3 Develop, implement and review Council's recreation Strategy</b> |           |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                      |            |
| 4.2.3.2 Implement the 3 Year Tennis Facilities Program                             | Completed | 100%   | <p>Year 1 of Tennis Program works commenced with signage and fencing improvements.</p> <p>Works complete for Year 1 with some of Year 2 works commenced.</p> <p>Aug 07:<br/>Year 2 of the Tennis Program works commenced with contractors confirmed for the redevelopment of the Elliminyt Tennis Courts with works to be undertaken Sept/Oct 07.</p> <p>Sept 07:<br/>Resurface of 2 courts at Elliminyt completed. Synthetic court laid at Warncoort.</p> |                          | Manager Recreation, Arts and Culture | 30/06/2009 |
|                                                                                    |           |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                          |                                      |            |

## Capital Works Progress Report

### Council Plan 4.2 Recreation facilities that support community participation and wellbeing

#### Objective:

| ACTIONS                                                                            | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | REMEDIAL ACTION REQUIRED | RESP. OFFICER                        | COMP DATE  |
|------------------------------------------------------------------------------------|-------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|------------|
| <b>Strategy: 4.2.3 Develop, implement and review Council's recreation Strategy</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |                                      |            |
| 4.2.3.6 Administer the Pirron Yallock Reserve Improvement Project                  | In Progress | 95%    | <p>Sept 07:<br/>Clubs working together to source quotes and determine volunteer input etc. Regular meetings held with Recreation Officer to ensure progress. Works proposed for October 07 school holidays.</p> <p>Dec 07:<br/>All facility works completed, waiting on bore restoration works (contractor locked into work and works likely to be undertaken in the new year.)</p> <p>April 2008 - Bore reinstated, final project completion works being undertaken. Project to be completed last weeks of April 2008.</p> |                          | Manager Recreation, Arts and Culture | 30/06/2008 |
|                                                                                    |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |                                      |            |

## Capital Works Progress Report

### Council Plan 4.2 Recreation facilities that support community participation and wellbeing

#### Objective:

| ACTIONS                                                                            | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | REMEDIAL ACTION REQUIRED | RESP. OFFICER                        | COMP DATE  |
|------------------------------------------------------------------------------------|-------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|------------|
| <b>Strategy: 4.2.3 Develop, implement and review Council's recreation Strategy</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                      |            |
| 4.2.3.7 Promote and administer the Country Football Netball Program                | In Progress | 75%    | <p>Sept 07:<br/>Working towards Forrest Netball Court redevelopment for the October 07 intake. Gained funding for Western Oval, club and Council to meet after final series to determine project works and timelines.</p> <p>Dec 07:<br/>Forrest indicated they were not prepared for a funding submission in October as proposed. Possible submission for Forrest in February 2008.</p> <p>April 2008 - Awaiting funding announcements in response to Forrest submission. Western Oval netball court redevelopment works commenced.</p> |                          | Manager Recreation, Arts and Culture | 30/06/2008 |
|                                                                                    |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                      |            |

## Capital Works Progress Report

### Council Plan 4.2 Recreation facilities that support community participation and wellbeing

#### Objective:

| ACTIONS                                                                                                                            | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                          | REMEDIAL ACTION REQUIRED | RESP. OFFICER                                      | COMP DATE  |
|------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------|------------|
| <b>Strategy: 4.2.3 Develop, implement and review Council's recreation Strategy</b>                                                 |             |        |                                                                                                                                                                                                                                                                                            |                          |                                                    |            |
| 4.2.3.8 Administer the Birregurra and Forrest Water Harvesting Project                                                             | In Progress | 85%    | <p>Sept 07:<br/>Clubs met with Recreation Unit to discuss project, meeting proposed again early Oct to confirm project details.</p> <p>Dec 07:<br/>Currently confirming quotes with the clubs.</p> <p>April 2008 - waiting on tanks for Birregurra, all other project works completed.</p> |                          | Manager Recreation, Arts and Culture               | 30/06/2008 |
| 4.2.3.9 Manage and ensure completion of the Civic Hall ceiling improvements and installation of new industrial kitchen dishwasher. | Completed   | 100%   | <p>September 2007</p> <p>The winch has been installed.</p> <p>Dishwasher to be installed mid-October</p> <p>Dec 07 - Dishwasher has been installed. Working well.</p>                                                                                                                      |                          | Manager Colac Otway Performing Arts and Cultural C | 30/06/2008 |

## Capital Works Progress Report

**Council Plan** 4.2 Recreation facilities that support community participation and wellbeing

**Objective:**

| ACTIONS                                                                                     | STATUS    | % COMP | PROGRESS COMMENTS                                                                                                                                                      | REMEDIAL ACTION REQUIRED | RESP. OFFICER                   | COMP DATE  |
|---------------------------------------------------------------------------------------------|-----------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------|------------|
| <b>Strategy: 4.2.4 Continue the renewal of Council's Playground Program</b>                 |           |        |                                                                                                                                                                        |                          |                                 |            |
| 4.2.4.1 Implement the Neighbourhood Renewal Playground Improvement Project by December 2007 | Completed | 100%   | <p>Aug 07:<br/>Completed formal playground installations.</p> <p>Sept 07:<br/>Final landscaping works completed by October 07.</p> <p>Dec 07:<br/>Works completed.</p> |                          | Recreation and Arts Coordinator | 31/12/2007 |
|                                                                                             |           |        |                                                                                                                                                                        |                          |                                 |            |

## Capital Works Progress Report

### Council Plan 4.2 Recreation facilities that support community participation and wellbeing

#### Objective:

| ACTIONS                                                                                                     | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | REMEDIAL ACTION REQUIRED | RESP. OFFICER                   | COMP DATE  |
|-------------------------------------------------------------------------------------------------------------|-------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------|------------|
| <b>Strategy: 4.2.4 Continue the renewal of Council's Playground Program</b>                                 |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                                 |            |
| 4.2.4.2 Develop and implement the annual Playground Improvement and Maintenance Works Program by June 2008. | In Progress | 75%    | <p>Aug 07:<br/>Ongoing works, immediate maintenance works undertaken including sofffall refill and repairs to formal equipment.</p> <p>Sept 07:<br/>Sofffall upgrades being completed.</p> <p>Dec 07:<br/>Audit undertaken last week of November 2007. Works program to be developed over coming weeks in collaboration with Cosworks Parks Team Leader.</p> <p>March 2007:<br/>New playground at Carlisle River completed, audited for installation compliance, will bring Council's suite of playgrounds to 24. Launch of Selwyn Brown playground April 18th as APEX has installed new seating and signage to complete this area..</p> |                          | Recreation and Arts Coordinator | 30/06/2008 |

## Capital Works Progress Report

**Council Plan**      **5 Economic Development**  
**Priority:**

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**Council Plan**      **5.1 Regeneration of our small towns**  
**Objective:**

# Capital Works Progress Report

**Council Plan** 5.1 Regeneration of our small towns

**Objective:**

**Objective:**

| ACTIONS                                                                                                              | STATUS      | % COMP | PROGRESS COMMENTS                                                           | REMEDIAL ACTION REQUIRED | RESP. OFFICER                           | COMP DATE  |
|----------------------------------------------------------------------------------------------------------------------|-------------|--------|-----------------------------------------------------------------------------|--------------------------|-----------------------------------------|------------|
| <b>Strategy: 5.1.2 Continue to implement the Small Town Improvement Program in partnership with community groups</b> |             |        |                                                                             |                          |                                         |            |
| 5.1.2.2 Install Small Town Entry Signage - Cressy, Beeac, Marengo.                                                   | In Progress | 90%    | Mar 08:<br>Waiting on final signs from Challis Design to then be installed. |                          | Economic Development and Grants Officer | 30/06/2008 |
|                                                                                                                      |             |        |                                                                             |                          |                                         |            |



## Capital Works Progress Report

### Council Plan 5.1 Regeneration of our small towns

#### Objective:

| ACTIONS                                                                                                              | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | REMEDIAL ACTION REQUIRED | RESP. OFFICER                        | COMP DATE  |
|----------------------------------------------------------------------------------------------------------------------|-------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|------------|
| <b>Strategy: 5.1.2 Continue to implement the Small Town Improvement Program in partnership with community groups</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |                                      |            |
| 5.1.2.3 Coordinate the Small Towns Improvement Program<br>Barwon Downs Park Upgrade                                  | In Progress | 70%    | <p>Jul 07:<br/>Funding approved from STIP program. Waiting for final quotes for work to be done.</p> <p>Aug 07:<br/>No further action.</p> <p>Sept 07:<br/>Consultation with builder regarding issues with power, water and sewage to new public amenities building. Awaiting quote from COSworks regarding landscaping work.</p> <p>Oct 07:<br/>Compiling information for grant applications to State and Federal Govt.</p> <p>Nov 07:<br/>Grant application finalised. Application is now with Grants Officer.</p> <p>Dec 07:<br/>Grant application with Regional Development Victoria. Awaiting response.</p> |                          | Economic Development Project Officer | 30/06/2008 |

# Capital Works Progress Report

**Council Plan Objective:** 5.1 Regeneration of our small towns

Plan

Objective:

| ACTIONS                                                                                                              | STATUS | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|----------------------------------------------------------------------------------------------------------------------|--------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|-----------|
| <b>Strategy: 5.1.2 Continue to implement the Small Town Improvement Program in partnership with community groups</b> |        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |               |           |
|                                                                                                                      |        |        | <p>Jan 08:<br/>Detailed plans being finalised.<br/>Appropriate approvals being sought.</p> <p>Feb 08:<br/>Waiting for outcomes from funding applications. Seeking new playground equipment to replace those items that will be required to be replaced as a part of the Recreation Department's annual playground audit.</p> <p>Mar 08:<br/>Playground construction to be coordinated by COS Recreation and Arts Coordinator in line with COS policy. Waiting for outcomes from funding applications. The delay is due to restructures in Federal departments after the recent election of the Labor Government.</p> |                          |               |           |
|                                                                                                                      |        |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |               |           |

## Capital Works Progress Report

### Council Plan 5.1 Regeneration of our small towns

#### Objective:

| ACTIONS                                                                                                              | STATUS  | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | REMEDIAL ACTION REQUIRED | RESP. OFFICER                        | COMP DATE  |
|----------------------------------------------------------------------------------------------------------------------|---------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|------------|
| <b>Strategy: 5.1.2 Continue to implement the Small Town Improvement Program in partnership with community groups</b> |         |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                                      |            |
| 5.1.2.4 Implement small town visitor information signage boards - Kennet, Barwon Downs, Birregurra.                  | Ongoing | 0%     | <p>Jul 07:<br/>Wye River and Gellibrand signs completed and erected. Kennett River still to be done.</p> <p>Aug 07:<br/>Contacted Otways Coast president Peter Headland informing him of the plans to produce a sign for Kennett River.</p> <p>Sept 07:<br/>Waiting for contributions from local community regarding content of boards.</p> <p>Oct 07:<br/>Liaised with local community, assessing different options.</p> <p>Nov 07:<br/>Sent information to Cressaid Media for preliminary concepts. Cressaid Media have completed the previous 4 boards and have the basic template already constructed. Waiting response.</p> <p>Dec 07:<br/>No action this month.</p> |                          | Economic Development Project Officer | 30/06/2008 |

# Capital Works Progress Report

**Council Plan Objective:** 5.1 Regeneration of our small towns

| ACTIONS                                                                                                              | STATUS | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                    | REMEDIAL ACTION REQUIRED | RESP. OFFICER | COMP DATE |
|----------------------------------------------------------------------------------------------------------------------|--------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------|-----------|
| <b>Strategy: 5.1.2 Continue to implement the Small Town Improvement Program in partnership with community groups</b> |        |        |                                                                                                                                                                                                                                                                                                                                                      |                          |               |           |
|                                                                                                                      |        |        | <p>Jan 08:<br/>Minor alterations to photos and text. Have sent onto Community for comments, however given the busy nature of January, I do not expect a quick response.</p> <p>Feb 08:<br/>More alterations and consultation with local community.</p> <p>Mar 08:<br/>Working with local tourism operators and community to produce final draft.</p> |                          |               |           |

## Capital Works Progress Report

**Council Plan**      **6 Environmental Sustainability**  
**Priority:**

**Council Plan**      **6.2 Local communities addressing local environment priorities**  
**Objective:**

| ACTIONS                                                                                                        | STATUS      | % COMP | PROGRESS COMMENTS                      | REMEDIAL ACTION REQUIRED | RESP. OFFICER           | COMP DATE  |
|----------------------------------------------------------------------------------------------------------------|-------------|--------|----------------------------------------|--------------------------|-------------------------|------------|
| <b>Strategy: 6.2.4 Determine a location for the development of an Apollo Bay Transfer Station</b>              |             |        |                                        |                          |                         |            |
| 6.2.4.1 Prepare an MOU to facilitate the land purchase of property for the development of the transfer station | Not Started | 0%     | Duplicated Action Plan. Please ignore. |                          | Manager Major Contracts | 30/06/2008 |

## Capital Works Progress Report

**Council Plan Priority:** 7 Strong Leadership

**Council Plan Objective:** 7.1 Strong community leadership, governance and advocacy

| ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | STATUS      | % COMP | PROGRESS COMMENTS                                                                                         | REMEDIAL ACTION REQUIRED | RESP. OFFICER                         | COMP DATE  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|-----------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------|------------|
| <b>Strategy:</b> 7.1.2 Continue the Best Value business planning process of organisational review: <ul style="list-style-type: none"> <li>- Annually identify potential savings and efficiencies that can be directed to by Council to higher priorities</li> <li>- Work towards improved Community Satisfaction Survey results</li> <li>- Assess the impact of Council's reliance on grants</li> <li>- Assess the level of community demand for services</li> <li>- Undertake a review of the development and implementation of Council's major project processes</li> </ul> |             |        |                                                                                                           |                          |                                       |            |
| 7.1.2.2 Road Furniture upgrades - Report monthly on progress.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Not Started | 0%     |                                                                                                           |                          | Manager Health and Community Services | 30/06/2008 |
| 7.1.2.3 Capital Works - Measure Tender attempt vs success rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | In Progress | 90%    | 5.10.07 Tendered for 1 Project and was Successful. Rate 100% No change 10.11.07.<br>7.4.08 Same as above. |                          | Manager Cosworks                      | 30/06/2008 |

**Council Plan Objective:** 7.2 Well structured internal and external services support the organisation in meeting community needs.

## Capital Works Progress Report

**Council Plan Objective:** 7.2 Well structured internal and external services support the organisation in meeting community needs.

| ACTIONS                                                                                                                                  | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                              | REMEDIAL ACTION REQUIRED | RESP. OFFICER                      | COMP DATE  |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------|------------|
| <b>Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs</b>               |             |        |                                                                                                                                                                                                                                |                          |                                    |            |
| 7.2.1.6 Governance - Purchase Furniture and Equipment as required                                                                        | In Progress | 50%    | Sept 07:<br>Of the \$15,000 budget, approximately \$2,000 has been expended.<br><br>Dec 07:<br>Approximately \$6,000 of the budget has been expended.<br><br>Mar 08:<br>Approximately \$8,200 of the budget has been expended. |                          | Manager Finance & Customer Service | 30/06/2008 |
| 7.2.1.6 6 Murray Street - External painting to Old Shire building, including required repairs to cracking, etc                           | Completed   | 100%   | Dec 07: All works completed November 2007                                                                                                                                                                                      |                          | Buildings Officer                  | 30/06/2008 |
| 7.2.1.7 Apollo Bay Shire Offices - Replace gas heating unit                                                                              | Deferred    | 0%     | Dec 07: Project deferred. Funding reallocated to the urgent replacement of roof over Apollo Bay Customer Service Centre and Apollo Bay Works Office after internal water damage.                                               |                          | Buildings Officer                  | 30/06/2008 |
| 7.2.1.8 Central Reserve - Grandstand Renewal - Replacement of existing windows and other repairs. Includes painting of external surfaces | In Progress | 10%    | Jan 08: Works programmed for March/April 2008<br><br>Dec 07: Works programmed for March/April 2008. Project planning underway, quotations being sought                                                                         |                          | Buildings Officer                  | 30/06/2008 |
|                                                                                                                                          |             |        |                                                                                                                                                                                                                                |                          |                                    |            |

## Capital Works Progress Report

**Council** 7.2 Well structured internal and external services support the organisation in meeting community needs.

**Plan**

**Objective:**

| ACTIONS                                                                                                                                          | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                        | REMEDIAL ACTION REQUIRED | RESP. OFFICER     | COMP DATE  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------|------------|
| <b>Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs</b>                       |             |        |                                                                                                                                                                                          |                          |                   |            |
| 7.2.1.9 Central Reserve - Scoreboard Renewal - Painting and repairs to existing scoreboard                                                       | In Progress | 15%    | Jan 08: Quotations received and accepted. Works programmed for March/April 2008<br><br>Dec 07: Works programmed for March/April 2008. Project planning underway, quotations being sought |                          | Buildings Officer | 30/06/2008 |
| 7.2.1.10 Cororooke Maternal and Child Health Centre - Clean roof tiles, painting of internal and external surfaces, including sundry maintenance | Completed   | 100%   | Dec 07: All works completed October 2007                                                                                                                                                 |                          | Buildings Officer | 30/06/2008 |
| 7.2.1.11 Cororooke Maternal and Child Health Centre - Painting and repairs to external garage                                                    | Completed   | 100%   | Dec 07: All works completed October 2007                                                                                                                                                 |                          | Buildings Officer | 30/06/2008 |
| 7.2.1.12 Kanyana Senior Citizens Club - switchboard - Replace old fuse board & check wiring. Install ACB/RCD S/B                                 | Completed   | 100%   | Dec 07: All works completed October 2007                                                                                                                                                 |                          | Buildings Officer | 30/06/2008 |
| 7.2.1.13 Lake Foreshore Toilets - Upgrade works to provide disabled facilities. Includes painting and other maintenance works.                   | In Progress | 10%    | Jan 08: Works programmed for March/April 2008<br><br>Dec 07: Designs completed. Building Permit obtained. Commencement of works scheduled for March 2008                                 |                          | Buildings Officer | 30/06/2008 |
|                                                                                                                                                  |             |        |                                                                                                                                                                                          |                          |                   |            |



## Capital Works Progress Report

**Council** 7.2 Well structured internal and external services support the organisation in meeting community needs.

**Plan**

**Objective:**

| ACTIONS                                                                                                                                                                                                                                      | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                   | REMEDIAL ACTION REQUIRED | RESP. OFFICER     | COMP DATE  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------|------------|
| <b>Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs</b>                                                                                                                   |             |        |                                                                                                                                                                     |                          |                   |            |
| 7.2.1.14 Memorial Sq. Toilet Floor and painting - Internal and external painting and anti slip treatment to floor                                                                                                                            | In Progress | 10%    | Jan 08: Works programmed for March/April 2008<br><br>Dec 07: Works programmed for April 2008. Anti slip tiles and new partitions have been ordered                  |                          | Buildings Officer | 30/06/2008 |
| 7.2.1.15 Polwarth Street Kindergarten - switchboard - Replace fuse board & install new switchboard RCD's installed.                                                                                                                          | Completed   | 100%   | Dec 07: All works completed October 2007                                                                                                                            |                          | Buildings Officer | 30/06/2008 |
| 7.2.1.16 Water Meter Upgrade Program - Eastern Reserve - 45 Wilson Street, Colac - Replace meter and fully upgrade. Meter located at Eastern Reserve - left of driveway                                                                      | Completed   | 100%   | Dec 07: All works completed August 2007                                                                                                                             |                          | Buildings Officer | 30/06/2008 |
| 7.2.1.17 Water Meter Upgrade Program - Memorial Square - Murray Street, Colac - Replace meter and fully upgrade. Meter set up to be raised and put into a serviceable cage. Meter located at 8m from kerb Murray St, left of fountain in pit | Deferred    | 0%     | Jan 08: Project deferred to 2008/09 due to budget constraints<br><br>Dec 07: Contractor engaged to undertake required works. Expected commencement in February 2008 |                          | Buildings Officer | 30/06/2008 |
| 7.2.1.18 Winifred Nance Kindergarten - switchboard - Replace fuse board with circuit breaker s/b and RCD. Check wiring                                                                                                                       | Completed   | 100%   | Dec 07: All works completed                                                                                                                                         |                          | Buildings Officer | 30/06/2008 |
|                                                                                                                                                                                                                                              |             |        |                                                                                                                                                                     |                          |                   |            |

## Capital Works Progress Report

**Council** 7.2 Well structured internal and external services support the organisation in meeting community needs.

**Plan**

**Objective:**

| ACTIONS                                                                                                                              | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                              | REMEDIAL ACTION REQUIRED | RESP. OFFICER         | COMP DATE  |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------|------------|
| <b>Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs</b>           |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                       |            |
| 7.2.1.2 Develop and monthly update the progress report spread sheet for contracts for the 07/08 financial year.                      | In Progress | 75%    | Completed spreadsheet for current works and back to 2004 & 2005<br><br>Sept 07:<br>End of the financial year report for 06/07 completed, indicating the status of all contracts. Tender have been called for 50% of the contract projects and 10% have been awarded. It is expected that 50% of the contracts will be awarded by Oct 07.<br><br>Ongoing reporting and update of project status.<br><br>Mar 08 Updated complete |                          | Contracts Coordinator | 30/06/2008 |
| 7.2.1.1 Manage the Large Plant Replacement to maximise plant utilisation and timely changeovers within the Plant Replacement Program | In Progress | 40%    | Further Investigation required into Jetpatcher - costs benefits etc. Streetsweeper, A Bay grader and Flocon to be changed this year. 20.12.06 Plant replacement to begin in Mar 07. 4.5.07<br><br>5.10.07 Completed as before.                                                                                                                                                                                                 |                          | Manager Cosworks      | 30/06/2008 |
|                                                                                                                                      |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                |                          |                       |            |

## Capital Works Progress Report

**Council Plan Objective:** 7.2 Well structured internal and external services support the organisation in meeting community needs.

| ACTIONS                                                                                                                                                                                                                                                          | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                    | REMEDIAL ACTION REQUIRED | RESP. OFFICER                     | COMP DATE  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------|------------|
| <b>Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs</b>                                                                                                                                       |             |        |                                                                                                                                                                                                                                                                                                      |                          |                                   |            |
| 7.2.1.2 Memorial Square Improvements. Report monthly on progress.                                                                                                                                                                                                | In Progress | 41%    | Tree removal programmed for Nov/Dec06.Completed.20.12.06 Tree planting by June 07 . Report being conducted on Elm trees by Wayne Knight.4.5.07.<br><br>5.10.07 Further Tree Works planned in drier months. 4 trees need to be removed as per report.10.11.07.<br>7.4.08 Works programmed for May 08. |                          | Manager Cosworks                  | 30/06/2008 |
| 7.2.1.3 Tree Planting Program. Report monthly on progress.                                                                                                                                                                                                       | In Progress | 40%    | Programmed to start April/May07<br>20.12.06. No change to last comment 4.5.07.<br><br>5.10.07 Works programmed to start April/May 08. No change 10.11.07.<br>7.4.08 Works programmed for June 08.                                                                                                    |                          | Manager Cosworks                  | 30/06/2008 |
| 7.2.1.2 Upgrades to aspects of the plant system including, replacement of the air handling system, heater coil, damper motors, filter frames and filters. Upgrade the switchboard, replace current chemical controller and make good the manual backwash system. | Completed   | 100%   | Jun 07:<br>Works have been completed for this project.                                                                                                                                                                                                                                               |                          | Manager Blue Water Fitness Centre | 31/12/2007 |
|                                                                                                                                                                                                                                                                  |             |        |                                                                                                                                                                                                                                                                                                      |                          |                                   |            |

## Capital Works Progress Report

**Council Plan Objective:** 7.2 Well structured internal and external services support the organisation in meeting community needs.

| ACTIONS                                                                                                                    | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                       | REMEDIAL ACTION REQUIRED | RESP. OFFICER                                          | COMP DATE  |
|----------------------------------------------------------------------------------------------------------------------------|-------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------|------------|
| <b>Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                        |            |
| 7.2.1.3 Replacement of Mobile Library Service with an Outreach Service                                                     | Completed   | 100%   | September 2007 - Mobile Library Van has been sold.<br>Minor adjustments to be made to van.<br>December 2007<br>Completed                                                                                                                                                                                                                                                |                          | General Manager<br>Corporate and<br>Community Services | 30/09/2007 |
| 7.2.1.4 Investigate and develop a location for the Apollo Bay Static Library                                               | In Progress | 60%    | September 2007 - Library complete.<br>Draft brief prepared for review of location.<br>To be carried out later in 2007/early 2008<br>December 2007<br>Capacity Consulting have been appointed to carry out the project<br>Planning for consultation has commenced<br><br>March 2008<br>Review well progressed<br>Consultation complete<br>Design Brief stage to commence |                          | General Manager<br>Corporate and<br>Community Services | 30/06/2008 |
|                                                                                                                            |             |        |                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                        |            |

## Capital Works Progress Report

**Council Plan Objective:** 7.2 Well structured internal and external services support the organisation in meeting community needs.

| ACTIONS                                                                                                                    | STATUS      | % COMP | PROGRESS COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                           | REMEDIAL ACTION REQUIRED | RESP. OFFICER                        | COMP DATE  |
|----------------------------------------------------------------------------------------------------------------------------|-------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|------------|
| <b>Strategy: 7.2.1 Provide Internal and External services to support the organisation in meeting the community's needs</b> |             |        |                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |                                      |            |
| 7.2.1.5 Bluewater Fitness - Access for All.                                                                                | Completed   | 100%   | <p>26/3/07<br/>Contractors locked into undertaking and completing works 15,16,17 April 2007. The Centre will be closed to complete these works.</p> <p>May 2007 - Majority of works completed, ramp and handrails to be completed over coming days.</p> <p>June 2007 - carpet and entrance paving to be undertaken over coming weeks.<br/>30/8/07 - Works complete.</p> <p>2007/2008 Half Year Report: Project completed and acquitted.</p> |                          | Manager Recreation, Arts and Culture | 30/09/2007 |
| 7.2.1.9 To resurface the aquatic area concourse with a non slip rubber material.                                           | Not Started | 0%     | <p>March 08<br/>Investigations continuing concerning suitability and feasibility of resurfacing concourse area. Investigation into other higher priority capital works are being considered.</p>                                                                                                                                                                                                                                            |                          | Manager Blue Water Fitness Centre    | 31/03/2008 |

**FINANCIAL PERFORMANCE REPORT  
FOR MONTH OF MARCH 2008**

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**BUDGET VARIANCES**  
**Net Cost to Council**

**Summary by Service**

|                                | <b>Actual<br/>31-Mar-08</b> | <b>Budget</b>        | <b>Forecast</b>      | <b>% Actual<br/>of Forecast</b> |
|--------------------------------|-----------------------------|----------------------|----------------------|---------------------------------|
| <b>GOVERNANCE</b>              | \$2,566,215                 | \$4,068,200          | \$3,795,150          | 67.62%                          |
| <b>INFRASTRUCTURE</b>          | \$2,529,368                 | \$4,703,300          | \$4,991,600          | 50.67%                          |
| <b>STRATEGIC DEVELOPMENT</b>   | \$3,434,435                 | \$3,882,100          | \$4,826,798          | 71.15%                          |
| <b>DEBT SERVICES</b>           | \$500,662                   | \$677,600            | \$677,900            | 73.85%                          |
| <b>CAPITAL WORKS</b>           | \$4,866,964                 | \$6,152,000          | \$6,296,350          | 77.30%                          |
| <b>RATES</b>                   | (\$14,468,001)              | (\$14,478,900)       | (\$14,469,100)       | 99.99%                          |
| <b>OTHER INCOME</b>            | (\$3,476,931)               | (\$4,574,700)        | (\$4,624,200)        | 75.19%                          |
| <b>Net from Revenue</b>        | <u>(\$4,047,289)</u>        | <u>\$429,600</u>     | <u>\$1,494,498</u>   |                                 |
| <b>APPROPRIATION</b>           | (\$3,110,031)               | (\$3,110,000)        | (\$3,110,000)        |                                 |
| <b>(SURPLUS)/DEFICIT C/FWD</b> | <u>(\$7,157,320)</u>        | <u>(\$2,680,400)</u> | <u>(\$1,615,502)</u> |                                 |

**Points to Note**

**Governance**

- Insurance premiums paid.
- Increased interest on investments.
- WorkCover premium paid

**Infrastructure**

- Approx \$3.2m Cosworks maintenance.
- Waste Management Charges raised.

**Strategic Development**

- Building income down

**Debt Services**

- No new loan borrowings for year

**Capital Works**

- Approx \$1.9m (net) of funding carried forward from 2006/2007, including \$0.8m Auslink funding.
- Approx \$1m underspend expected on Marengo Transfer Station

**Rates**

- Total rates of \$14.3m raised.

**Other Income**

- Third quarter Grants Commission funding received. Additional funding of \$50,000.

**Appropriation**

- Accumulated cash surplus brought forward from 2006/07 of \$3.1m

**OPERATING STATEMENT**

|                                       | March               |                     |                     |      |
|---------------------------------------|---------------------|---------------------|---------------------|------|
|                                       | YTD ACTUAL          | BUDGET              | FORECAST            | NOTE |
| <b>OPERATING REVENUE</b>              |                     |                     |                     |      |
| Rates                                 | \$12,524,039        | \$12,542,500        | \$12,552,000        |      |
| Garbage Charge                        | \$2,019,864         | \$1,997,400         | \$2,012,400         |      |
| Municipal Charge                      | \$1,841,029         | \$1,832,100         | \$1,832,100         |      |
| Grants Commission                     | \$3,476,931         | \$4,570,000         | \$4,624,200         |      |
| Recurrent Grants & Subsidies          | \$1,976,060         | \$2,272,000         | \$2,461,500         |      |
| Non-recurrent Grants & Subsidies      | \$1,543,103         | \$4,235,000         | \$3,532,000         | 1    |
| Charges Fees & Fines                  | \$2,500,622         | \$4,301,000         | \$3,605,349         | 2    |
| Reimbursements & Contribution         | \$875,860           | \$675,000           | \$1,270,050         | 3    |
| Interest Revenue                      | \$324,726           | \$395,000           | \$450,000           |      |
| Donated assets                        | \$104,250           | \$139,000           | \$139,000           |      |
| <b>TOTAL OPERATING REVENUE</b>        | <b>\$27,186,484</b> | <b>\$32,959,000</b> | <b>\$32,478,599</b> |      |
| <b>OPERATING EXPENDITURE</b>          |                     |                     |                     |      |
| Employee Costs                        | \$7,230,500         | \$10,061,000        | \$10,011,800        |      |
| Materials & Services                  | \$8,898,000         | \$11,896,000        | \$11,826,400        |      |
| Plant Costs                           | \$595,100           | \$742,000           | \$788,300           |      |
| Loan Interest                         | \$166,585           | \$223,000           | \$223,300           |      |
| Grants & Donations                    | \$160,582           | \$176,000           | \$182,600           |      |
| Other                                 | \$615,919           | \$898,000           | \$978,800           |      |
| Depreciation                          | \$6,150,000         | \$8,200,000         | \$8,200,000         |      |
| Written Down Value - Assets Sold      | \$450,000           | \$900,000           | \$753,500           | 4    |
| <b>TOTAL OPERATING EXPENDITURE</b>    | <b>\$24,266,687</b> | <b>\$33,096,000</b> | <b>\$32,964,700</b> |      |
| <b>NET SURPLUS/(DEFICITS)</b>         |                     |                     |                     |      |
| <b>FROM OPERATIONS</b>                | <b>\$2,919,798</b>  | <b>(\$137,000)</b>  | <b>(\$486,101)</b>  |      |
| Proceeds from Sales                   | \$420,266           | \$900,000           | \$753,500           |      |
| Property, Plant & Equipment Write Off | (\$112,500)         | (\$150,000)         | (\$150,000)         |      |
| <b>RESULTING FROM OPERATIONS</b>      | <b>\$3,227,564</b>  | <b>\$613,000</b>    | <b>\$117,399</b>    |      |

**Notes**

- 1 Non-Recurrent Grants & Subsidies
  - Better Roads Grant \$0.28m not received
  - Small Towns RDV Grant \$0.30m not received
  - Dairy Road Program Grant \$0.21m less than budgeted
- 2 Charges, Fees & Fines
  - Building Fees down
  - Saleyards Fess down
  - BWFC revenues down
  - Private Works Fees Down
- 3 Reimbursements and Contributions
  - Increased Private Scheme charges (Borwick & Dowling Sts)
- 4 Written Down - Value of Assets Sold - no profit or loss expected.

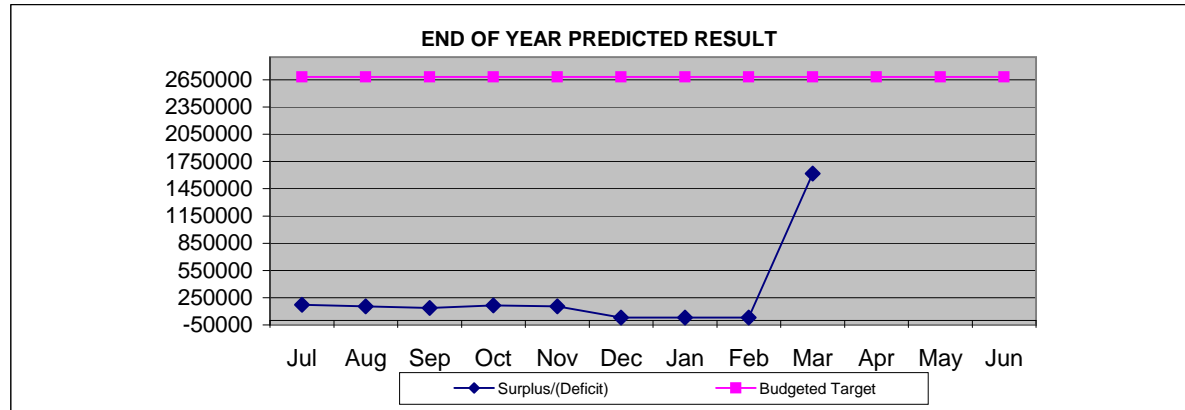


**END OF YEAR PROJECTED RESULT**

Predicted accumulated cash surplus/deficit position as at 31/03/2008.

**Comments**

Estimated accumulated cash surplus \$2.68m  
 Projected cash surplus as at 29/02/2008 forecast at approx \$1.6m  
 Carry Over funding of \$2.5m brought forward to 2007/8.

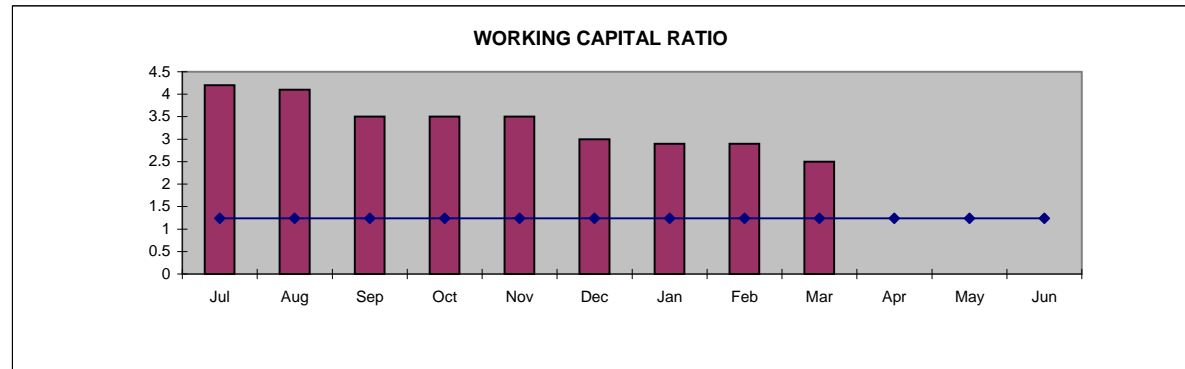


**WORKING CAPITAL RATIO**

To assess Council's ability to meet current commitments.

**Comment**

Current Ratio of 2.5:1 as at 31/03/08  
 anticipated approximately 1.24:1 as at 30/6/08



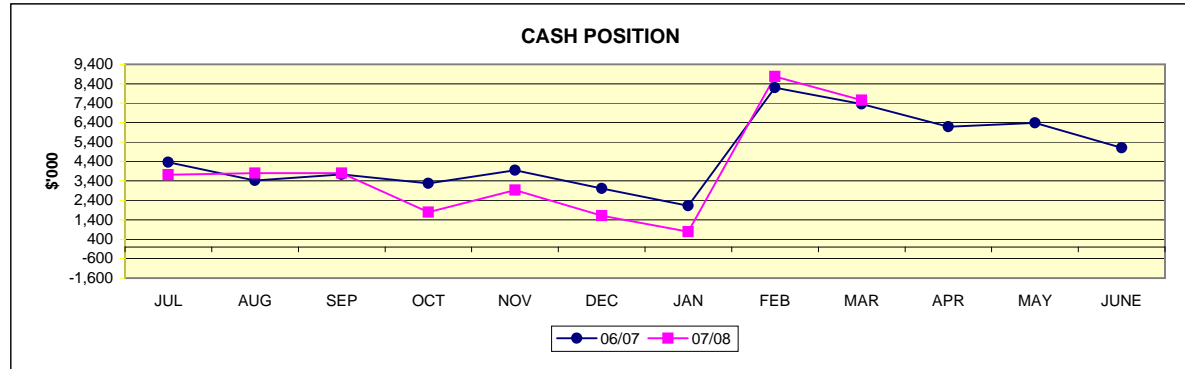
**CASH POSITION**

Comparison of General Account Bank balance at the end of month compared to previous year. Does not include Port of Apollo Bay or LSL investments.

**Comment**

Net cash outflow approx. \$1.21m for March 2008. Improved cash position of approx \$0.57m as compared to previous year.

|         | 2007/08         | 2006/07         |
|---------|-----------------|-----------------|
| Income  | \$2.20m         | \$2.30m         |
| Exp.    | <u>-\$3.41m</u> | <u>-\$3.05m</u> |
| Net     | -\$1.21m        | -\$0.75m        |
| Balance | \$7.55m         | \$7.44m         |



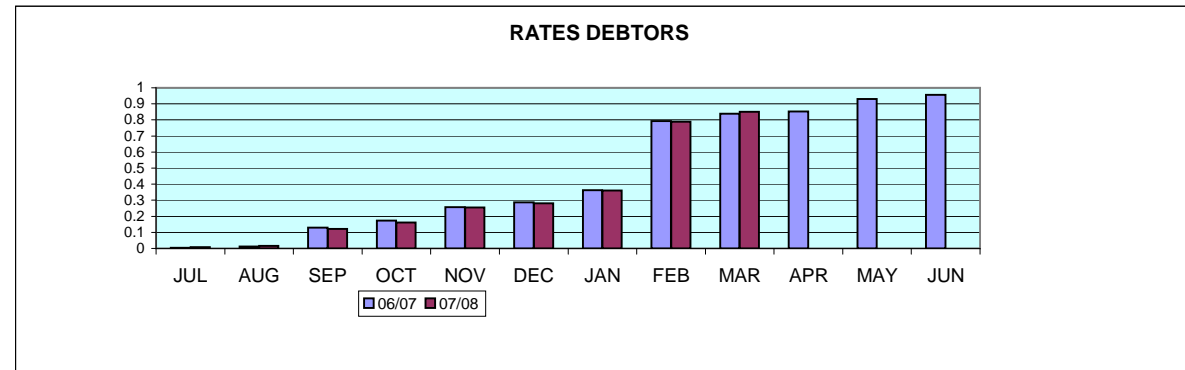
**RATES DEBTORS**

Progressive % rates collection at end of month compared to previous year.

**Comment**

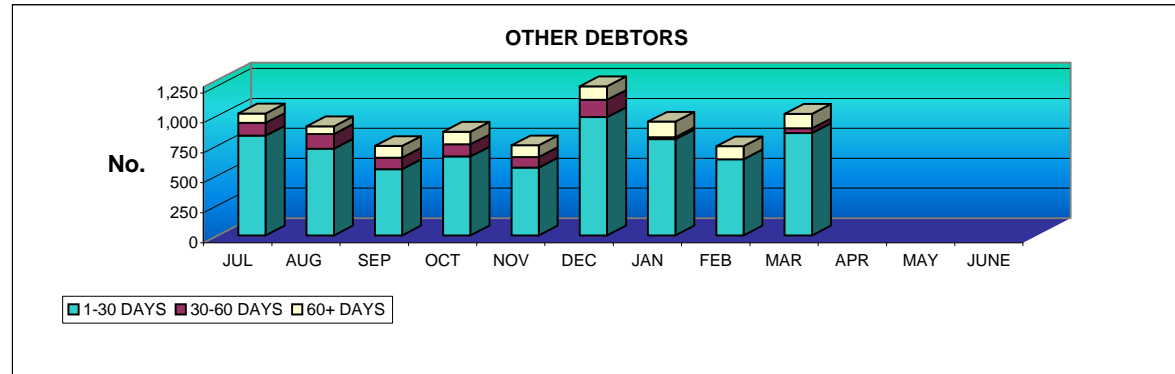
Rates to the value of \$16.3m raised. Collection % slightly up on previous year.

|           | 000's    | 2007/08 | 2006/07 |
|-----------|----------|---------|---------|
| July      | \$16,557 | 0.80%   | 0.37%   |
| August    | \$16,431 | 1.60%   | 1.26%   |
| September | \$14,665 | 12.10%  | 12.90%  |
| October   | \$13,858 | 17.00%  | 17.28%  |
| November  | \$12,455 | 15.40%  | 15.70%  |
| December  | \$12,002 | 28.10%  | 28.60%  |
| January   | \$10,689 | 36.00%  | 36.20%  |
| February  | \$3,155  | 78.90%  | 79.30%  |
| March     | \$2,499  | 85.00%  | 83.80%  |



**OTHER DEBTORS**

Balance outstanding of other debtors excluding rates and special charges by 30 days and over.



| NUMBER               | AMOUNT     | % OF TOTAL       |             |  |  |  |  |
|----------------------|------------|------------------|-------------|--|--|--|--|
| 1-30 Days^           | 86         | \$242,213        | 25%         |  |  |  |  |
| 30-60 Days^          | 0          | \$1,480          | 0%          |  |  |  |  |
| 60+ Days^            | 35         | \$339,127        | 34%         |  |  |  |  |
| Payment Arrangements | 1          | \$15,000         | 2%          |  |  |  |  |
| Final Notice         | 0          | \$0              | 0%          |  |  |  |  |
| Debt Collectors      | 0          | \$0              | 0%          |  |  |  |  |
| Other Debtors*       | 622        | \$72,148         | 7%          |  |  |  |  |
| Private Schemes      | -          | \$318,118        | 32%         |  |  |  |  |
| Harbour              | 0          | \$0              | 0%          |  |  |  |  |
| <b>TOTAL</b>         | <b>744</b> | <b>\$988,086</b> | <b>100%</b> |  |  |  |  |

|                 | WORKS           | MISC             | TOTAL            | % OF TOTAL  |
|-----------------|-----------------|------------------|------------------|-------------|
| 1-30 DAYS       | \$44,865        | \$197,348        | \$242,213        | 25%         |
| 30-60 DAYS      | \$0             | \$1,480          | \$1,480          | 0%          |
| 60+ DAYS        | \$21,550        | \$332,577        | \$354,127        | 36%         |
| Other Debtors*  | -               | -                | \$72,148         | 7%          |
| Private Schemes | -               | -                | \$318,118        | 32%         |
| Harbour         | -               | -                | \$0              | 0%          |
| <b>TOTAL</b>    | <b>\$66,414</b> | <b>\$531,406</b> | <b>\$988,086</b> | <b>100%</b> |

\* Please note Other Debtors include CRLC, Superannuation Debtors and Pension Rebates.

^ Values are for Works & Miscellaneous debtors only

Major debtors outstanding greater than \$20,000.

|                                               | 1-30 DAYS  | 30-60 DAYS      | 60+ DAYS         | TOTAL            | COMMENT                                 |
|-----------------------------------------------|------------|-----------------|------------------|------------------|-----------------------------------------|
| Sewells Larkins McCarthy                      | \$96,620   | \$0             | \$0              | \$96,620         | Contribution Apollo Bay Gateway         |
| Department Victorian Communities              | \$0        | \$0             | \$93,830         | \$93,830         | Recreation Facilities Grants            |
| Department of Planning & Community Develop.   | \$0        | \$2,200         | \$68,474         | \$70,674         | Transport Connections                   |
| Regional Development Victoria                 | \$0        | \$33,000        | \$0              | \$33,000         | Regional Trails Masterplan Contribution |
| Sport & Recreation Victoria                   | \$0        | \$0             | \$0              | \$26,400         | Beechy Centre Sports Facilities Study   |
| Rodgers Constructions                         | \$0        | \$25,000        | \$0              | \$25,000         | Barongarook Creek Path Contribution     |
| Dept Innovation, Industry & Regional Develop. | \$0        | \$0             | \$22,000         | \$22,000         | Colac Structure Plan                    |
|                                               | <b>\$0</b> | <b>\$60,200</b> | <b>\$184,304</b> | <b>\$270,904</b> |                                         |

## TRADE CREDITORS

Payments to trade creditors for the month.

Creditor Voucher No.s 37861 - 38007 for \$286,290.95 and Electronic Funds Transfers Nos. 38048 - 38443 for \$2,357,910.26 for the month of March were approved by the Chief Executive officer under delegated authority on Wednesday 19 March 2008

Major creditor payments for the month comprising 68% of total payments were:

|                                     |                                           |              |
|-------------------------------------|-------------------------------------------|--------------|
| Boral                               | Road Sealing Contract                     | \$560,876.73 |
| Lake & Land Pty Lrd                 | Porneet Road Construction                 | \$485,331.66 |
| Australian Taxation Office          | Employee Tax                              | \$146,551.00 |
| Otways Tourism Inc                  | Annual Funding                            | \$110,000.00 |
| Wheelie Waste Pty Ltd               | Waste Contract                            | \$94,234.48  |
| Bartons Pty Ltd                     | Waste Contract                            | \$86,706.23  |
| Dept Planning Community Development | C29 Planning Panel Expenses               | \$77,705.43  |
| Cemex Australia (Readymix) Pty Ltd  | Materials                                 | \$57,425.69  |
| Colac Cleaning Services             | Cleaning Contract                         | \$32,691.66  |
| City of Greater Geelong             | Recycling                                 | \$32,239.29  |
| HMA Blaze                           | Advertising                               | \$28,222.48  |
| Moran & Bamford Electrical          | Central Reserve Carpark & Netball Lights  | \$24,420.44  |
| Central Bobcat Hire Pty Ltd         | Plant Hire Irrewillipe Road               | \$22,284.02  |
| GHD Pty Ltd                         | Consultancy - Apollo Bay Transfer Station | \$21,934.00  |
| AGL Electricity                     | Electricity Charges                       | \$20,107.21  |
|                                     |                                           | <hr/>        |
|                                     |                                           | \$1,800,730  |

## LOAN LIABILITY

Level of loan liability, new loans and loan redemption for the year.

| <u>Comments</u>                             | <u>LOAN NO.</u> | <u>BAL</u><br><u>01/07/07</u> | <u>NEW</u><br><u>LOANS</u> | <u>PROJ.</u><br><u>REDEMP.</u><br><u>2007/2008</u> | <u>YTD</u><br><u>ACTUAL</u> | <u>BAL</u><br><u>30/06/08</u> |
|---------------------------------------------|-----------------|-------------------------------|----------------------------|----------------------------------------------------|-----------------------------|-------------------------------|
| No new loans forecast.                      | C.O.S. 5        | \$450,433                     | \$0                        | \$218,600                                          | \$162,699                   | \$231,833                     |
| Loan 8 renegotiated at lower interest rate. | C.O.S. 6        | \$737,203                     | \$0                        | \$42,900                                           | \$31,897                    | \$694,303                     |
|                                             | C.O.S. 7        | \$1,322,419                   | \$0                        | \$62,500                                           | \$46,379                    | \$1,259,919                   |
|                                             | C.O.S. 8        | \$317,818                     | \$0                        | \$83,700                                           | \$62,151                    | \$234,118                     |
|                                             | C.O.S. 9        | \$637,587                     | \$0                        | \$78,900                                           | \$58,654                    | \$558,687                     |
|                                             |                 | <hr/>                         |                            |                                                    |                             |                               |
|                                             |                 | \$3,465,460                   | \$0                        | \$486,600                                          | \$361,780                   | \$2,978,860                   |

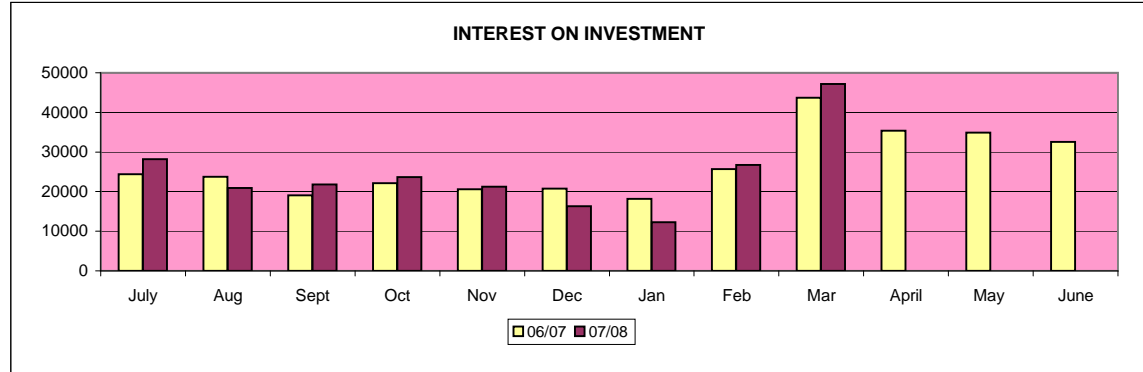
## INTEREST ON INVESTMENT

Comparison of interest earned on credit balances of Colac Otway Shire's bank accounts at the end of each month to previous year.

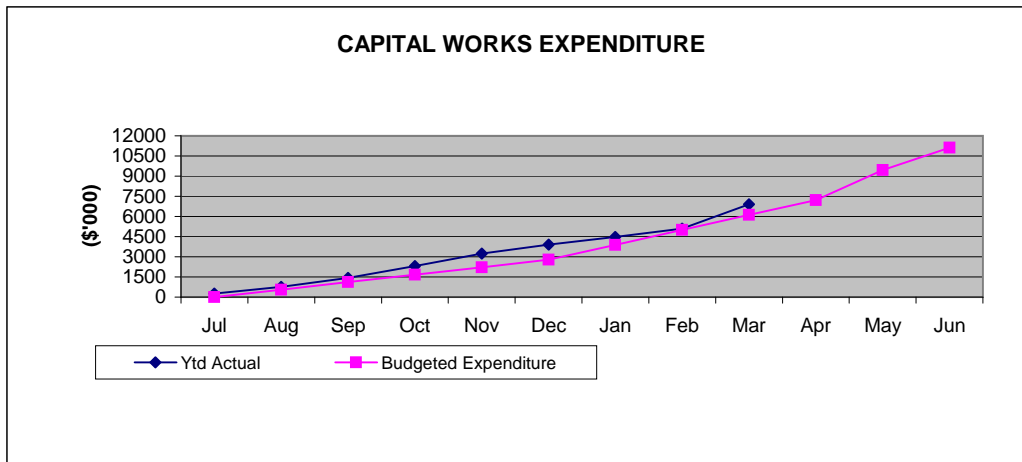
### Comment

Progressive 2007/08 to 31/03/2008 \$218,346  
Progressive 2006/07 to 31/03/2007 \$218,292

Current Interest Rate 7.15%



## CAPITAL WORKS



### MAJOR PROJECTS PROGRESS REPORT

#### Roads to Recovery

Capital works priorities ongoing  
 Rossmoyne Road - Complete  
 Deepene Road - Complete  
 Rifle Butts Road - Complete  
 Cressy-Shelford Road Final Seal - Complete  
 Conns Lane - Complete  
 Cape Otway Road - Complete  
 Rossmoyne Road - Complete  
 Larpent Road - Nearing Completion, expected April  
 Ondit-Warrion Road - Underway, expected completion May  
 Binns Lane Rehab - Underway, expected completion May

#### Local Roads

Cosworks Local roads program - ongoing  
 Cosworks Drainage program - ongoing  
 Road Furniture Upgrade - ongoing, items being upgraded as identified  
 Bowick St - Complete  
 Dowling St - Complete  
 Porneet Rd - Approaching completion - expected April  
 Binns Rd Landslip - Complete  
 Forrest St Asphaltting - Complete  
 Strachan St Drainiage - Complete  
 Carpendeit-Bungador Road - Complete  
 James Access Bridge - Complete  
 Raffertys Access Bridge - Complete  
 Prices Lane Acces - Complete  
 Robinsons Road - Complete  
 Cressy Improvements (Stage 1) - approx 80% complete - due for finalisation May

#### Other

Gellibrand Landfill Rehab Design - Underway, ongoing  
 Cressy Landfill Rehab Design - Underway, ongoing  
 BWFC Filtration Upgrade - New filter ssystem installed & complete  
 BWFC Toddlers Pool Re-Tiling - Complete  
 Irrewarra Recreation Reserve Improvements - Complete  
 Pirron Yallock Clubrooms Upgrade - Complete  
 Playground Improvement Program - Underway - ongoing as needs identified  
 Neighbourhood Playground Renewal - Completed  
 COPACC Rehearsal Room Upgrade - Complete  
 COPACC Furniture (Chairs) Upgrade - Complete  
 GOR VIC Upgrade - permits issued, ongoing.  
 IT Wireless Connection Upgrades - complete  
 IT Strategic Plan - underway, draft report received, ongoing  
 Access for All Abilities - Liberty Swing Installed  
 Alvie Transfer Station Weighbridge - Complete  
 Kawarren Tennis Club Improvements - Complete  
 Wye River SLC Disabled Access - Complete

**OM082204-4 COUNCIL APPOINTMENT TO INTERNAL COMMITTEES**

AUTHOR: Colin Hayman  
DEPARTMENT: Corporate & Community Services

ENDORSED: Tracey Slatter  
FILE REF: GEN0460 Committee Representatives

**Introduction**

The purpose of this report is to appoint Councillors to Special Internal Committees.

Council has supported the establishment of Council Committees to assist in the achievement of the purposes and objectives of Council.

**Background**

The Local Government Act 1989 acknowledges the need for Special Committees of the Council and Advisory Committees in Part 4 Division 2 of the Local Government Act 1989 which allows for Committees made up of Councillors, Council staff and other persons and for a Council, by Instrument of Delegation, to delegate any of its functions, duties or powers to a Special Committee. Procedural requirements in respect to these Committees include that whereby a Council may specify in an Instrument of Delegation that a member of a Special Committee, who as a member of the public or of Council staff does not have voting rights on the Special Committee.

The Committees of Council as set out below are recommended in dealing with the business of Council.

In forming the Committees it is recommended that the following guidelines apply to meetings of the Committees to ensure communication and accountability to the full Council.

- Mayor to be ex-officio to all committees;
- Minutes of all meetings to be circulated to full Council;
- All Councillors able to attend but voting rights are for appointed committee members only.

Council has previously established the following Committees:

**Council Committees**

- (a) Contracts Committee
- (b) Planning Committee

**Advisory Committees**

- (c) Audit Committee
- (d) Australia Day Committee
- (e) Chief Executive Officer Appraisal Committee
- (f) Festival and Events Support Scheme Advisory Committee
- (g) Grants/Community Funding Committee
- (h) Roads Committee
- (i) Small Town Improvement Program Advisory Committee

At the 26 February 2008 Council Meeting it was resolved:

*"That Council reconsider its appointments to Internal Committees and External Bodies at its April 2008 meeting."*

**Proposal**

The following table provides details of each committee.

No changes are proposed to the Planning Committee and Roads Committees as all Councillors are members of the committees.

The Chief Executive Officer Appraisal Committee has been deleted from the list as a formal committee is not required.

An additional Councillor has been added to the Festival and Support Scheme Advisory Committee.

The appointments will be until the end of November 2008 when elections are to be held. After a new Council has been elected in November 2008, all membership of committees will need to be reviewed.

**(a) Contracts Committee**

|                                                |                                                                                                                                                                                         |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Delegates to be appointed by Council | 2 Councillors                                                                                                                                                                           |
| Date Appointed                                 | 19 December 2007                                                                                                                                                                        |
| Term of Appointment                            | Until Review in 2008                                                                                                                                                                    |
| Meeting Details                                | As required                                                                                                                                                                             |
| Other Information                              | Purpose to evaluate tenders and make recommendations on the awarding of contracts between \$100,000 to \$200,000 outside of the normal Council meeting cycle. CEO is non-voting member. |
| Current Delegates                              | Cr Mercer and Cr Smith                                                                                                                                                                  |
| New Delegates                                  | Cr Graham and Cr Smith                                                                                                                                                                  |

**(b) Planning Committee**

|                                                |                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Delegates to be appointed by Council | All Councillors                                                                                                                                                                                                                                                                                                        |
| Meeting Details                                | Meets on 2nd Tuesday of the month commencing at 10.30 am (except Dec) or more frequently as required.                                                                                                                                                                                                                  |
| Other Information                              | The Planning Committee has been established as a Special Committee under Section 86 of the Local Government Act 1989 and section 188 of the Planning and Environment Act 1987. The Committee comprises all Councillors and has the power to determine on planning matters as set down in the Instrument of Delegation. |
| Current Delegates                              | All Councillors                                                                                                                                                                                                                                                                                                        |
| New Delegates                                  | No change                                                                                                                                                                                                                                                                                                              |

**(c) Audit Committee**

|                                                |                                                                                                                                                                           |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Delegates to be appointed by Council | 2 Councillors                                                                                                                                                             |
| Date Appointed                                 | 19 December 2007                                                                                                                                                          |
| Term of Appointment                            | Until Review in 2008                                                                                                                                                      |
| Meeting Details                                | Quarterly, or more frequently as determined                                                                                                                               |
| *Other Information                             | Made up of 2 Councillors and 2 independent members. An independent member to be chairperson. The committee is an advisory committee of Council. CEO is non-voting member. |
| Current Delegates                              | Cr Mercer and Cr Smith                                                                                                                                                    |
| New Delegates                                  | Cr Mercer and Cr Smith                                                                                                                                                    |



**(d) Australia Day Committee**

|                                                |                                                                                                    |
|------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Number of Delegates to be appointed by Council | 4 – one from each ward                                                                             |
| Date Appointed                                 | 19 December 2007                                                                                   |
| Term of Appointment                            | Until Review in 2008                                                                               |
| Meeting Details                                | Once per year December/January                                                                     |
| Other Information                              | Purpose is to review nominations and select Australia Day Award winners in the various categories. |
| Current Delegates                              | Crs Smith, Di Cecco, Mercer, Riches                                                                |
| New Delegates                                  | Crs Smith, Di Cecco, Mercer, Riches                                                                |

**(e) Festival and Events Support Scheme Advisory Committee**

|                                                |                                                                                                                                                                                                                                                                     |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Delegates to be appointed by Council | 4 Councillors                                                                                                                                                                                                                                                       |
| Date Appointed                                 | 19 December 2007                                                                                                                                                                                                                                                    |
| Term of Appointment                            | Until Review in 2008                                                                                                                                                                                                                                                |
| Meeting Details                                | Once per year in June and others as required                                                                                                                                                                                                                        |
| Other Information                              | Purpose is to consider the applications received for the Festival and Events Support Scheme and make recommendation to Council on any strategic directions for specific events or the support scheme. Also includes the Events Co-ordinator and 2 external members. |
| Current Delegates                              | Crs Di Cecco, Mercer, Smith                                                                                                                                                                                                                                         |
| New Delegates                                  | Crs Di Cecco, Mercer, Smith, Wilmink                                                                                                                                                                                                                                |

**(f) Grants/Community Funding Committee**

|                                                |                                                                                                                                                                                                  |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Delegates to be appointed by Council | 5 – one from each ward and one other Councillor                                                                                                                                                  |
| Date Appointed                                 | 19 December 2007                                                                                                                                                                                 |
| Term of Appointment                            | Until Review in 2008                                                                                                                                                                             |
| Meeting Details                                | Once per year in June/July and others as required                                                                                                                                                |
| Other Information                              | Purpose is to consider the applications received for the Community Funding program and make recommendations to Council on any strategic directions for specific projects or the funding program. |
| Current Delegates                              | Crs Di Cecco, Mercer, Riches, Smith                                                                                                                                                              |
| New Delegates                                  | Crs Di Cecco, Mercer, Riches, Smith, Lehmann                                                                                                                                                     |

**(g) Roads Committee**

|                                                |                                                                                                                                                         |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Delegates to be appointed by Council | All Councillors and 4 staff                                                                                                                             |
| Meeting Details                                | Quarterly or more frequently as determined on Tuesdays 3-4 pm at COPACC.                                                                                |
| Other Information                              | Vic Roads Representation has been appointed until November 2008. The Roads Committee has been established as an advisory committee of Council.          |
| Current Delegates                              | All Councillors<br>Chief Executive Officer<br>GM Infrastructure & Services<br>Manager Cosworks<br>Manager Asset Development<br>Vic Roads Representative |
| New Delegates                                  | No change                                                                                                                                               |

**(h) Small Town Improvement Program Advisory Committee**

|                                                |                                                                                          |
|------------------------------------------------|------------------------------------------------------------------------------------------|
| Number of Delegates to be appointed by Council | 3 Councillors, 1 from each rural ward                                                    |
| Date Appointed                                 | 19 December 2007                                                                         |
| Term of Appointment                            | Until Review in 2008                                                                     |
| Meeting Details                                | Once per year in May and others as required                                              |
| Other Information                              | Purpose is to consider the applications received for the Small Town Improvement Program. |
| Current Delegates                              | Crs Di Cecco, Mercer, Riches                                                             |
| New Delegates                                  | Crs Di Cecco, Mercer, Riches                                                             |

**Recommendation(s)**

***That Council make the following appointments to the following committees until the appointment of new delegates after the election of the new Council in November 2008.***

- (a) That Council appoint Cr Graham and Cr Smith as members of the Contracts Committee.***
- (b) That Council appoint Cr Mercer and Cr Smith as members of the Audit Committee.***
- (c) That Council appoint Cr Smith, Cr Di Cecco, Cr Mercer and Cr Riches as members of the Australia Day Committee.***
- (d) That Council appoint Cr Di Cecco, Cr Mercer, Cr Smith and Cr Wilmink as members of the Festival and Events Support Scheme Advisory Committee.***
- (e) That Council appoint Cr Di Cecco, Cr Mercer, Cr Riches, Cr Smith and Cr Lehmann as members of the Grants/Community Funding Committee.***
- (f) That Council appoint Cr Di Cecco, Cr Mercer and Cr Riches as members of the Small Town Improvement Program Advisory Committee.***

~~~~~1) ~~~~~


Changes

Changes have been made to the previous list of "Nominations to Council's External Committees" and the following committees are no longer required.

- Education Steering Committee
- Rural South West Regional Transport Group
- Community Impact Advisory Committee
- Colac Otway Local Safety Committee
- Colac Otway Community Engagement
- Bluewater Fitness Centre Advisory Committee

An additional committee "Colac Affordable Housing Strategy Committee" has been added.

Committees that have been formed for a specific purpose and time have not been included eg. "Ageing Strategy".

Officers

In some cases an officer(s) still needs to be appointed to a Committee on an annual basis.

- COPACC Trust (2) (Manager Recreation Arts and Culture and COPACC Manager).
- Corangamite Regional Library Corporation (1) (General Manager Corporate and Community Services).
- G21 Board (1) (Tracey Slatter – current representative) – can either be a Councillor or officer.
- Otways Tourism Inc (1) (Manager Economic Development)

Attachment

Nomination of Councillors to Committees and External Bodies

Recommendation

That Councillor and officer nominations to committees and external bodies be agreed to as set out in Attachment 1 until the appointment of new representatives after the election of the new Council in November 2008.

~~~~~\) ~~~~~



## NOMINATION OF COUNCILLORS TO COMMITTEES AND EXTERNAL BODIES

| Committee                                                                                                                                                                                        | Representatives                | Current Councillor Rep<br>(as at Dec 2007) | Appointment<br>to Nov 08          | Meeting Schedule                                                       | Additional Information                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------|-----------------------------------|------------------------------------------------------------------------|---------------------------------------------------------|
| Apollo Bay Harbour Redevelopment Community Reference Group<br><i>Involvement in the planning of the redevelopment of the harbour precinct.</i>                                                   | (1) Councillor                 | Cr Joe Di Cecco                            | Cr Joe Di Cecco                   | As required                                                            | Meetings at Apollo Bay                                  |
| Apollo Bay Leisure Centre Committee<br><i>Management of the Leisure Centre at Apollo Bay.</i>                                                                                                    | (1) Councillor<br>(1) Officer  | Cr Joe Di Cecco                            | Cr Joe Di Cecco                   | As required                                                            | Meetings at Apollo Bay                                  |
| Australian Local Government Association                                                                                                                                                          | (1) Councillor                 | Mayor                                      | Cr Chris Smith                    | Annually in June                                                       | Meetings in Canberra                                    |
| Barnard Trust Committee<br><i>Administer scholarship fund bequeathed to 2 Colac public secondary schools</i>                                                                                     | (1) Councillor                 | Cr Chris Smith                             | Cr Chris Smith                    | Twice yearly                                                           | Meetings at Colac High School when all results received |
| Barwon Regional Waste Management Committee<br><i>To provide a framework for strategic regional waste management planning.</i>                                                                    | (1) Councillor<br>(1) Officer  | Cr Peter Mercer                            | Cr Peter Mercer                   | Quarterly<br>Thursday<br>10 am – 2 pm                                  | Regional meetings at various municipalities.            |
| Cliff Young & Community Recreation Centre Committee<br><i>To monitor and review recreation centre at Lavers Hill.</i>                                                                            | (1) Councillor<br>(1) Officer  | Cr Joe Di Cecco                            | Cr Carol Wilmink                  | Quarterly                                                              | Meetings at Lavers Hill School                          |
| Colac Affordable Housing Strategy<br><i>To provide local input and advice on the implementation of the Housing Strategy.</i>                                                                     | (2) Councillors                | -                                          | Cr Chris Smith<br>Cr Fran Lehmann | As required                                                            | Meetings in Colac                                       |
| Colac Livestock Selling Centre Advisory Committee<br><i>Provide advice on the operations of the Centre and make recommendations to Council.</i>                                                  | (1) Councillor<br>(2) Officers | Cr Peter Mercer                            | Cr Peter Mercer                   | Annual budget meeting – others as required<br>Thursday pm or Friday am | Meetings at saleyards.                                  |
| Colac Otway Network of Community Centres<br><i>To participate in the development of community strengthening initiatives, sharing of community information and discussing community planning.</i> | (1) Councillor                 | Cr Chris Smith                             | Cr Chris Smith                    | Quarterly<br>Tuesday<br>10 am – 12.30 pm                               | Meetings alternate between centres                      |

| <b>Committee</b>                                                                                                                                                                                                               | <b>Representatives</b>                                                | <b>Current Councillor Rep<br/>(as at Dec 2007)</b>                                             | <b>Appointment<br/>to Nov 08</b>                                                               | <b>Meeting Schedule</b>                                             | <b>Additional Information</b>                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------|
| Colac Roadsafe<br><i>Promotes road safety within Colac Otway and Corangamite Shires.</i>                                                                                                                                       | (1) Councillor<br>(1) Officer                                         | Cr Chris Smith                                                                                 | Cr Chris Smith                                                                                 | Last Friday of month<br>12 noon – 2 pm                              | Meetings at Colac Firestation<br>June meeting in Apollo Bay |
| COPACC Trust<br><i>The Trust is an independent committee appointed to accept donations to be used for the development of COPACC facilities and programs.</i>                                                                   | (2) Councillors<br>(2) Officers<br>(4) Community<br>Reps              | Cr Peter Mercer<br>Cr Warren Riches<br>Manager Recreation, Arts<br>& Culture<br>COPACC Manager | Cr Peter Mercer<br>Cr Warren Riches<br>Manager Recreation,<br>Arts & Culture<br>COPACC Manager | Quarterly<br>2 <sup>nd</sup> Wednesday<br>8 – 9 am                  | Meetings at COPACC                                          |
| Corangamite Regional Library Corp.<br><i>The Corporation determines policy in the delivery of services throughout the region (Warrnambool, Moyne, Corangamite, Colac Otway)</i>                                                | (1) Councillor<br>(1) Officer                                         | Cr Peter Mercer<br>General Manager,<br>Corporate & Community<br>Services                       | Cr Peter Mercer<br>General Manager,<br>Corporate &<br>Community Services                       | Quarterly                                                           | Meetings at Terang or<br>Camperdown                         |
| Friends of the Botanic Gardens<br><i>An advisory committee undertaking projects and advising Council on the care and protection of the Gardens.</i>                                                                            | (1) Councillor                                                        | Cr Peter Mercer                                                                                | Cr Peter Mercer                                                                                | Monthly<br>2 <sup>nd</sup> Thursday<br>7.30 pm                      | Meetings at Botanic Gardens<br>Cafe                         |
| Geelong Otway Tourism Board<br><i>To set strategic long term direction and priorities for Geelong Otway Tourism Inc, a well-recognised regional tourism body, incorporating Geelong, Bellarine, Colac Otway and Surfcoast.</i> | (1) Councillor                                                        | Cr Joe Di Cecco                                                                                | Cr Joe Di Cecco<br>Cr Carol Wilmink<br>(Reserve)                                               | Monthly<br>Thursday<br>9 am                                         | Meetings at Geelong Otway<br>Tourism Offices                |
| G21 Board<br><i>To oversee the management of the company, set the strategic direction of the company, monitor overall performance, financial performance and governance.</i>                                                   | Councillor or<br>Officer                                              | Tracey Slatter                                                                                 | Tracey Slatter<br>Mayor to attend if<br>CEO unavailable                                        | Monthly<br>Last Friday of month<br>9 – 11 am                        | Meetings at member<br>Councils                              |
| Great South Coast Municipalities Group<br><i>To advocate and co-ordinate planning on regional issues (8 municipalities)</i>                                                                                                    | Mayor                                                                 | Mayor                                                                                          | Cr Chris Smith                                                                                 | Quarterly<br>3 <sup>rd</sup> Friday<br>10 am                        | Meetings at member<br>Councils                              |
| Lake Colac Co-Ordinating Committee<br><i>To produce a management plan for Lake Colac with environmental, recreational, business and social actions. Assign responsibility to various agencies.</i>                             | (2) Councillors<br>(4) Officers<br>Community/<br>Organisation<br>Reps | Cr Chris Smith<br>Cr Warren Riches                                                             | Cr Chris Smith<br>Cr Warren Riches                                                             | Quarterly<br>2 <sup>nd</sup> Tuesday of<br>month<br>19 am – 12 noon | Meetings at COPACC                                          |

| <b>Committee</b>                                                                                                                                                             | <b>Representatives</b>                                              | <b>Current Councillor Rep<br/>(as at Dec 2007)</b> | <b>Appointment<br/>to Nov 08</b>                 | <b>Meeting Schedule</b>                                                | <b>Additional Information</b>                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------|
| Lavers Hill Swimming Pool Committee of Management<br><i>To monitor and review management of the Lavers Hill Pool.</i>                                                        | (1) Councillor                                                      | Cr Joe Di Cecco                                    | Cr Carol Wilmink                                 | Quarterly                                                              | Meetings at Lavers Hill                                 |
| Municipal Aerodrome Committee – Colac<br><i>Manage day to day operations and maintenance.</i>                                                                                | (1) Councillor<br>(1) Officer                                       | Cr Warren Riches                                   | Cr Warren Riches                                 | As required.                                                           | Meetings at 1 Bromfield St Colac                        |
| Municipal Association of Victoria<br><i>To act as a Victorian Local Government Peak Body.</i>                                                                                | (1) Councillor                                                      | Mayor                                              | Cr Chris Smith                                   | 2 per year                                                             | Meetings in Melbourne                                   |
| Municipal Emergency Management Planning Committee<br><i>Ensure the prevention of, the response to and the recovery from emergencies that could occur within the Shire.</i>   | (1) Councillor                                                      | Cr Peter Mercer                                    | Cr Peter Mercer                                  | Quarterly – Feb, May, Aug, Nov<br>3 <sup>rd</sup> Thursday<br>2 - 4 pm | Meetings at COPACC                                      |
| Municipal Fire Prevention Committee<br><i>Manage requirements of the Beeac and Corangamite brigade groups.</i>                                                               | (1) Councillor<br>(1) Officer                                       | Cr Peter Mercer                                    | Cr Peter Mercer                                  | Twice yearly                                                           | Meetings at COPACC                                      |
| Old Beechy Line Committee<br><i>To monitor and review development of the line. Section 86 Committee of Management under Council.</i>                                         | (1) Councillor<br>(1) Officer<br>Community/<br>Organisation<br>Reps | Cr Chris Smith                                     | Cr Chris Smith                                   | Bi monthly<br>2 <sup>nd</sup> Monday of<br>month<br>10 am – 12 noon    | Meetings at COPACC                                      |
| Ondit Quarry Consultative Committee<br><i>Required by VCAT to manage concerns between landholders and the quarry operations.</i>                                             | (1) Councillor<br>(1) Officer                                       | Cr Peter Mercer                                    | Cr Peter Mercer                                  | Quarterly                                                              | Meeting location varies                                 |
| Otways Tourism Inc.<br><i>The Board is an independent body appointed to develop policy and implement strategies facilitating tourism marketing and information services.</i> | (1) Councillor<br>(1) Officer                                       | Cr Joe Di Cecco<br>Manager Economic<br>Development | Cr Joe Di Cecco<br>Cr Carol Wilmink<br>(Reserve) | Monthly<br>3 <sup>rd</sup> Tuesday<br>10 am – 1 pm                     | Alternate meeting venue between Colac and Apollo Bay    |
| Port of Apollo Bay Consultative Group<br><i>To consider issues related to the Port of Apollo Bay.</i>                                                                        | (1) Councillor<br>(3) Officers                                      | Cr Joe Di Cecco                                    | Cr Joe Di Cecco                                  | Quarterly<br>Thursday<br>4.30 pm                                       | Meetings at AB Office.<br>Meeting dates set at meeting. |

| <b>Committee</b>                                                                                                                                                                                                       | <b>Representatives</b>                                   | <b>Current Councillor Rep<br/>(as at Dec 2007)</b> | <b>Appointment<br/>to Nov 08</b> | <b>Meeting Schedule</b>                                                 | <b>Additional Information</b>                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------|----------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Premier Recreation Reserve Committee<br><i>To monitor and review development of Central Reserve.</i>                                                                                                                   | (1) Councillor<br>(1) Officer                            | Cr Warren Riches                                   | Cr Warren Riches                 | Bi monthly<br>2 <sup>nd</sup> Wednesday<br>6 – 7 pm                     | Meetings at Hockey Club rooms.                                           |
| Region 6 Fire Prevention Committee<br><i>Regional Committee covering Colac Otway and Corangamite Shires, dealing with strategic issues ie rail, road, fire prevention, powerline clearances, interagency reports.</i>  | (1) Councillor                                           | Cr Peter Mercer                                    | Cr Peter Mercer                  | Quarterly                                                               | Meetings at Colac Firestation                                            |
| Rural Councils Network (Vic)<br><i>Cooperative grouping of Victoria's rural Councils that acts collectively to influence decision makers and tackle the longer term strategic challenges facing rural communities.</i> | (1) Councillor                                           | Cr Chris Smith                                     | Cr Chris Smith                   | As required                                                             |                                                                          |
| Rural Financial Counselling Service Vic – Wimmera Southwest (RFC)                                                                                                                                                      | (1) Councillor                                           | Cr Peter Mercer                                    | Cr Peter Mercer                  | Bi monthly<br>12 – 1pm                                                  | Meetings at DPI Office Colac                                             |
| Timber Towns Committee<br><i>MAV Working Group to further the interest of towns which have timber industries.</i>                                                                                                      | (1) Councillor<br>(1) Officer                            | Cr Peter Mercer                                    | Cr Peter Mercer                  | Bi monthly.<br>2 <sup>nd</sup> Friday of month<br>10.00 am              | Meetings at MAV Melbourne                                                |
| Tirrengower Drainage Scheme Committee of Management<br><i>Manage drainage scheme. Discuss maintenance issues etc</i>                                                                                                   | (1) Councillor<br>(1) Officer                            | Cr Warren Riches                                   | Cr Warren Riches                 | Monthly<br>1 <sup>st</sup> Wednesday<br>8 pm                            | Meetings at Swan Marsh Hall                                              |
| Victoria Regional Botanic Gardens Network Executive and BGANZ Council<br><i>To participate on the Executive and Council.</i>                                                                                           | (1) Councillor                                           | Cr Peter Mercer                                    | Cr Peter Mercer                  | Quarterly                                                               | Meetings at regional venues                                              |
| Youth Council<br><i>To pursue initiatives for young people across the Shire in accordance with mission statement.</i>                                                                                                  | (1) Councillor<br>(1) Officer<br>Young People (up to 15) | Cr Chris Smith                                     | Cr Chris Smith                   | Twice Monthly<br>2 <sup>nd</sup> and 4 <sup>th</sup> Monday<br>4 – 5 pm | Meetings at COPACC<br>Additional commitments<br>ie.overnight Beechy Walk |



**OM082204-6 INSTRUMENT OF DELEGATION TO MEMBERS OF COUNCIL STAFF  
FROM COUNCIL**

AUTHOR: Colin Hayman  
DEPARTMENT Corporate & Community Services  
ENDORSED: Tracey Slatter  
FILE REF: GEN0460 Delegations  
:

**Purpose**

To further update Council's Instrument of Delegation to Members of Council Staff.

**Background**

Council is provided with regular delegation updates to reflect changes to legislation. This update provides changes to legislation up to January 2008 and further amendments will be forwarded following the next parliamentary session.

**Council Plan/Other Strategies/Policy**

The Colac Otway Shire Council Plan commits Council to "providing strong community leadership, governance and advocacy services which will benefit the community now and into the future." This update has been conducted consistent with this objective.

**Issues/Options**

Council is required to have an updated Instrument of Delegation to Staff as per legislation.

**Proposal**

Amend delegation to reflect the update:

|                              |                                                                                                                                                                                                                                         |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Food Act 1984                | Delete s.38(3)                                                                                                                                                                                                                          |
| Planning and Environment Act | Amend s.6(2)(h) delegation<br>Change s.9(2) to s.8A(3)<br>Delete part delegation s.12B(1)<br>Amend delegation s.14<br>Delete (2) from s.23(2)<br>s.61(1)(a) & s.61(1)(b) – add condition<br>s.156 – added delegated power and condition |
| Road Management Act          | Added Schedule 5A<br>Added Schedule 7A                                                                                                                                                                                                  |

**Financial and other Resource Implications** N/A

**Risk Management & Compliance Issues**

Council is required to have an updated Instrument of Delegation to Staff as per legislation.

**Environmental Considerations** N/A

**Communication Strategy/Consultation**

Once adopted the Instrument of Delegation will be placed on Council's Intranet for staff reference.

**Implementation**

The Delegation comes into force as of 22 April 2008.

**Conclusion**

This update provides the latest amendments as received.

**Attachments**

Instrument of Delegation – Council to Members of Council Staff.

**Recommendation**

***That Council resolve to sign and seal updated Instrument of Delegation to Members of Council Staff from Council dated 22 April 2008.***

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S6. Instrument of Delegation – Members of Staff

Colac Otway Shire Council

Instrument of Delegation

to

Members of Council Staff

22 April 2008

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that a reference in the Schedule to:

| | |
|---------|--|
| “CC” | means Contracts Co-ordinator |
| “CEO” | means Chief Executive Officer |
| “ECo” | means Environment Co-ordinator |
| “EHC” | means Environmental Health Co-ordinator |
| “EHO” | means Environmental Health Officer |
| “EP” | means Environment Planner |
| “GMCCS” | means General Manager Corporate and Community Services |
| “GMSPD” | means General Manager Sustainable Planning and Development |
| “GMIS” | means General Manager Infrastructure and Services |
| “LLC” | means Local Laws Co-ordinator |
| “MAD” | means Manager Asset Development |
| “MBRS” | means Municipal Building and Regulatory Services |
| “MCW” | means Manager Cosworks |
| “MF” | means Manager Finance |
| “MFPO” | means Municipal Fire Prevention Officer |
| “MHCS” | means Manager Health & Community Services |
| “MP” | means Manager Planning |
| “PC” | means Planning Co-ordinator |
| “PCofC” | means Planning Committee of Council |
| “PCS” | means Property & Customer Service Co-ordinator |
| “PLO” | means Planning Officer |

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by resolution of Council passed on 22 April 2008..
 - 3.2 the delegation:
 - 3.1.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.1.2 remains in force until varied or revoked;
 - 3.1.3 is subject to any conditions and limitations set out in the Schedule; and
 - 3.1.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

This Delegation was amended by Resolution of the Colac Otway Shire Council on 22 April 2008.

THE COMMON SEAL of the)
COLAC OTWAY SHIRE COUNCIL was)
hereunto affixed in the presence of:)

.....
Chief Executive Officer

SCHEDULE

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| DOMESTIC (FERAL & NUISANCE) ANIMALS ACT 1994 | | | |
|---|--|-----------------|-----------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | COMMENTS |
| s.41A(1) | power to declare a dog to be a menacing dog | LLC | |
| s.41A(3) | power to revoke a declaration made under s.41A(1) | GMSPD
LLC | |
| s.41B(1) | duty to notify the owner | LLC | |
| s.41C | duty to give notice of a menacing dog declaration to owner | LLC | |

| ENVIRONMENT PROTECTION ACT 1970 | | | |
|--|---|--------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.53M(3) | power to require further information | MHCS
EHC
EHO | |
| s.53M(4) | duty to advise applicant that application is not to be dealt with | MHCS
EHC
EHO | |
| s.53M(5) | duty to approve plans, issue permit or refuse permit | MHCS
EHC
EHO | refusal must be ratified by Council or it is of no effect |
| s.53M(6) | power to refuse to issue septic tank permit | MHCS
EHC
EHO | refusal must be ratified by Council or it is of no effect |

| FOOD ACT 1984 | | | |
|----------------------|---|--------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.19(1) | power to make an order in writing, upon receipt of a report from an authorised officer, directing that food premises be cleaned, etc. | MHCS
EHC
EHO | |
| s.19(6)(a) | duty to revoke any order under s.19 where the subject of the order has been attended to | MHCS
EHC
EHO | |
| s.19(6)(b) | duty to give written notice of revocation under s.19(6)(a) | MHCS
EHC
EHO | |
| s.19F(1)(a) | power to issue directive to comply with any specified requirement in the food safety program | MHCS
EHC
EHO | |
| s.19F(1)(b) | power to issue directive, if Division 3A applies, to have the food safety program for the premises audited | MHCS
EHC
EHO | |
| s.19GB | power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor | MHCS
EHC
EHO | |
| s.19HA | power to inspect a food premises to determine whether the food business is operating in accordance with the food safety program | MHCS
EHC
EHO | |

| FOOD ACT 1984 | | | |
|----------------------|---|--------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.19HB | duty, where of the opinion that the food safety program has not been implemented or complied with, to advise the proprietor of this opinion, reasons for the opinion, what needs to be remedied and the period within which this must occur | MHCS
EHC
EHO | |
| s.20(3) | power to issue certificate to authorised officer | GMCCS | |
| s.26(4) | duty to destroy or dispose of article | MHCS
EHC
EHO | |
| s.35 | function of registering food premises | MHCS
EHC
EHO | |
| | | | |
| --- | power to register, renew or transfer registration | MHCS
EHC
EHO | refusal to grant/renew/transfer registration must be ratified by Council |
| s.39(1) | duty to inspect | MHCS
EHC
EHO | |
| s.39(2)(a) | duty to ensure that, if the premises is a declared premises, there is a food safety program for the premises that complies with section 19DC | MHCS
EHC
EHO | |
| s.39(2)(b) | duty to ensure that if the premises is a | MHCS
EHC | |

| FOOD ACT 1984 | | | |
|----------------------|--|--------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | declared premises, there is a food safety program for the premises that complies with section 19D | EHO | |
| s.39(2)(c) | duty to ensure that, if the premises is a declared premises, no other ground for the refusal of registration, renewal of registration or the transfer of registration exists under Part IIIB | MHCS
EHC
EHO | |
| s.39A | power to register food premises despite minor defects | MHCS
EHC
EHO | |
| s.40(1) | duty to issue a certificate of registration in the prescribed form | MHCS
EHC
EHO | |
| s.40(2) | power to incorporate the certificate of registration in one document with any certificate of registration under the Health Act 1958 | MHCS
EHC | |
| s.40D(1) | power to suspend or revoke the registration of food premises | MHCS
EHC | |
| s.40D(2) | duty to specify how long a suspension is to last under s.40D(1) | MHCS
EHC | |
| s.43(1) | duty to keep register of all registrations, | MHCS
EHC | |

| FOOD ACT 1984 | | | |
|----------------------|---|-----------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | renewals or transfers of registration | | |
| s.43(5) | duty to cause a copy of any entry under s.43(1) to be certified as correct and supply it to any person who requests it free of charge | MHCS
EHC | |
| s.46(5) | power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged | MHCS
EHC | |
| s.54(3) | duty to notify the Secretary where authority is given under s.54(2) | MHCS | |
| s.58(1) | duty to notify the Director of Liquor Licensing where an order is made under s.19 of the Act and a licence/permit under the Liquor Control Reform Act 1998 is in force | MHCS
EHC | |
| s.58(2) | duty to notify the Director of Liquor Licensing when a holder of a permit/licence under the Liquor Control Reform Act 1998 is found guilty or pleads guilty and in respect of which no conviction is recorded | MHCS
EHC | |

| HEALTH ACT 1958 | | | |
|------------------------|--|-----------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.41 | duty to remedy all nuisances in the municipal district | MHCS
EHC | |
| s.43(2) | duty to investigate any notification of nuisance | MHCS
EHC | |
| s.43(3) | duty to either take action to abate the nuisance or take steps to settle the matter privately | MHCS
EHC | |
| s.44(1) | power to serve a notice to abate the nuisance | MHCS
EHC | |
| s.44(3) | power to issue proceedings where non-compliance with the notice to abate | MHCS
EHC | |
| s.44(9) | power to enter the land and abate the nuisance, and recover costs where a court orders that nuisance be abated | MHCS
EHC | |
| s.47B | power to investigate a nuisance occurring outside the municipal district | MHCS
EHC | |
| s.47C | power to enter vacant/unoccupied land and abate the nuisance | MHCS
EHC | |
| s.366C | function of receiving an application for registration of premises | MHCS
EHC | |

| HEALTH ACT 1958 | | | |
|------------------------|--|-----------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.367 | function of registration and renewal of registration | MHCS
EHC | |
| s.368(1) | power to specify for what period registration will remain in force | MHCS
EHC | |
| s.368(1A) | power to grant temporary registration | MHCS
EHC | |
| s.369(2) | power to refuse granting or renewal of registration | MHCS
EHC | action must be ratified by Council |
| s.369(3) | power to suspend or revoke registration where second or subsequent offence under the Act | MHCS
EHC | action must be ratified by Council |
| s.370 | power to transfer registration during the currency of the registration | MHCS
EHC | refusal to transfer must be ratified by Council |
| s.371(1) | duty to keep a register of all registrations, renewals and transfers | MHCS
EHC | |
| s.372 | power to cause inspection to be made before registration and to require alterations or improvements and to grant temporary conditional registration or renewal | MHCS
EHC | |

| HERITAGE ACT 1995 | | | |
|--------------------------|--|-----------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.84(2) | power to sub-delegate Executive Director's functions | GMCCS | must obtain Executive Director's written consent first. |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|----------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.4B | power to prepare an amendment to the Victoria Planning Provisions | PCofC
GMSPD
PC | |
| s.4H | duty to make amendment etc available | PCofC
GMSPD
PC | |
| s.4I | duty to keep Victoria Planning Provisions and other documents available | PCofC
GMSPD
PC | |
| s.6(2)(h) | power to decide whether a specified thing has been done to the satisfaction of Council if required by Planning Scheme. | PCofC | |
| s.8A(3) | power to apply to Minister to prepare an amendment to the planning scheme | PCofC
GMSPD
PC | |
| s.11(3)(b) | duty to submit amendment to planning scheme to Minister for approval if the Minister withdraws authorisation | PCofC
GMSPD
PC | |
| s 12A (1) | duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s 19 of the Planning and Environment | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | (Planning Schemes) Act 1996) | | |
| s.12(3) | power to carry out studies and do things to ensure proper use of land in which Council is the planning authority and consult with other persons to ensure co-ordination of planning scheme with these persons | PCofC
GMSPD
PC | |
| s.12B(1) | duty to review planning scheme | PCofC
GMSPD
PC | |
| s.12B(2) | Duty to review planning scheme at direction of Minister | PCofC
GMSPD
PC | |
| s.12B(5) | duty to report findings of review of planning scheme to Minister without delay | PCofC
GMSPD
PC | |
| s.14 | Duties of a Responsible Authority as set out in subsections (a) to (d) | PCofC
GMSPD
PC
PLO
EP
ECO | |
| s.17(1) | duty of giving copy amendment to the planning scheme | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.17(2) | duty of giving copy s.173 agreement | PCofC
GMSPD
PC
PLO | |
| s.18 | duty to make amendment etc. available | PCofC
GMSPD
PC | |
| s.19 | power to give notice, to decide not to give notice, to publish notice of amendment t a planning scheme and to exercise any other power under s 19 to a planning scheme | PCofC
GMSPD
PC | |
| s.20(1) | power to apply to Minister for exemption from the requirements of s 19 | PCofC
GMSPD
PC | |
| s.21 (2) | duty to make submissions available | PCofC
GMSPD
PC | |
| s.22 | duty to consider all submissions | PCofC
GMSPD
PC | |
| s.23 | power to refer submissions to a panel | PCofC
GMSPD
PC | |
| s.24 | function to represent Council and present a submission at a panel hearing (including a hearing referred to in s 96D) | PCofC
GMSPD
PC
PLO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|----------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.26 | duty to keep report of panel available for inspection | PCofC
GMSPD
PC | |
| s.27 (2) | power to apply for exemption if panel's report not received | PCofC
GMSPD
PC | |
| s.30(4)(a) | duty to say if amendment has lapsed | PCofC
GMSPD
PC | |
| s.30(4)(b) | duty to provide information in writing upon request | PCofC
GMSPD
PC | |
| s.31 | duty to submit adopted amendment to Minister and, if applicable, details under s.19(1B) | PCofC
GMSPD
PC | |
| s.32(2) | duty to give more notice if required | PCofC
GMSPD
PC | |
| s.33(1) | duty to give more notice of changes to an amendment | PCofC
GMSPD
PC | |
| s.35A(2) | duty to not approve an amendment under s.35B unless the amendment has been certified by the Secretary | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|----------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.35B(1) | power to approve amendment in form certified under s.35A | PCofC
GMSPD
PC | |
| s.35B(2) | duty to give to Minister notice of approval, copy of approved amendment and other documents | PCofC
GMSPD
PC | |
| s.36(2) | duty to give notice of approval of amendment | PCofC
GMSPD
PC | |
| s.38(5) | duty to give notice of revocation of an amendment | PCofC
GMSPD
PC | |
| s.39 | function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT | PCofC
GMSPD
PC | |
| s.40(1) | function of lodging copy of approved amendment | PCofC
GMSPD
PC | |
| s.40(1A) | duty to lodge prescribed documents and copy of approved amendment with the relevant authorities | PCofC
GMSPD
PC | |
| s.41 | duty to make approved amendment available | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.42 | duty to make copy of planning scheme available | PCofC
GMSPD
PC
PLO | |
| s.46N(1) | duty to include condition in permit regarding payment of development infrastructure levy | PCofC
GMSPD
PC
PLO | |
| s.46N(2)(c) | function of determining time and manner for receipt of development contributions levy | PCofC
GMSPD
PC
PLO | |
| s.46N(2)(d) | power to enter into an agreement with the applicant regarding payment of development infrastructure levy | PCofC
GMSPD
PC | |
| s.46O(1)(a) & (2)(a) | power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit | PCofC
GMSPD
PC | |
| s.46O(1)(d) & (2)(d) | power to enter into agreement with the applicant regarding payment of community infrastructure levy | PCofC
GMSPD
PC | |
| s.46P(1) | power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.46P(2) | power to accept provision of land, works, services or facilities in part or full payment of levy payable | PCofC
GMSPD
CEO
PC | |
| s.46Q(1) | duty to keep proper accounts of levies paid | PCofC
GMSPD
PC | |
| s.46Q(1A) | duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency | PCofC
GMSPD
PC | |
| s.46Q(2) | duty to apply levy only for a purpose relating to the provision of the works, services and facilities in respect of which the levy was paid etc. | PCofC
GMSPD
CEO
PC | |
| s.46Q(3) | power to refund any amount of levy paid if it is satisfied the development is not to proceed | PCofC
GMSPD
PC | |
| s.46Q(4)(c) | duty to pay amount to current owners of land in the area | PCofC
GMSPD
CEO
PC | <ul style="list-style-type: none"> • must be done within six months of the end of the period required by the |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | | development contributions plan and with the consent of, and in the manner approved by, the Minister |
| s.46Q(4)(d) | duty to submit to the Minister an amendment to the approved development contributions plan | PCofC
GMSPD
CEO
PC | <ul style="list-style-type: none"> • must be done in accordance with Part 3 |
| s.46Q(4)(e) | duty to expend that amount on other works etc. | PCofC
GMSPD
CEO
PC | <ul style="list-style-type: none"> • with the consent of, and in the manner approved by, the Minister |
| s.46QC | power to recover any amount of levy payable under Part 3B | PCofC
GMSPD
MF
PC | |
| s.46V(3) | duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available | PCofC
GMSPD
PC | |
| s.46Y | duty to carry out works in conformity with the approved strategy plan | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.49(1) | duty to keep a register of all applications for permits and determinations relating to permits | PCofC
GMSPD
PC | |
| s.49(2) | duty to make register available for inspection | PCofC
GMSPD
PC
PLO | |
| s.50(4) | duty to amend application | PCofC
GMSPD
PC
PLO | |
| s.50(5) | power to refuse to amend application | PCofC
GMSPD
PC
PLO | |
| s.50(6) | duty to make note of amendment to application in register | PCofC
GMSPD
PC
PLO | |
| s.50A(1) | power to make amendment to application | PCofC
GMSPD
PC
PLO | |
| s.50A(3) | power to require applicant to notify owner and make a declaration that notice has been given | PCofC
GMSPD
PC
PLO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.50A(4) | duty to note amendment to application in register | PCofC
GMSPD
PC
PLO | |
| s.51 | duty to make copy of application available for inspection | PCofC
GMSPD
PC
PLO | |
| s.52(1)(a) | duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person | PCofC
GMSPD
PC
PLO | |
| s.52(1)(b) | duty to give notice of the application to other municipal councils where appropriate | PCofC
GMSPD
PC
PLO | |
| s.52(1)(c) | duty to give notice of the application to all persons required by the planning scheme | PCofC
GMSPD
PC
PLO | |
| s.52(1)(ca) | duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant | PCofC
GMSPD
PC
PLO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.52(1)(cb) | duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant | PCofC
GMSPD
PC
PLO | |
| s.52(1)(d) | duty to give notice of the application to other persons who may be detrimentally effected | PCofC
GMSPD
PC
PLO | |
| s.52(1A) | power to refuse an application | PCofC
GMSPD
PC | |
| s.52(3) | power to give any further notice of an application where appropriate | PCofC
GMSPD
PC
PLO | |
| s.53(1) | power to require the applicant to give notice under section 52(1) to persons specified by it | PCofC
GMSPD
PC
PLO | |
| s.53(1A) | power to require the applicant to give the notice under section 52(1AA) | PCofC
GMSPD
PC
PLO | |
| s.54(1) | power to require the applicant to provide more information | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.54(1A) | duty to give notice in writing of information required under s.54(1) | PCofC
GMSPD
PC
PLO | |
| s.54(1B) | duty to specify the lapse date for an application | PCofC
GMSPD
PC
PLO | |
| s.54A(3) | power to decide to extend time or refuse to extend time to give required information | PCofC
GMSPD
PC
PLO | |
| s.54A(4) | duty to give written notice of decision to extend or refuse to extend time und s.54A(3) | PCofC
GMSPD
PC
PLO | |
| s.55(1) | duty to give copy application to every referral authority specified in the planning scheme | PCofC
GMSPD
PC
PLO | |
| s.57(2A) | power to reject objections considered made primarily for commercial advantage for the objector | PCofC
GMSPD
PC
CEO | |
| s.57(3) | function of receiving name and address of persons to whom notice of decision is to go | PCofC
GMSPD
PC
PLO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.57(5) | duty to make available for inspection copy of all objections | PCofC
GMSPD
PC
PLO | |
| s.57A(4) | duty to amend application in accordance with applicant's request, subject to s.57A(5) | PCofC
GMSPD
PC
PLO | |
| s.57A(5) | power to refuse to amend application | PCofC
GMSPD
PC
CEO | |
| s.57A(6) | duty to note amendments to application in register | PCofC
GMSPD
PC
PLO | |
| s.57B(1) | duty to determine whether and to whom notice should be given | PCofC
GMSPD
PC
PLO | |
| s.57B(2) | duty to consider certain matters in determining whether notice should be given | PCofC
GMSPD
PC
PLO | |
| s.57C(1) | duty to give copy of amended application to referral authority | PCofC
GMSPD
PC
PLO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.58 | duty to consider every application for a permit | PCofC
GMSPD
PC
PLO | |
| s.60 | duty to consider certain matters | PCofC

GMSPD
PLO | Save where the proposed use and/or development. <ul style="list-style-type: none"> • Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme. • Or proposed development is in excess of eight (8) metres in overall height above natural ground level. • Or four (4) or more objections have been lodged against the grant of a permit. Or where the application may have an affect on the broader community. |
| s60(1A) | power to consider certain matters before deciding on application | PCofC
GMSPD
PC
PLO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|-----------------------------------|-----------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.61(1)(a) | power to decide to grant a permit | PCofC
GMSPD
PC
PLO | Save where the proposed use and/or development. <ul style="list-style-type: none"> • Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme. • Or proposed development is in excess of eight (8) metres in overall height above natural ground level. • Or four (4) or more objections have been lodged against the grant of a permit. Save where the application may have an affect on the broader community.
Save where an applicant wishes to build two (2) or more dwellings on a lot and an officer recommendation is to issue a permit without compliance in achieving a four star rating using the Sustainable Energy Authority "First Rate" system or equivalent as set out in Clause 55.03 |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|---------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | | Standard B10 of the planning provisions.

The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006. |
| s.61(1)(b) | power to decide to grant a permit with conditions | PCofC

GMSPD
PC
PLO | Save where the proposed use and/or development.
<ul style="list-style-type: none"> Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme. Or proposed development is in excess of eight (8) metres in overall height above natural ground level. Or four (4) or more objections have been lodged against the grant of a permit. Save where the application may have an affect on the broader community.

Save where an applicant wishes to build two(2) or more dwellings on |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|----------------------------|-----------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | | <p>a lot and an officer recommendation is to issue a permit without compliance in achieving a four star rating using the Sustainable Energy Authority "First Rate" system or equivalent as set out in Clause 55.03 Standard B10 of the planning provisions.</p> <p>The permit must not be inconsistent with a cultural heritage management plan under the Aboriginal Heritage Act 2006.</p> |
| s.61(1)(c) | power to refuse the permit | PCofC
<hr/> CEO
GMSPD
PC | <p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> • Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme. • Or proposed development is in excess of eight (8) metres in overall height above natural ground level. • Or four (4) or more objections |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | | have been lodged against the grant of a permit.
Save where the application may have an affect on the broader community. |
| s.61(2) | duty to decide to refuse to grant a permit if referral authority objects to grant of permit | PCofC
GMSPD
PC | |
| s.61(3)(a) | duty not to decide to grant a permit to use coastal Crown land without Minister's consent | PCofC
GMSPD
PC | |
| s.61(3)(b) | duty to refuse to grant the permit without the Minister's consent | PCofC
GMSPD
PC | |
| s.62(1) | duty to include certain conditions in deciding to grant a permit | PCofC
<hr/> GMSPD
PC
PLO | Save where the proposed use and/or development.
<ul style="list-style-type: none"> Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme. Or proposed development is in excess of eight (8) metres in overall height above natural |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|-----------------------------------|-----------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | | <p>ground level.</p> <ul style="list-style-type: none"> • Or four (4) or more objections have been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. |
| s.62(2) | power to include other conditions | PCofC
<hr/> GMSPD
PC
PLO | <p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> • Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme. • Or proposed development is in excess of eight (8) metres in overall height above natural ground level. • Or four (4) or more objections have been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. |
| s.62(5)(a) | power to include a permit | PCofC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | condition to implement an approved development contributions plan | GMSPD
PC | |
| s.62(5)(b) | power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement | PCofC
GMSPD
PC
PLO | Save where the proposed use and/or development. <ul style="list-style-type: none"> • Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme. • Or proposed development is in excess of eight (8) metres in overall height above natural ground level. • Or four (4) or more objections have been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. |
| s.62(5)(c) | power to include a permit condition that specified works be provided or paid for by the applicant | PCofC
GMSPD
PC
PLO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.62(6)(a) | duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with .62(5) or s.46N | PCofC
GMSPD
PC
PLO | |
| s.62(6)(b) | duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a) | PCofC
GMSPD
PC | |
| s.63 | duty to issue the permit where made a decision in favour of the application (if no one has objected) | PCofC
GMSPD
PC
PLO | |
| s.64(1) | duty to give notice of decision to grant a permit to applicant and objectors | PCofC
GMSPD
PC
PLO | |
| s.64(3) | duty not to issue a permit until after the specified period | PCofC
GMSPD
PC
PLO | |
| s.65(1) | duty to give notice of refusal to grant permit to applicant and | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|---------------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | objector | PLO | |
| s.66 | duty to give notice under s.64 or s.65 and copy permit to referral authorities | PCofC
GMSPD
PC
PLO | |
| s.69(1) | function of receiving application for extension of time of permit | PCofC
GMSPD
PC
PLO | |
| s.69(2) | power to extend time | PCofC

GMSPD
PC
PLO | Save where the application to extend a permit is for a permit within the Rural Zone or Environmental Rural Zone and which is for a subdivision of land or for an 'accommodation' use or development as defined in the nesting definitions under Clause 74 of the planning scheme and the delegate forms an opinion that the extension not be granted. |
| s.70 | duty to make copy permit available for inspection | PCofC
GMSPD
PC
PLO | |
| s.71(1) | power to correct certain mistakes | PCofC
GMSPD | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | PC
PLO | |
| s.71(2) | duty to note corrections in register | PCofC
GMSPD
PC
PLO | |
| s.73 | power to decide to grant amendment subject to conditions | PCofC
GMSPD
PC
PLO | |
| s.74 | duty to issue amended permit to applicant if no objectors | PCofC
GMSPD
PC
PLO | |
| s.76 | duty to give applicant and objectors notice of decision to refuse to grant amendment to permit | PCofC
GMSPD
PC
PLO | |
| s.76A | duty to give referral authorities copy of amended permit and copy of notice | PCofC
GMSPD
PC
PLO | |
| s.76D | duty to comply with direction of Minister to issue amended permit | PCofC
GMSPD
PC
PLO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.83 | function of being respondent to an appeal | PCofC
GMSPD
PC
PLO | |
| s.83B | duty to give or publish notice of application for review | PCofC
GMSPD
PC
PLO | |
| s.84(1) | power to decide on an application at any time after an appeal is lodged against failure to grant a permit | PCofC

GMSPD
PC | Save where the proposed use and/or development. <ul style="list-style-type: none"> • Does not provide the required amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme. • Or proposed development is in excess of eight (8) metres in overall height above natural ground level. • Or four (4) or more objections have been lodged against the grant of a permit. Save where the application may have an affect on the broader community. |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | | Save where the application is within the Rural Zone or Environmental Rural Zone and is for a subdivision of land or for an 'accommodation' use or development as defined in the nesting definitions under Clause 74 of the planning scheme. |
| s.84(2) | duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit | PCofC
GMSPD
PC | |
| s.84(3) | duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit | PCofC
GMSPD
PC | |
| s.84(6) | duty to issue permit on receipt of advice within 3 working days | PCofC
GMSPD
PC
PLO | |
| s.86 | duty to issue a permit at order of Tribunal within 3 working days | PCofC
GMSPD
PC
PLO | |
| s.87(3) | power to apply to VCAT for the cancellation or amendment of a permit | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.87(4) | power to make a minor amendment to a permit | PCofC
GMSPD
PC
PLO | |
| s.90(1) | function of being heard at hearing of request for cancellation or amendment of a permit | PCofC
GMSPD
PC
PLO | |
| s.91(2) | duty to comply with the directions of VCAT | PCofC
GMSPD
PC
PLO | |
| s.91(2A) | Duty to issue amended permit to owner if Tribunal so directs | PCofC
GMSPD
PC
PLO | |
| s.92 | duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90 | PCofC
GMSPD
PC
PLO | |
| s.93(2) | duty to give notice of VCAT order to stop development | PCofC
GMSPD
PC
PLO | |
| s.95(3) | function of referring certain applications to the Minister | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.95(4) | duty to comply with an order or direction | PCofC
GMSPD
PC
PLO | |
| s.96(1) | duty to obtain a permit from the Minister to use and develop its land | PCofC
GMSPD
PC | |
| s.96(2) | function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land | PCofC
GMSPD
PC | |
| s.96A(2) | power to agree to consider an application for permit concurrently with preparation of proposed amendment | PCofC
GMSPD
PC
PLO | |
| s.96C | power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s 96C | PCofC
GMSPD
PC | |
| s.96G | power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination | PCofC
GMSPD
PC | <p>Save where the proposed use and/or development.</p> <ul style="list-style-type: none"> Does not provide the required |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | (including power to give notice under s 23 of the Planning and Environment (Planning Schemes) Act 1996) | | <p>amount of car parking spaces pursuant to Clause 52.06, Colac Otway Planning Scheme.</p> <ul style="list-style-type: none"> • Or proposed development is in excess of eight (8) metres in overall height above natural ground level. • Or four (4) or more objections have been lodged against the grant of a permit. • Or where the application may have an affect on the broader community. |
| s.96H | power to give notice in compliance with Minister's direction | PCofC
GMSPD
PC | |
| s.96J | power to issue permit as directed by the Minister | PCofC
GMSPD
PC
PLO | |
| s.96K | duty to comply with direction of the Minister to give notice of refusal | PCofC
GMSPD
PC
PLO | |
| s.97C | power to request Minister to decide the application | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.97D(1) | duty to comply with directions of Minister to supply any document or assistance relating to application | PCofC
GMSPD
PC
PLO | |
| s.97G(3) | function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister | PCofC
GMSPD
PC
PLO | |
| s.97G(6) | duty to make a copy of permits issued under s.97F available for inspection | PCofC
GMSPD
PC
PLO | |
| s.97L | duty to include Ministerial decisions in a register kept under s.49 | PCofC
GMSPD
PC
PLO | |
| s.97O | duty to consider application and issue or refuse to issue certificate of compliance | PCofC
GMSPD
PC
PLO | |
| s.97P(3) | duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate | PCofC
GMSPD
PC
PLO | |
| s.97Q(2) | function of being heard by VCAT at hearing of request for | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | amendment or cancellation of certificate | PLO
EP
ECO | |
| s.97Q(4) | duty to comply with directions of VCAT | PCofC
GMSPD
PC
PLO
EP
ECO | |
| s.97R | duty to keep register of all applications for certificate of compliance and related decisions | PCofC
GMSPD
PC
PLO | |
| s.98(1)&(2) | function of receiving claim for compensation in certain circumstances | PCofC
GMSPD
PC | |
| s.98(4) | duty to inform any person of the name of the person from whom compensation can be claimed | PCofC
GMSPD
PC | |
| s.101 | function of receiving claim for expenses in conjunction with claim | PCofC
GMSPD
PC | |
| s.103 | power to reject a claim for compensation in certain circumstances | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|--|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.107 | function of receiving claim for compensation | PCofC
GMSPD
PC | |
| s.114(1) | power to apply to the VCAT for an enforcement order | PCofC
GMSPD
PC
PLO | |
| s.117(1)(a) | function of making a submission to the VCAT where objections are received | PCofC
GMSPD
PC
PLO
EP
ECO | |
| s.120(1) | power to apply for an interim enforcement order where s.114 application has been made | PCofC
GMSPD
PC
PLO | |
| s.123(1) | power to carry out work required by enforcement order and recover costs | PCofC
GMSPD
PC | |
| s.123(2) | power to sell buildings, materials, etc salvaged in carrying out work under s.123(1) | PCofC
GMSPD
PC | Except Crown Land |
| s.129 | function of recovering penalties | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | MF | |
| s.130(5) | power to allow person served with an infringement notice further time | PCofC
GMSPD
PC | |
| s.131(1) | power to withdraw planning infringement notice | PCofC
GMSPD
PC | |
| s.131(3) | duty to refund penalty where infringement notice withdrawn | PCofC
GMSPD
PC | |
| s.133 | power to enter land as an Authorised Officer | PCofC
GMSPD
PC | |
| s.149A(1) | power to refer a matter to the VCAT for determination | PCofC
GMSPD
PC
PLO | |
| s.156 | duty to pay fees and allowances (including a payment to the Crown under subsection (2A) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B)), power to ask for contribution under subsection (3) and power to abandon | PCofC
GMSPD
PC | Where Council is the relevant planning authority. |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|-----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | amendment or part of it under subsection (4) | | |
| s.171(2)(f) | power to carry out studies and commission reports | PCofC
GMSPD
PC | |
| s.171(2)(g) | power to grant and reserve easements | PCofC
GMSPD
PC | |
| s.173 | power to enter into agreement covering matters set out in s.174 | PCofC
GMSPD
PC | |
| --- | power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority | PCofC
GMSPD
PC
PLO | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---|----------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| --- | power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority | PCofC
GMSPD
PC | |
| s.178 | power to amend a s.173 agreement | PCofC
GMSPD
PC | |
| s.179(1) | duty to lodge agreement with Minister | PCofC
GMSPD
PC | |
| s.179(2) | duty to make available for inspection copy agreement | PCofC
GMSPD
PC | |
| s.181 | power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General | PCofC
GMSPD
PC | |
| s.182 | power to enforce an agreement | PCofC
GMSPD
PC
MP | |
| s.183 | duty to tell Registrar of Titles of ending/amendment of agreement | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|--|-----------------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | MP | |
| s.198(1) | function to receive application for planning certificate | PCofC
GMSPD
PC
PLO
MP | |
| s.199(1) | duty to give planning certificate to applicant | PCofC
GMSPD
PC
PLO
MP | |
| s.201(1) | function of receiving application for declaration of underlying zoning | PCofC
GMSPD
PC
PLO
MP | |
| s.201(3) | duty to make declaration | PCofC
GMSPD
PC
MP | |
| - | power to approve development plans under the planning scheme | PCofC
GMSPD
PC
MP | |
| - | power to approve any plan required to be approved as a | PCofC
GMSPD
PC | |

| PLANNING AND ENVIRONMENT ACT 1987 | | | |
|--|---------------------------------|-----------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | condition of a planning permit. | MP | |

| PLANNING AND ENVIRONMENT REGULATIONS 2005 | | | |
|--|---|-----------------------------------|-----------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | COMMENTS |
| r 6 | duty of responsible authority to provide copy of matter considered under section 60(1A)(g) for inspection free of charge | PCofC
GMSPD
PC
PLO
MP | |
| r7 | duty of responsible authority to provide copy information or report requested by Minister | PCofC
GMSPD
PC
PLO
MP | |
| r22 | power of responsible authority to require verification of information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in application for permit or to amend a permit or any information provided under section 54 of the Act | PCofC
GMSPD
PC
PLO
MP | |
| r 55 | duty of responsible authority to tell Registrar of Titles under r 183 of the Act of the cancellation or amendment of an agreement | PCofC
GMSPD
PC
PLO
MP | |

| PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2000 | | | |
|---|---|----------------------------|-----------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | COMMENTS |
| r.13(1) | power to waive or rebate fee in prescribed circumstances | PCofC
GMSPD
PC
MP | |
| r.13(2) | power to waive or rebate fee for amendment to a planning scheme in prescribed circumstances | PCofC
GMSPD
PC
MP | |
| r.13(3) | duty if fee waived or rebated to record the matters taken into account and which formed the basis of the decision | PCofC
GMSPD
PC
MP | |

| RESIDENTIAL TENANCIES ACT 1997 | | | |
|---------------------------------------|--|-----------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.522 | give a compliance notice to a person | LLC | |
| s.525(2) | power to authorise an officer to exercise powers in s.526 (either generally or in a particular case) | GMCCS | |
| s.525(4) | duty to issue identity card to authorised officers | GMCCS | |
| s.526(5) | duty to keep record of entry by authorised officer under section 526 | LLC | |
| s.527 | power to authorise a person to institute proceedings (either generally or in a particular case) | LLC | |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 1999 | | | |
|--|---|-----------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r.8(a) | power to: <ul style="list-style-type: none"> grant registration or renewal of registration issue a certificate of registration or renewal of registration | MHCS
EHC
EHO | |
| r.11 | power to grant transfer of registration and duty to cause current certificate of registration to be endorsed | MHCS
EHC | |
| r.13 | keep a register of caravan parks | MHCS
EHC | |
| r.14(3) | approve place for display of certificate and other documents | MHCS
EHC | |
| r.20 | determine a lesser time for notification of details of intended installation | MHCS
EHC | |
| r.33 | power to form view that refuse receptacles are sufficient and clean | MHCS
EHC | |
| r.34 | power to form view that refuse is disposed of adequately | MHCS
EHC | |
| r.35 | duty to consult with the relevant fire authority and determine: | GMSPD
MFPO
MHCS | |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 1999 | | | |
|--|---|-------------------------------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | <ul style="list-style-type: none"> • the fire fighting facilities to be provided • space for firefighter access | EHC
MBRS | |
| r.36 | duty to consult with the relevant fire authority and determine an emergency management plan | GMSPD
MHCS
MFPO
EHC | |
| r.38 | power to approve the installation of a rigid annexe in a caravan park | GMSPD
MHCS
EHO
EHC
MBRS | |
| r.39 | power to approve lighting | GMIS
MHCS
EHO
EHC
MBRS | |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|---|--------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s11(1) | power to declare a road by publishing a notice in the Government Gazette | MAD
CC | obtain consent in circumstances specified in s11(2) |
| s11(8) | power to name a road or change the name of a road by publishing notice in Government Gazette | PCS | |
| s11(9)(b) | duty to advise Registrar | PCS | |
| s11(10) | duty to inform Secretary to Department of Sustainability and Environment of declaration etc. | MAD
PCS
CC | |
| s12(4) | power to publish, and provide copy, notice of proposed discontinuance | GMI&S
CC
MAD | power of coordinating road authority |
| s12(10) | duty to notify of decision made | GMI&S
CC
MAD | power of coordinating road authority |
| s13(1) | power to fix a boundary road by publishing notice in Government Gazette | GMI&S
MAD
CC | power of coordinating road authority and obtain consent under s13(3) and s13(4) as appropriate |
| s14(7) | power to appeal against decision of VicRoads | GMI&S | |
| s15(1) | power to enter into arrangement with another road authority or a utility to transfer a road management function of the road authority to the other road authority or to the utility | GMI&S | |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|-----------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s15(1A) | power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority | GMIS
MAD | |
| s15(2) | duty to include details of arrangement in public roads register | GMIS
MAD | |
| s16(7) | power to enter into an arrangement under s15 | GMI&S | |
| s16(8) | duty to enter details of determination in public roads register | GMIS
MAD | |
| s17(2) | duty to register public road in public roads register | MAD | power of coordinating road authority |
| s17(3) | power to decide that a road is reasonably required for general public use | GMIS | power of coordinating road authority |
| s17(3) | duty to register a road reasonably required for general public use in public roads register | MAD | power of coordinating road authority |
| s17(4) | power to decide that a road is no longer reasonably required for general public use | GMI&S | power of coordinating road authority |
| s17(4) | duty to remove road no longer reasonably required for general public use from public roads register | MAD | power of coordinating road authority |
| s18(1) | power to designate ancillary area | GMI&S | power of coordinating road authority, and obtain consent in circumstances specified in s18(2) |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|-----------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s18(3) | duty to record designation in public roads register | MAD | power of coordinating road authority |
| s19(1) | duty to keep register of public roads in respect of which it is the coordinating road authority | GMI&S | |
| s19(4) | duty to specify details of discontinuance in public roads register | GMI&S | |
| s19(5) | duty to ensure public roads register is available for public inspection | GMI&S | |
| s.21 | power to reply to request for information or advice | GMI&S | obtain consent in circumstances specified in s11(2) |
| s.22(2) | power to comment on proposed direction | GMI&S | |
| s.40(1) | duty to inspect, maintain and repair a public road. | | |
| s42(1) | power to declare a public road as a controlled access road | GMI&S | power of coordinating road authority and Schedule 2 also applies |
| s42(2) | power to amend or revoke declaration by notice published in Government Gazette | GMI&S | power of coordinating road authority and Schedule 2 also applies |
| s.53(2) | power to cause notice to be published in Government Gazette of amendment etc of document in road management plan | GMI&S
MAD | |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|--------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s.54(2) | duty to give notice of proposal to make a road management plan | GMI&S | |
| s.55(1) | duty to cause notice of road management plan to be published in Government Gazette and newspaper | GMI&S | |
| s.63(1) | power to consent to conduct of works on road | GMI&S
MCW | power of coordinating road authority |
| s.63(2)(e) | power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency | GMIS
MCW
MAD | power of infrastructure manager |
| s.64(1) | duty to comply with clause 13 of Schedule 7 | GMIS
MCW
MAD | duty of infrastructure manager or works manager |
| s.66(1) | power to consent to structure etc | LLC | power of coordinating road authority |
| s.67(3) | power to request information | LLC | power of coordinating road authority |
| s.68(2) | power to request information | LLC | power of coordinating road authority |
| s71(3) | power to appoint an authorised officer | GMSPD | |
| s86 | duty to keep register re s85 matters | GMSPD | |
| s87(2) | power to investigate complaint and provide report | GMSPD | |
| s116 | power to cause or carry out inspection | MAD | |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|---|-----------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| s120(2) | power to seek consent of VicRoads | GMI&S
MCW | |
| s121(1) | power to enter into an agreement re works | GMI&S
MCW | |
| Schedule 2
Clause 2(1) | power to make a decision re controlled access roads | GMI&S | |
| Schedule 2
Clause 3(1) | power to make policy about controlled access roads | GMI&S | |
| Schedule 2
Clause 3(2) | power to amend, revoke or substitute policy about controlled access roads | GMI&S | |
| Schedule 2
Clause 5 | duty to publish notice of declaration | GMI&S | |
| Schedule 5A
Clause 15(3) | duty to provide a certificate under clause 15(2)(d)(ii) of schedule 5A on the written request of VicRoads | | |
| Schedule 5A
Clause 26 | duty to surrender land to the Crown following an order of the Governor in Council | | |
| Schedule 5A
Clause 27 | duty to surrender Council's interest in any Crown land to the Crown following an order of the Governor in Council | | |
| Schedule 5A
Clause 51 | power to claim from VicRoads an amount for loss or expense incurred as a result of an order under | | |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|--|----------------------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | Division 2 Part 5 of the Act. | | |
| Schedule 7, Clause 7(1) | duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve | GMIS
MCW | duty of infrastructure manager or works manager |
| Schedule 7, Clause 8(1) | duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road | GMIS
MCW | duty of infrastructure manager or works manager |
| Schedule 7, Clause 9(1) | duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works | GMIS
MCW
GMIS
MCW | duty of infrastructure manager or works manager responsible for non-road infrastructure |
| Schedule 7, Clause 9(2) | duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance | GMIS
MCW | duty of infrastructure manager or works manager |
| Schedule 7, Clause 10(2) | where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected | GMIS
MCW | duty of infrastructure manager or works manager |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|---|--------------------|--------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| Schedule 7
Clause 12(2) | power to direct infrastructure manager or works manager to conduct reinstatement works | GMI&S | power of coordinating road authority |
| Schedule 7
Clause 12(3) | power to take measures to ensure reinstatement works are completed | GMI&S | power of coordinating road authority |
| Schedule 7
Clause 12(4) | duty to ensure that works are conducted by an appropriately qualified person | GMI&S
MCW | power of coordinating road authority |
| Schedule 7
Clause 12(5) | power to recover costs | GMI&S
MCW
MF | power of coordinating road authority |
| Schedule 7,
Clause 13(1) | duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7, Clause 13(2) | GMIS
MCW | duty of works manager |
| Schedule 7
Clause 13(2) | power to vary notice period | GMIS
MCW | power of coordinating road authority |
| Schedule 7,
Clause 13(3) | duty to ensure works manager has complied with obligation to give notice under Schedule 7, Clause 13(1) | GMIS
MCW | duty of infrastructure manager |
| Schedule 7
Clause 16 | power to consent to proposed works | GMIS
MAD
MCW | power of coordinating road authority |
| Schedule 7
Clause 17(2) | power to refuse to give consent | GMI&S
MAD | power of coordinating road authority |

| ROAD MANAGEMENT ACT 2004 | | | |
|---------------------------------|---|---------------------|--|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| | | MCW | |
| Schedule 7
Clause 18(1) | power to enter into an agreement | GMI&S
MCW
MAD | power of coordinating road authority |
| Schedule 7
Clause 19(1) | power to give notice requiring rectification of works | GMI&S
MAD | power of coordinating road authority |
| Schedule 7
Clause 20(1) | power to require removal, relocation, replacement or upgrade of existing non-road infrastructure | MAD
LLC | power of coordinating road authority |
| Schedule 7A
Clause 2 | power to cause street lights to be installed on roads | | power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road. |
| Schedule 7A
Clause 3(1)(d) | duty to pay installation and operation costs of street lighting – where road is not an arterial road. | | where Council is the responsible road authority for the road. |
| Schedule 7A
Clause 3(1)(e) | duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas. | | where Council is the responsible road authority. |
| Schedule 7A
Clause (3)(1)(f) | duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4. | | where Council is responsible road authority that intalled the light (re. installation costs) and where Council is relevant municipal Council (re operating costs). |

| ROAD MANAGEMENT (GENERAL) REGULATIONS 2005 | | | |
|---|---|-----------------|--------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r.301 | duty to conduct reviews of road management plan | GMI&S
MAD | |
| r.302(2) | duty to give notice of review of road management plan | GMI&S
MAD | |
| r.302(5) | duty to produce written report of review of road management plan and make report available | GMI&S
MAD | |
| r.303 | duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the Act | GMI&S
MAD | |
| r.306(2) | duty to record on road management plan the substance and date of effect of amendment | MAD | |
| r.501(1) | power to issue permit | GMI&S
MAD | power of coordinating road authority |
| r.501(4) | power to charge fee for issuing permit under r.501(1) | GMI&S | power of coordinating road authority |
| r.503(1) | power to give written consent to person to drive on road a vehicle which is likely to cause damage to road | GMI&S
MAD | power of coordinating road authority |
| r.508(3) | power to make submission to Tribunal | GMI&S | power of coordinating road authority |

| ROAD MANAGEMENT (GENERAL) REGULATIONS 2005 | | | |
|---|---|-----------------|-------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r.509(1) | power to remove objects, refuse, rubbish or other material deposited or left on road | MCW
LLC | power of responsible road authority |
| r.509(2) | power to sell or destroy things removed from road or part of road (after first complying with r.509(3)) | GMI&S
LLC | power of responsible road authority |
| r.509(4) | power to recover in the Magistrates' Court, expenses from person responsible | GMI&S
LLC | |

| ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2005 | | | |
|--|---|-----------------|--------------------------------------|
| Column 1 | Column 2 | Column 3 | Column 4 |
| PROVISION | THING DELEGATED | DELEGATE | CONDITIONS & LIMITATIONS |
| r.10 | power, where consent given under s.63(1) of the Act, to exempt a person from requirement under clause 13(1) of Schedule 7 to that Act to give notice as to the completion of those work | GMI&S
MCW | power of coordinating road authority |
| r.18(2) | power to waive whole or part of fee in certain circumstances | GMI&S | power of coordinating road authority |

Risk Management & Compliance Issues

Under section 197F of the Local Government Act each member Council of the CRLC must ratify the Local Law before it can be made by the Corporation.

Once all Councils have ratified the Local Law the procedure for making a local law is set out in the Local Government Act and it is proposed that the following process will be followed:

- 1) The Board resolves to agree in principle to the draft and advises the party Councils of its intention to develop the Local Law and seek their respective ratification – 13 March 2008.
- 2) The party Councils to advise the Board, pursuant to section 197F of the Act, of their respective ratification of the Local Law – this letter.
- 3) The Board can then resolve to give public notice of its intention to make the Local Law.
- 4) Notice of intention to make the Local Law is then advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.
- 5) Public submissions can then be made on the proposed Local Law.
- 6) The Board then resolves to adopt or amend the Local Law.
- 7) Finally, the making of the Local Law is advertised in the Victoria Government Gazette, the Colac Herald and the Warrnambool Standard.

Environmental Considerations N/A

Communication Strategy/Consultation

Once all Councils in the CRLC have ratified the Local Law, the Board will carry out the submission process as detailed above.

Implementation

Once all Councils have ratified the Local Law the next steps in the process for making it will be undertaken.

Conclusion

The Corangamite Regional Library Corporation have advised Council that it has prepared a draft Meeting Procedure Local Law 2008.

Under Section 197F of the Local Government Act, Council is required to ratify it before taking the next steps in the process.

Attachments

Corangamite Regional Library Corporation Meeting Procedures Local Law 2008 (Local Law No 1 of 2008).

Recommendation

That Council ratifies the Corangamite Regional Library Corporation – Meeting Procedures Local Law 2008 (Local Law No 1 of 2008).

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**CORANGAMITE REGIONAL LIBRARY
CORPORATION**

**MEETING PROCEDURES LOCAL LAW
2008**

Draft No. 2

LOCAL LAW No.1 of 2008

MEETING PROCEDURES LOCAL LAW

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CORANGAMITE REGIONAL LIBRARY CORPORATION

MEETING PROCEDURE LOCAL LAW 2008

PART 1

PRELIMINARY

L1.1 TITLE

This is the "Meeting Procedure Local Law 2008" (Local Law No. 1 of 2008).

L1.2 OBJECTIVES OF THIS LOCAL LAW

The principal objectives of this Local Law are to:-

- a) regulate and control the use of the Common Seal of the Corporation;
- b) regulate and control the election of Chair and Deputy Chair; and
- c) regulate and control the procedures of meetings of the Corporation.

L1.3 POWER TO MAKE THIS LOCAL LAW

This Local Law is made under the provisions of Part 5 of the Local Government Act 1989.

L1.4 COMMENCEMENT DATE OF THIS LOCAL LAW

This Local Law shall come into operation on the day following publication of its making in the Victoria Government Gazette.

L1.5 DATE THIS LOCAL LAW CEASES OPERATION

Unless this Local Law is revoked sooner, its operation will cease ten (10) years after the day it comes in to operation.

L1.6 DEFINITIONS

In this Local Law, unless inconsistent with the context, the following words have the meanings as stated:

| Words | Meaning |
|---------------------|---|
| Act: | Means the Local Government Act 1989. |
| Agreement: | Means the Agreement to form the Corangamite Regional Library Corporation or any supplementary agreement. |
| Agenda: | Means the notice of a meeting setting out the business to be transacted at the meeting. |
| Authorised Officer: | Means an officer authorised by the Chief Executive Officer or the Chair to carry out specified tasks or duties including the removal of any person from a Meeting as ordered by the Chair or resolved by the Board. |

| | |
|--------------------------|--|
| Board: | Means the governing body of the Corangamite Regional Library Corporation established under the Agreement. |
| Chair: | Means the Chair of the Corporation and includes the Deputy Chair. |
| Chief Executive Officer: | Means the Chief Executive Officer of the Corporation or an Officer of the Corporation temporarily holding or acting in the position of Chief Executive Officer. |
| Clause: | Means a clause of this Local Law. |
| Committee: | Means a Committee appointed by the Board. |
| Common Seal: | Means the common seal of the Corporation. |
| Corporation: | Means the Corangamite Regional Library Corporation. |
| Councillor: | Means a Councillor of a Council being a party to the Agreement |
| Deliver: | Includes transmission by Facsimile or Electronic Mail. |
| Deputy Member: | Means a person appointed by a Party Council to act as deputy in place of one of its appointed Members, in accordance with the Agreement. |
| Formal Motion: | Means a motion related to a formal procedure and Includes the following:- <ol style="list-style-type: none">a) that the motion be put;b) that the question lay on the table;c) that the meeting proceed to the next business;d) that the question be not now put; ande) that the motion and amendment now before the meeting be adjourned. |
| Member: | Means a person appointed by a Part Council as a Member of the Board in accordance with the Agreement. |
| Meeting: | Means an Ordinary Meeting or a Special Meeting of the Corporation. |
| Offence: | Means an offence against this Local Law. |
| Officer: | Means a staff member or employee of the Corporation. |
| Ordinary Meeting: | Means an Ordinary Meeting of the Corporation. |
| Part: | Means a Part of this Local Law. |
| Party Council: | Means a Council which is a signatory to the Agreement. |
| Penalty Units: | Means penalty units as prescribed in Section 5 of the Sentencing Act 1991 (as amended). |
| Special Meeting: | Means a Special Meeting of the Corporation. |

PART 2

USE OF THE COMMON SEAL

L2.1 PURPOSE

The purpose of this Part is to regulate the use of the Common Seal and to prohibit unauthorised use of the Common Seal or any device resembling the Common Seal.

L2.2 USE OF THE COMMON SEAL

- 1) The Common Seal of the Corporation must only be used by resolution of the Corporation, as required by Section 196 (5) (c) of the Act.
- 2) The Chief Executive Officer must ensure that there is kept a Common Seal register which records for each time the Common Seal is affixed to a document:
 - a) a description of the document;
 - b) the date on which the Common seal was affixed;
 - c) the names of the persons who signed as witnesses;
 - d) the date of the authorising Corporation resolution.

L2.3 SIGNATURE TO ACCOMPANY COMMON SEAL

Every document to which the Common Seal is affixed must be signed by the Chief Executive Officer.

L2.4 UNAUTHORISED USE OF THE COMMON SEAL

It is an offence for a person to use the Common Seal or any device or representation resembling the Common Seal without authority given by resolution of the Corporation.

Penalty: Twenty (20) penalty units.

L2.5 SECURITY OF THE COMMON SEAL

The Chief Executive Officer must keep the Common Seal in safe custody.

PART 3

ELECTION OF THE CHAIR AND DEPUTY CHAIR

L3.1 PURPOSE

The purpose of this Part is to regulate the proceedings for the election of Chair and Deputy Chair.

L3.2 ELECTION OF CHAIR

- 1) Members must elect a Member as the Chair.
- 2) The Chair is to be elected at the first meeting held after the last Saturday in November in each year or as soon as possible if a vacancy occurs in the office of Chair.
- 3) To deal with the receipt of nominations for the election of the Chair any Member may be elected as temporary chair.
- 4) The Chief Executive Officer shall be responsible for the counting of votes.

L3.3 PROCEDURE FOR ELECTION OF CHAIR

- 1) The election of the Chair shall be by a show of hands or if the Board so resolves, by secret ballot.
- 2) The Member who receives the majority of votes cast must be declared elected.
- 3) For the purpose of sub-clause (2), the following will apply:
 - a) nominations must be moved and seconded;
 - b) where only one nomination is received, that Member must be declared elected; or
 - c) where two nominations are received, the Member with the majority of votes cast must be declared elected; or
 - d) where there are more than two nominations received, the candidate with the fewest number of votes cast must be eliminated (and if more than one of them, the candidate determined by lot) and the names of the remaining candidates must be put to the vote again. This procedure must continue until there are only two candidates remaining and when only two candidates remain, then paragraph (c) applies;
 - e) if at any time during the process of electing the Chair there is an equal number of votes cast then the election must be determined by lot.

L3.4 PROCEDURE FOR ELECTION OF DEPUTY CHAIR

Where the Corporation resolves to elect a Deputy Chair:

- a) the election must take place after the election of the Chair and the Chair is to preside at the election;
- b) the provisions of clause L3.3 will apply to the election of the Deputy Chair, as if a reference to Chair were a reference to Deputy Chair; and
- c) the Chief Executive Officer shall be responsible for the counting of votes.

PART 4
BOARD MEETINGS

L4.1 PURPOSE

The purpose of this Part is to regulate date, time and place of meetings of the Corporation and the preparation, distribution and content of agendas

L4.2 DATE, PLACE AND TIME OF MEETINGS

- 1) The dates, times and places of Ordinary Meetings are within the discretion of the Board.
- 2) The Chair or at least three (3) Members may by written notice to the Chief Executive Officer call a Special Meeting of the Corporation:
 - a) the notice must specify the date, time and place of the Special meeting and the business to be transacted;
 - b) the Chief Executive Officer must call the Special Meeting as specified in the notice; and
 - c) unless all Members are present and unanimously agree to deal with other matters only the business specified in the notice is to be transacted.

L4.3 AGENDA

- 1) The Chief Executive Officer must, in respect of:
 - a) an Ordinary Meeting, determine which matters are to be included in the agenda for the Meeting; and
 - b) a Special Meeting, ensure that the matters included in the call of the Meeting are included in the agenda for the Meeting.
- 2) The Chief Executive Officer must deliver to each Member a copy of the Agenda for an Ordinary Meeting and any Special Meeting, not less than two working days before the meeting is to be held.

L4.4 ORDER OF BUSINESS FOR ORDINARY MEETINGS

- 1) The order of business for Ordinary Meetings will be determined by the Chief Executive Officer to facilitate and maintain open, efficient and effective processes.
- 2) Notwithstanding sub-clause (1), the order of business for Ordinary Meetings shall make provision for:
 - a) Confirmation of minutes of previous Meetings;
 - b) Management Reports;
 - c) Notices of Motion;
 - d) General Business; and
 - e) Urgent Business.
- 3) No business may be conducted at an Ordinary Meeting unless it is business of which notice has been given either by inclusion in the agenda or any report accompanying the agenda or in a notice of motion.

- 4) Sub-clause (2) above does not prevent Urgent Business being considered in accordance with clause L4.14.

L4.6 MEMBERS NOTICES OF MOTION

- 1) Members must give notices of motion in writing to the Chief Executive Officer in sufficient time to allow the Chief Executive Officer to deliver the notices to all Members in the manner and time required for delivery of the Agenda.
- 2) The Chief Executive Officer must date and number all notices of motion in the order received.
- 3) Should a Member who has given notice of motion:
 - a) be absent from the meeting; or
 - b) fail to move the motion when called upon by the Chair –then any other Member may move the motion forthwith or move to defer its consideration.

L4.7 REJECTION OF A MEMBER NOTICE OF MOTION

Where the Chief Executive Officer considers that any Member Notice of Motion is:

- a) too vague;
- b) defamatory;
- c) objectionable in language or nature; or
- d) is outside the powers of the Corporation,

the Chief Executive Officer must reject acceptance of the Member Notice of Motion.

L4.8 GENERAL BUSINESS

Members may raise items of General Business without notice to other members relating to an issue, providing that a resolution to act on the issue is not accepted, other than to receive the information, or to seek further information or a report.

L4.9 URGENT BUSINESS

The Board may consent to the introduction and consideration of a matter as urgent business on the motion carried by a two-thirds majority of the whole of the Members.

PART 5
MINUTES OF BOARD MEETINGS

L5.1 PURPOSE

The purpose of this Part is to regulate the keeping and confirmation of minutes of all meetings of the Corporation.

L5.2 KEEPING OF MINUTES

The Chief Executive Officer is responsible for arranging for the recording of the minutes of each Meeting.

L5.3 CONTENTS OF MINUTES

- 1) In keeping the minutes of any Meeting the Chief Executive Officer must arrange the recording of the minutes to show:
 - a) the place, date and time of each Meeting,
 - b) the names of all Members and whether they are present, an apology, on leave of absence, etc;
 - c) the names and titles of all officers of the Corporation in attendance;
 - d) arrivals and departure times, including temporary departures, of Members and officers during the course of the meeting;
 - e) all declarations of direct and indirect pecuniary interests by Members in matters on the Agenda of the meeting;
 - f) every motion and amendment moved, including the names of the mover and seconder;
 - g) the outcome of every motion put to the vote, the result of either carried or lost, withdrawn by consent of the Board or lapsed for want of a seconder;
 - h) the vote cast by each Member on each division called;
 - i) details of failure to raise or maintain a quorum;
 - j) the time and reason for any suspension of standing orders;
 - k) the time and reason for any adjournment of the Meeting; and
 - l) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the Meeting or the reading of the minutes.
- 2) In addition the minutes shall be:
 - a) consecutively page numbered; and
 - b) indexed.

L5.4 CONFIRMATION OF MINUTES

The Board at each Ordinary Meeting, must:

- a) pass a motion to confirm the minutes of the previous Ordinary Meeting and all other meetings held since the previous Ordinary Meeting, if a copy has been posted or delivered to each Member not less than two working days before the meeting; or

- b) require the minutes to be read prior to the passing of a motion to confirm them, if a copy has not been posted or delivered to each Member not less than two working days before the meeting.
- c) The Board must not discuss the contents of the minutes except as to their accuracy as a record of proceedings.
- d) The Chair must sign the minutes when they have been confirmed.

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PART 6
PROCEDURE AT BOARD MEETINGS

L6.1 PURPOSE

The purpose of this Part is to regulate proceedings at all meetings of the Corporation and of Special Committees.

L6.2 QUORUM

- 1) A Quorum is formed when at least one Member from three of the Party Councils is present at a Board meeting.
- 2) A Deputy Member may attend if an appointed Member is unavailable.

L6.3 FAILURE TO RAISE OR MAINTAIN A QUORUM

- 1) A majority of the Members present, or the Chief Executive Officer if no Members are present, must adjourn an Ordinary or Special Meeting for the following reasons:
 - a) If there is an insufficient number of Members present to form a quorum within thirty (30) minutes of the time for which the meeting was called; or
 - b) If, during an Ordinary or Special Meeting, a number of Members leave the meeting room and a quorum cannot be maintained for the remainder of the meeting.
- 2) The provisions of clause L4.2.2 shall apply to Meetings adjourned as a consequence of the failure to raise or maintain a quorum.

L6.4 CHAIR'S DUTY

- 1) The Chair must not accept any motion or amendment which is:
 - a) defamatory;
 - b) objectionable in language or nature;
 - c) outside the powers of the Corporation; or
 - d) not relevant to any item of business on the agenda.
- 2) The Chair may decide to put any motion to the vote in parts.
- 3) The Chair will decide all points of order by stating the provision, rule, practice or precedent which the Chair considers applicable to the point raised.

L6.5 MOTIONS

- 1) Motions and amendments must be:
 - a) within the powers and functions of the Board,
 - b) related to an item of business on the agenda or before the Meeting; and
 - c) clear and unambiguous and not defamatory or objectionable in content or nature.
- 2) The Chair must refuse to accept a motion or amendment which conflicts with Clause L6.4 (1)

- 3) The Chair may require motions to be put in writing.

L6.6 PROCEDURE FOR MOVING MOTIONS AND AMENDMENTS

- 1) The mover must state the subject and nature of the motion or amendment.
- 2) The Chair must call for a seconder.
- 3) If there is no seconder to a motion or amendment, the Chair must declare the motion or amendment to have lapsed.
- 4) The Chair must call upon the mover of a motion to speak to the motion after it has been seconded.
- 5) The Chair must call upon the seconder of a motion to speak to the motion after the mover has spoken.
- 6) The Chair must call upon any other Member who may wish to speak against the motion, to speak after the mover and seconder of the motion have spoken to the motion.
- 7) The Chair may put the motion to the vote or may call upon any other Member to speak if no Member has indicated an intention to speak against the motion.
- 8) Any Member except the mover or seconder of the motion may move or second and amendment to the motion.
- 9) Any Member may speak once on a motion and once on each amendment
- 10) The mover of a motion has the right to speak in reply prior to the motion being put to the vote.
- 11) The mover of an amendment has the right to speak in reply.
- 12) The Chair or the Board by resolution may permit a Member to make a personal explanation or to claim that he or she has been misrepresented or misunderstood.
- 13) Any Member may call for a point of order during a debate whether or not he or she has spoken to the motion. A Member who calls a point of order retains the right to speak to the motion.
- 14) The consent of the Board must be obtained to withdraw a motion or amendment.
- 15) The Board must not consider a second or subsequent amendment until it has dealt with any previous amendment.
- 16) A Member must not move a motion to initiate a subject for discussion except by giving notice of motion or unless the Board consents to the introduction and consideration of the subject matter as urgent business.

L6.7 DEBATE

- 1) A Member must address the Chair to move a motion, amendment or take part in debate.
- 2) The Member acknowledged by the Chair is to speak and must not be interrupted unless:
 - a) he or she is called to order; or
 - b) his or her speaking time has expired; or
 - c) a point of order is raised; or

- d) a formal motion is moved.
- 3) Members must designate each other by their official titles during debate and throughout the meeting.

L6.8 TIME LIMITS

A Member may speak for no longer than the time specified below, unless the Board grants an extension:

| | |
|---|-----------|
| The mover of a motion | 5 minutes |
| Any other speaker | 3 minutes |
| The mover of a motion exercising the right of reply | 2 minutes |

L6.9 ADDRESSING A MEETING

- 1) Any Member or person who addresses a Meeting must direct all remarks through the Chair.
- 2) Any Member or person addressing the Chair should refer to the Chair as Mr Chair or Madam Chair, as the case may be.

L6.10 VOTING

- 1) Members must vote by show of hands when the Chair puts a motion to the vote. The Chair must declare the result of the vote.
- 2) All Members present in the meeting room when a vote is taken must vote once only.
- 3) Subject to the Act, the Chair must use a casting (second) vote if there is an equality of votes recorded on any motion.
- 4) The Chief Executive Officer must record in the Minutes of the meeting the name of any Member who requests that his or her vote be recorded against the motion or amendment.
- 5) Upon the resolution of the Board, the vote for the election of a member or other person to any position, may be conducted by secret ballot.

L6.11 DIVISIONS

- 1) A Member may call for a division on any motion after the Chair has declared the result.
- 2) The Chair must first call upon Members to vote in favour of the motion and then upon Members to vote against the motion when a Member has requested a division.
- 3) Members must vote by show of hand and the Chair must declare the result of the division.
- 4) The Chief Executive Officer must record in the minutes of the meeting the names of the Members who voted favour of the motion and the names of the Members who voted against the motion, and the result of the division.
- 5) This Clause shall not apply in the case of an election by secret ballot.

L6.12 POINTS OF ORDER

- 1) A point of order may be raised on the grounds that the matter is:
 - a) contrary to this Local Law;
 - b) defamatory;
 - c) irrelevant
 - d) outside the Board's power; or
 - e) improper.
- 2) Expressing a mere difference of opinion or contradicting a speaker will not be treated as a point of order.

L6.13 FORMAL MOTIONS

- 1) Unless otherwise prohibited a formal motion may be moved at any time and upon being seconded, must be dealt with immediately by the Chair.
- 2) The mover of a formal motion must not have moved, or seconded the question before the Chair or any amendment of it.
- 3) A formal motion cannot be moved by the Chair.
- 4) Unless otherwise provided, debate on a formal motion is not permitted and the mover does not have a right of reply.
- 5) Other than in relation to the time, date and place of a proposed adjournment a formal motion cannot be amended.

L6.14 REVOCATION OR ALTERATION OF PREVIOUS RESOLUTIONS

- 1) Any Member who wishes to revoke or alter a resolution made previously by the Board must give notice of motion in writing to the Chief Executive Officer in sufficient time to allow him or her to arrange to post or deliver the notice to the Members not less than two working days prior to the meeting for which the notice was given.
- 2) The Chief Executive Officer must not accept a second or subsequent notice of motion to revoke or alter a resolution made previously by the Board for a period of six (6) months after the date of the meeting at which the Board dealt with the previous notice of motion to revoke or alter the resolution.

L6.15 ADJOURNMENT

- 1) A majority of the Members present may, by resolution, adjourn an Ordinary or Special Meeting if a Member or other person impedes the conduct of the meeting.
- 2) The Board, a majority of Members or the Chief Executive Officer if no Members are present, may adjourn an Ordinary or Special Meeting to a later time on the day for which the meeting was called or for a period not exceeding seven (7) days.
- 3) The Chief Executive Officer must deliver written notice of an adjourned meeting to all Members, except when the meeting is adjourned to a later time on the same day, in which case any form of notice may be given to all Members.
- 4) When a motion to adjourn an Ordinary or Special Meeting is before the Board, the Chair must not allow discussion on the motion to adjourn. If the Board fails

to pass the motion to adjourn, the Chair must resume the meeting at the item of business under consideration.

L6.16 SUSPENSION OF STANDING ORDERS

- 1) The provisions of this Local Law may be suspended for a particular purpose by motion of the Board.
- 2) No motions can be put during any period when standing orders are suspended.

L6.17 DISAGREEMENT WITH CHAIRPERSON'S RULING

- 1) A Member may move that the Chairperson's ruling be disagreed with.
- 2) A motion under this clause:
 - a) shall specify the ruling to be substituted for the Chairperson's ruling;
 - b) shall be considered in priority to any other business;
 - c) if carried, shall be acted upon instead of the ruling given by the Chairperson.

L6.18 SUSPENSIONS FROM MEETINGS

The Board may, by resolution, suspend from a meeting and for the balance of the meeting any Member whose actions have disrupted the business of the Board and impeded its orderly conduct.

L6.19 REMOVAL FROM MEETING ROOM

The Chair, an Authorised Officer, or the Board in the case of a suspension may have any person removed from the meeting room for reasons of disorderly conduct.

L6.20 MATTERS NOT PROVIDED FOR

In all cases not otherwise provided for under this Local Law;

- a) resort shall be had to the rules, forms and usages of Parliament which shall be followed so far as is practicable; or
- b) the Board may determine the matter by resolution.

L6.21 PRODUCTION OF DOCUMENTS

A Member may, at or prior to a Meeting, require the production of any documents kept at the Corporation offices which are directly relevant to the business being considered or to be considered at a Meeting.

L6.22 PETITIONS

- 1) A petition or joint letter presented to the Corporation must lay on the table until the next Ordinary Meeting of the Board.
- 2) No motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless the Board agrees to deal with it earlier.
- 3) Any Board member presenting a petition or joint letter will be responsible for ensuring that:

- a) He or she is familiar with the contents and purpose of the petition or joint letter; and
- b) The petition or joint letter is not derogatory or defamatory.

L.6.23 PUBLIC PARTICIPATION

- 1) At every Ordinary Meeting of the Board, time may be allocated to enable any member of the community to address the Board.
- 2) Sub-clause (a) does not apply during any period when the Board has resolved to close the meeting in respect of a matter under Section 89(2) of the Act.
- 3) The Board may allocate reasonable time to each person who wishes to address the Board having regard to:
 - a) The nature of the matter to be discussed;
 - b) Priorities in relation to other Board business;
 - c) Other members of the community present who also wish to address the Board; and
 - d) Whether such an opportunity has already been provided to the person.
- 4) Members of the public have the opportunity to ask questions of Board at a Public Question Time which will be conducted in accordance with any procedure adopted by Board from time to time.
- 5) Any member of the public or community addressing the Board must extend due courtesy and respect to the Board and the processes under which it operates and must take direction from the Chairperson whenever called upon to do so.

PART 7
SPECIAL COMMITTEES

L7.1 PURPOSE

The purpose of this Part is to regulate meetings of Special Committees.

L7.2 APPLICATION TO COMMITTEES

- 1) The Board may determine the role, membership quorum and voting rights applicable to Committees.
- 2) Part 6 with the exception of the rules limiting the number of times speaking to a motion, the rules relating to revocation or alteration of previous decisions, the application of time limits may be used as a guide to the conduct of meetings of Committees.

Draft No. 2

PART 8
OFFENCES

L8.1 OFFENCES

It is an offence for:

- a) a Member to refuse to withdraw an expression, considered by the Chair to be offensive, and to refuse to apologise after having been requested by the Chair to do so.

Penalty: Two (2) penalty units.

- b) any person not being a Member, who is behaving in a disorderly or improper manner, to refuse to leave the meeting room when requested to do so.

Penalty: Five (5) penalty units.

- c) any person to fail to obey a direction of the Chair in relation to the conduct of the meeting and the maintenance of order.

Penalty: Two (2) penalty units.

- d) a Member to refuse to leave the chamber upon suspension.

Penalty: Five (5) penalty units.

Draft No. 2

This Local Law was made by resolution of the Corangamite Regional Library Corporation on the (insert date).

THE COMMON SEAL of the CORANGAMITE)
REGIONAL LIBRARY CORPORATION)
was affixed hereto this (insert date) in the presence of:)

_____ Member

_____ Chief Executive Officer

The Regional Library Board resolved to advise Party Councils of its intention to develop this Local Law at its meeting of (insert date).

Party Councils advised, pursuant to section 197F of the Act of their respective ratification of the Local Law:

Colac-Otway Shire (insert date)

Corangamite Shire (insert date)

Moyne Shire (insert date)

Warrnambool City (insert date)

Draft No. 2

The Board resolved to give public notice of its intention to make this Local Law at its meeting held on the (insert date).

The notice of intention to make this Local Law was advertised in the Victoria Government Gazette on the (insert date), the Colac Herald on the (insert date) and the Warrnambool Standard on the (insert date).

The Board resolved to adopt this Local Law at its meeting held on the (insert date).

The notice of the making of this Local Law was duly advertised in the Victoria Government Gazette on the (insert date), the Colac Herald on the (insert date) and the Warrnambool Standard on the (insert date).

CORANGAMITE REGIONAL LIBRARY CORPORATION

BOARD MEETINGS – QUESTION TIME PROCEDURE

The following procedures/conditions apply to the operation of Question Time

Purpose

The Board's Meeting Procedure Local Law provides the opportunity for members of the public to ask questions related to issues in which the Board has a direct interest or responsibility.

Where, When and Who

The public question time is held at every Ordinary Meeting of the Board.

A maximum of 30 minutes has been provided for written questions and for questions without notice.

How to Register a Question

1. Members of the public are encouraged to submit any question not related to the Board agenda in writing so that a more well researched and complete response can be provided at the meeting.

2. Questions should be lodged to the Chief Executive Officer by 5 pm on the Monday preceeding an Ordinary Meeting.

3. Persons registering a question will need to complete and/or submit the following information:

- Name
- Address
- Organisation (if applicable)
- Date of Submission
- Question

4. The Chairperson shall read each question. The questioners or their representatives shall remain in the gallery.

Questions without Notice

1. Questions without notice relating to the Board Meeting agenda for that day are also welcomed.

2. Priority is given to registered questions.

3. Questions without notice may not be able to be answered at the meeting and may need to be followed up later in writing.

Acceptance of Questions

1. If the Chairperson so permits, a second speaker may support or add to an answer given, but questions shall not be debated by the Board during question time.

2. Questions shall be addressed to the Chairperson who's prerogative it is to direct who shall answer each question.

3. There shall be no right of reply to the questioner; however with the approval of the Chairperson, the questioner may ask up to two supplementary questions relating to the response to the substantive question.

4. The Chairperson and/or CEO have the right to decline acceptance of a question on the basis of:

- Prosecution, summonses or any other litigation;
- Most appropriately addressed by other means;
- Vague, irrelevant, insulting, improper or defamatory.

Detailed Responses

Questions requiring detailed research or detailed answers may be answered by letter.

4. That the member Councils be advised that the Corporation's Acting CEO (Sally Armistead) and Project Consultant (Graham Shiell) are available to brief the respective Councils on the proposed Budget Model and the various matters covered at the Board's March Workshop.
5. That a Board Meeting be held on 24 April 2008 to receive and consider the anticipated responses from the member councils to the 2008/2009 Budget proposal.
6. That the recruitment of a Chief Executive Officer be further deferred pending further direction from the Board at the meeting scheduled for 24 April 2008."

Council Plan/Other Strategies/Policy

The Council Plan indicates that the Shire is committed to providing and promoting quality health, recreation and community services.

The Library Service is an important community service.

Issues/Options

End of Year Acquittals

The annual acquittal process is a key to the ongoing financial viability of the Corporation.

The acquittal will be based on reconciliation between:

- The municipal contributions required to fund the actual expenditure; and
- The budgeted contributions which are based on budgeted expenditures.

Throughout the year it is reasonable to expect that there will be variances to the Board's budget whether through unforeseen circumstances, budgeting errors or other situations. The Corporation's CEO and the board will closely monitor the budget to ensure that any variances are minimized.

The acquittal will involve a two stage process.

- A preliminary acquittal will be undertaken at the end of March based on the projected end-of-year results (estimated after 9 months actual). Council contributions would be adjusted to reflect this update – either additional accounts raised or refunds made. The variances will therefore be taken up in the current financial year.
- The second stage, the final acquittal, will be undertaken at year end and be based on the actual. These variances would be brought to account through end-of-year journals. The additional accounts or refunds, as the case may be would be processed in the new financial year.

To achieve a positive liquidity ratio at 30 June 2008 an additional \$150,000 is required. This sum is the accumulation of several years of funding shortfalls.

The Board believes that an acquittal process would ensure that the build up of such a substantial amount in the future is avoided.

2008/09 Budget

As part of the Board's budget discussions a number of models were considered.

- Functional based model
- Superior class model
- First class

The Board has supported the 'Base Model' 2008/2009 Budget as presented at the Board Workshop on 3 March 2008.

The Base Model covers the following operational issues:

- Properly funds the current operations;
- No change to opening hours;
- Defines operational standards;
- Rent for regional headquarters.

Facilities:

- Prepare design standards for buildings;
- Expectations of better maintenance;
- Spending on capital at current level.

Customers:

- Focus on staff training and development.

The 2008/09 proposal sees an increase in Council's contributions.

Financial Plan

A review of the financial plan will include the inclusion of the end-of-year acquittal, details regarding the Council contributions formula and the 2008/09 budget figures.

Victorian Auditor General Report

The Auditor General assesses Regional Libraries using these measures:

- Underlying result ratio;
- Liquidity ratio;
- Investment gap ratio.

The Corangamite Regional Library is shown as "High risk of short-term and immediate viability concerns".

The acquittal process and budget for 2008/09 and beyond commences to address the various ratios and concerns raised in the report.

Options

Council can choose to agree or not agree with the recommendations put forward by the CRLC Board.

It is important that the financial issues raised by the Board and the Victorian Auditor General are addressed by Council as soon as possible.

Proposal

The proposal is to support the recommendations submitted by the CRLC Board.

The recommendations will have financial implications on all Councils in the CRLC, but will commence to address the financial issues.

The "short term and immediate viability" must be addressed. The Regional Service provides benefits to Council.

The service is supported by a regional agreement and service agreements.

The benefits of being a part of the Regional Library Service include:

- Management expertise;
- Single service focus;
- Economy of scale;
- Larger collection;
- Planning and co-ordination of services.

At the January 2008 Council meeting, Council considered a report in extending the current agreement until June 2013, in line with the Library Board's recommendation.

Council resolved *"That Council advise the Corangamite Regional Library Corporation that it fully supports extending the Regional Library Agreement to June 2013"*.

The extension of the agreement will provide to the Corangamite Regional Library Corporation greater scope and confidence to plan for the growth and development of the services. Colac Otway fully supports the longer term principle of the co-operative regional service.

The funding of the CRLC is a critical component.

Financial and other Resource Implications

The recommendations from the CRLC Board impact on the 2007/08 financial year and future years with respect to the contributions required.

For 2007/08

The total budgeted contributions from the Councils in 2007/08 was for a total of \$1,116,000. Colac Otway's proportion was \$343,800.

As indicated an additional amount of \$150,000 will be required in 2007/08 to address the cash flow issues.

Colac Otway's proportion of this amount will be \$21,844.

The Council contributions are based on a formula basis. The various cost components are:

- Regional;
- Information Technology;
- Materials;
- Branches;
- Outreach.

Budget for 2008/09

The total Council contributions for 2008/09 are budgeted to increase to \$1.42 million. Colac Otway's proportion is \$406,271 which is an increase of \$62,471.

Council/State Government Funding

Over the years the proportion of State Government funding to Council funding has continued to decrease.

In 1999/2000 the ratio of Council to State funding was 57% to 43%.

In 2008/09 it is forecast to be 72% to 28%.

Risk Management & Compliance Issues

The inadequate level of funding for the CRLC has resulted in financial viability issues. If the CRLC is not funded to the required levels, it will continue to be at high risk of short-term and immediate viability concerns.

Environmental Considerations N/A

Communication Strategy/Consultation

The Board has had a number of discussions on the future of the Corangamite Regional Library Service. The Corporation's Acting CEO (Ms Sally Armistead) and Project Consultant (Graham Shiell) have attended all of the Councils in the Regional Library providing a briefing on the proposed Budget Model and the various matters covered at the Board's March workshop.

Once finalised the 2008/09 Budget for the CRLC will be advertised and go through the required consultation processes.

Implementation

The Board is meeting on 24 April 2008 to receive and consider the anticipated responses from the member Councils to the 2008/09 Budget proposal.

Accounts for each Council's proportion of the additional amount required for 2007/08 will be forwarded after the 2007/08 Board meeting.

Conclusion

Through surveys that have been undertaken the library services provided by Councils are of High Importance.

It is important that Council's contribution to the service are increased in 2007/08 to address the short term and immediate viability issues and in 2008/09 to provide a service that meets the needs of the Councils in the CRLC and the community.

Attachments Nil

Recommendation

That Council supports:

- 1. The Corangamite Regional Library Corporation's policy of undertaking annually, a full acquittal of Council contributions required to meet the budgeted cash flow outcome and that such acquittals be based on actual results and be in accordance with the standard Council contributions formula.***
- 2. The Corangamite Regional Library Corporation's 'Base Model 2008/09 Budget' and the associated increase in Council contributions (Colac Otway Shire's budgeted proportion is \$406,271).***

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**OM082204-9 APOLLO BAY LIBRARY AND FACILITY DEVELOPMENT**

AUTHOR: Colin Hayman  
 DEPARTMENT Corporate & Community Services  
 :  
 ENDORSED: Tracey Slatter  
 FILE REF: GEN0592 Apollo Bay Library

**Purpose**

To provide an update to Council on the Apollo Bay Library and Facility Development process. This report focuses on the library component of the project.

**Background**

In July 2007 Council commenced a static library service at the Marror Worn Community Centre which is part of Otway Health.

Also in 2007 Council was allocated an amount of \$20,000 under the Victorian Community Support Grants program for the Apollo Bay Community Library and Facility Development project.

To undertake the project a Working Group was formed made up of representatives from the various agencies:

- Colac Otway Shire
- Corangamite Regional Library Corporation
- Apollo Bay Library
- Otway Health and Community Services
- Apollo Bay P-12 College
- Department of Planning and Community Development

In December the Working Group appointed Andrew Crowley from Capacity Consulting to undertake the project.

The scope of the project is to investigate the most appropriate site and model for the development of the Library. As part of the project there is also consideration for feasibility of developing a community kitchen.

Initially three potential sites were identified which were as follows:

- The Apollo Bay P-12 school
- Marror Worn Community Centre (Otway Health and Community Services)
- Apollo Bay Harbour Development

A key part of the process to date has been community engagement.

The following table provides an overview of the community engagement that has been undertaken for the project.

| Community Engagement Process | Completed | When                                                                                    | No of Responses or Attendance |
|------------------------------|-----------|-----------------------------------------------------------------------------------------|-------------------------------|
| Community Survey             | Yes       | February/March 2008                                                                     | 266 responses                 |
| Community Forums             | Yes       | 13 February 2008<br>14 February 2008                                                    | 16 people                     |
| In the community days        | Yes       | Community market -<br>19 January 2008<br>Arcade outside Foodworks - 16<br>February 2008 | 70 people                     |

|                         |     |                           |     |
|-------------------------|-----|---------------------------|-----|
| Site meetings           | Yes | February 2008             | 2   |
| Community group surveys | Yes | February/March 2008       | 14  |
| Individual meetings     | Yes | Apollo Bay Music Festival | 1   |
| Total                   |     |                           | 369 |

The results of the community survey have been documented in two documents:

- Summary
- More Detailed Analysis

A total of 266 surveys were returned which was an excellent result.

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

The Council Plan indicates that the Shire is committed to providing and promoting quality health, recreation and community services.

The Library Services is an important community service.

### **Issues/Options**

#### Age of those Completing the Survey

The survey results indicate the age categories who completed the survey.

It was agreed at the last Project Working Group meeting that further discussions should take place with younger people.

#### Current Library Service

The survey results have provided information on users of the library service including preferred days and hours to access the library service.

The Apollo Bay Library is currently open 2 half days a week – Wednesday 10 am to 1 pm and Friday 1.30 pm to 5 pm.

The survey has confirmed that these days are among the most popular.

In the establishment of a new permanent facility the times and days that the service is available will need to be considered and possibly extended.

#### Potential Sites for the Library

The survey results indicate that the Marrar Woorn Community Centre (Otway Health and Community Service) has the highest amount of community support as the preferred location for the development of a permanent library. This aspect was also reinforced at the community forums.

The next stage of the process is to undertake further research regarding the preferred site:

- Design of the facility;
- Cost estimates of the project;
- Developing a management model for the facility; and
- Investigating how the project can be funded.

As part of the planning process for the facility and design guidelines for the Architects the key priority areas as identified through the surveys will be used including:

- Access to service;
- Pedestrian access;
- How that the service can be accessed; and
- Car parking

### Temporary Facility

At this stage the library facility is operating from a building at the Marror Woon Community Centre (Otway Health) for 2 half days a week.

The service is operating well, but is only a temporary facility and is limited in terms of size and availability of bookstock.

There have been positive discussions held between the Shire and Otway Health as to the current temporary facility.

### **Proposal**

That Council receive the survey results on the Apollo Bay Library and Facility Development.

### **Financial and other Resource Implications**

As part of the next stage of the project cost estimates will be undertaken. This will depend on a number of factors which will be discussed with the Project Working Group and Otway Health.

An important part of the next stage of the process will be to investigate possible funding options. For the project to proceed to the next stage Government funding will be required. Once the project is completed detailed information will be available which can be provided and considered by various Government departments.

If funding is not available for the development of a facility as part of Otway Health then other options will need to be considered.

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

The design of the facility will consider Risk Management issues.

### **Environmental Considerations**

The design of the facility will take into account environmental considerations.

### **Communication Strategy/Consultation**

The project to date has involved extensive community consultation including a community survey, community forums and "In the Community Days".

The next stage of the process will involve consultation with representatives from Otway Health and discussions with possible funding bodies.

### **Implementation**

The next stage of the project will happen over the next few months. The project will be completed by the end of this financial year.

The final report will be used to seek possible funding for the development of a permanent community facility.

### **Conclusion**

The community survey in relation to the potential development of a permanent library in Apollo Bay has successfully assisted the planning process. The level of participation in the survey has shown that the community supports the development of a permanent library. The survey has identified that Marrar Woon Community Centre (Otway Health) is the most preferred location for the development of a library. This aspect has been reinforced at the community forums.

The next stage of the process is to undertake further research regarding:

- Design of the facility;
- Cost estimates of the project;
- Developing a management model for the facility; and
- Investigating how the project can be funded.

**Attachments**

Apollo Bay Library and Facility Development Community Survey – Summary  
Apollo Bay Library and Facility Development Community Survey – Further Details

**Recommendation**

***That the report on the Apollo Bay Library and Facility Development be noted.***

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# APOLLO BAY LIBRARY AND FACILITY DEVELOPMENT COMMUNITY SURVEY MARCH 2008

## Background

This document has been developed to provide a summary of the Community Survey in relation to the Apollo Bay Library and Facility Development Project.

The survey was distributed in February through Australia Post to mail boxes, post office boxes and customer pick ups. The survey was also available at the Apollo Bay P12 School, the Marrar Woorn Community Centre, Otway Health and the Colac Otway Shire Customer Services.

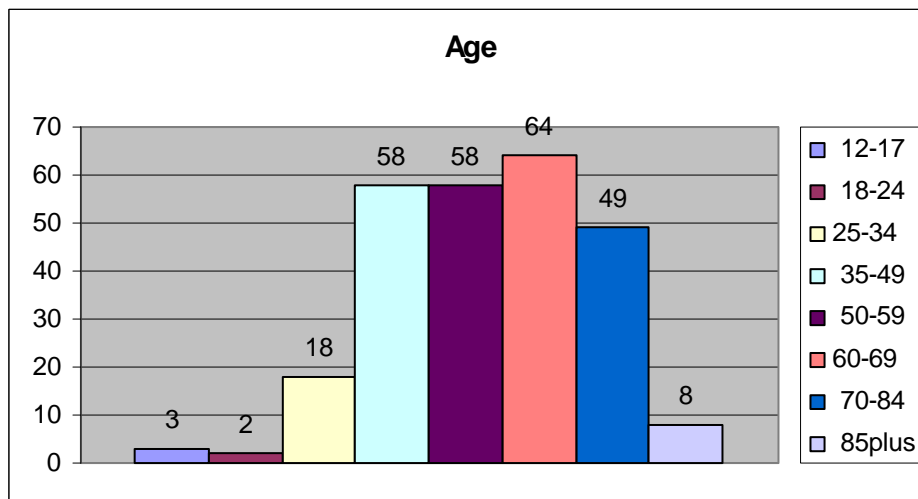
Given that Apollo Bay has a high number of non permanent residents it is not possible to estimate the number of people that received the survey.

## Surveys returned

A total of 266 surveys were returned. This response is very good considering that the permanent population of Apollo Bay is approximately 1,000 people.

## Age of those who completed the survey

Of those who returned the survey the age categories were reasonably well spread. The highest returns of surveys came from the 60-69, 35-49, 50-59 and 70-84 age groups. The levels of participation were lower in the 85 plus and people below 34 years of age.



Graph 1 Age of the people who participated in the survey

Further research may be required with younger people such as focus groups through the school.

## Gender

A higher number of females (186) 72% returned the survey in comparison with males at (71) 28%.

### **Length of time that people have lived in Apollo Bay**

The highest amount of people that completed the survey have lived in Apollo Bay for more than 11 years.

### **Use the current temporary Library**

When community members were asked if they use the existing temporary library (154) 59% indicated that they do with (106) 41% saying that they do not use the current facility. Some people indicated that they value the current service.

In the comments section of the survey some of the reasons giving of not accessing the current service were as follows:

- They preferred the previous Mobile Library service.
- The small book stock (currently approximately 2,500 books).
- The limited hours that the service is available.
- The size of the current facility.
- That there is no space for children.

### **How often do people use the current Library service?**

Of those who completed the survey (105) 41.5% visited the Library more than ten times per year. However (76) 30% have not visited the Library service in the last twelve months.

### **How many times would people visit if a permanent Library was developed?**

When people were asked how many times they would visit if a permanent Library was developed there was a very strong indication that they would use the Library more than ten times per year (147) 72.5%.

### **Internet access**

As internet access is required within a modern Library people were asked if they have internet access at home. The data in relation indicated that (177) 68% of those surveyed have internet access at home. A total of (82) 32% do not have internet access in their home. This reinforces the need for internet access to be provided if a permanent Library is developed.

### **Preferred days and hours to access the Library Service**

To assist with the planning of a permanent Library Service the community were asked what days and times they would prefer to access the service. The information showed that the most popular days were Mondays, Wednesdays, and Friday afternoons. The survey results also indicated that afternoons were requested more than mornings.

The statistics show the broad range of times that the community would like to access the services. There was limited support for services to be delivered on weekends with Saturday mornings being the highest preference.

| <b>DAY</b>       | <b>MORNING</b> | <b>AFTERNOON</b> | <b>TOTAL SURVEY RESPONSES</b> |
|------------------|----------------|------------------|-------------------------------|
| <b>Monday</b>    | 59             | 68               | 127                           |
| <b>Tuesday</b>   | 58             | 59               | 117                           |
| <b>Wednesday</b> | 63             | 69               | 132                           |
| <b>Thursday</b>  | 32             | 65               | 101                           |
| <b>Friday</b>    | 46             | 73               | 119                           |
| <b>Saturday</b>  | 28             | 26               | 54                            |
| <b>Sunday</b>    | 14             | 22               | 36                            |

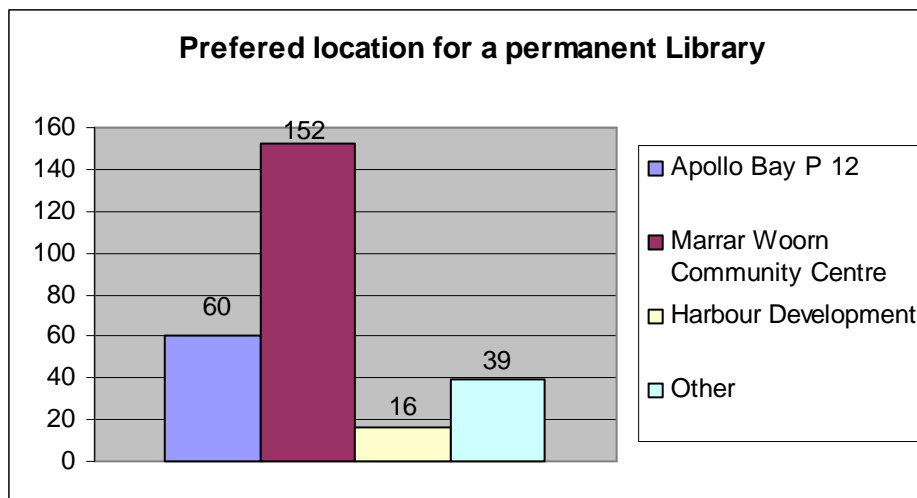
Table 1 – Days and hours that the community would prefer to access the Library

The current times and days that the service is available are Wednesday from 10.00am to 1.00pm and Friday 1.30pm to 5.00pm.

### Potential sites for the Library

To identify the most appropriate site for a permanent Library people were asked to indicate what they believed was the best location. The survey results indicate that Marrar Woom Community Centre (Otway Health and Community Services) has the highest amount of community support as the preferred location for the development of a permanent Library.

The survey results indicated that (152) 60% believe that Marrar Woom Community Centre would be the best location. There was a significant difference between this and the second highest response which was the Apollo Bay P-12 School (60) 22.5%.



Graph 2 – Which potential site would be best location for a permanent Library?

There was a strong indication from the community that the Harbour Precinct Development is not an appropriate site for the development of a permanent Library. This was also reflected in the comments section of the question.

Other locations suggested included; the central business area/shopping area, next to the Visitor Information Centre, the old Police Station and the Youth Hall.

## Priority areas for the Library and Facility Development Project

Within the community survey people were asked to identify the priority areas in the planning process. The feedback from the community will be used in the planning process for the facility and design guidelines for the Architects.

| PRIORITY | AREA                                   | HIGH | MEDIUM | LOW |
|----------|----------------------------------------|------|--------|-----|
| 1.       | Access to service                      | 217  | 25     |     |
| 2.       | Pedestrian access                      | 185  | 45     | 4   |
| 3.       | Hours that the service can be accessed | 165  | 74     |     |
| 4.       | Car parking                            | 146  | 77     | 16  |
| 5.       | Design of the facility                 | 98   | 93     | 27  |
| 6.       | Internet Access                        | 84   | 80     | 54  |
| 7.       | Co Location of the service             | 66   | 69     | 65  |
| 8.       | Inclusion of a Community Kitchen       | 39   | 53     | 158 |
| 9.       | Other                                  | 10   |        |     |

Table 3 - Priority areas for planning the development of a permanent Library

### Community Kitchen

The community survey asked people if they believed the development of Community Kitchen would be beneficial to the Apollo Bay community. Of those survey (121) people 50% felt that a community kitchen would be of benefit to the community. A total of (121) 50% answered no to the question.

### Book stock and resources

The size and the quality of the book stock/resources were raised as an issue in the general comments section of the community survey. The survey highlighted that the community are not satisfied with the current temporary Library's book stocks and the quality and variety of books.

### Summary

The community survey in relation to the potential development of a permanent Library in Apollo Bay has successfully assisted the planning process. The level of participation in the survey has shown that the community supports the development of a permanent Library.

The survey has identified that Marrar Woon Community Centre (Otway Health) is the most preferred location for the development of a Library. This aspect was been reinforced at the Community Forums.

The next stage of the process is to undertake further research regarding:

- design of the facility;
- cost estimates of the project;
- developing a management model for the facility; and
- investigating how the project can be funded.

Further information will be provided through the Apollo Bay Newsletter and the Colac Otway Shire website: [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)



# **APOLLO BAY LIBRARY AND FACILITY DEVELOPMENT COMMUNITY SURVEY MARCH 2008**

## **Background**

This document has been developed to provide a summary of the Community Survey in relation to the Apollo Bay Library and Facility Development Project. The survey was developed to provide information and data on the community's perspective of the issues associated with planning the development of a permanent Library.

The survey was distributed through Australia Post to mail boxes, post office boxes and customer pick ups. The survey was also available at the Apollo Bay P12 School, the Marrar Worn Community Centre, Otway Health and the Colac Otway Shire Customer Services.

Given that Apollo Bay has a high number of non permanent residents it is not possible to estimate the number of people that received the survey.

## **Design of the survey**

The survey was designed in a manner that was easy to complete. The majority of questions were structured so that the person could tick boxes. Several questions were open ended to allow people to provide comments and more substantial information.

From the responses received it appears that the survey was clear and easy to use. The major of surveys were completed successfully.

## **Methodology**

The rational for including a community survey in the community engagement process is that it provides broad feedback and also promotes awareness about the project. The survey also provides a level of statistical data that can be used to gain an understanding of the community's perspective.

The results from the survey need to be considered in partnership with the other community engagement processes that have been undertaken for the Apollo Bay Library and Facility Development Project. These include community forums, meetings with stakeholders and 'In the Community Days'.

## **Surveys returned**

A total of 266 surveys were returned. This response is very good considering that the permanent population of Apollo Bay is approximately 1,000 people.

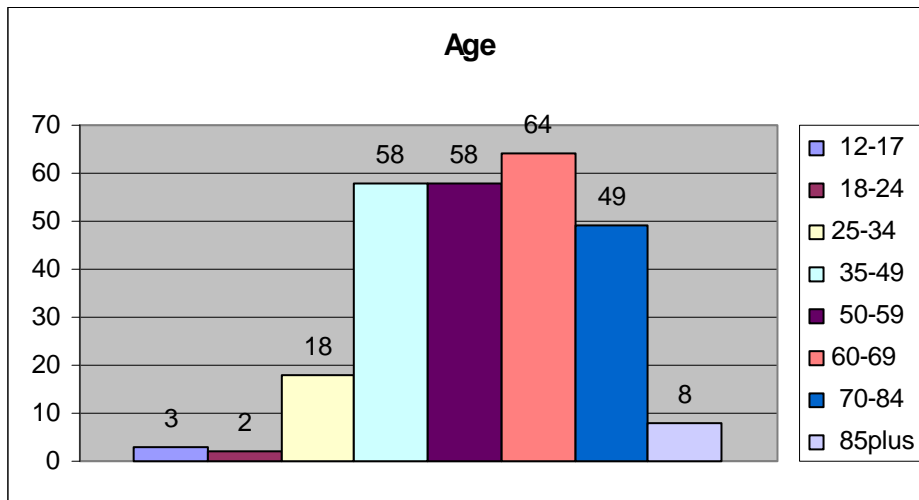
## **Who returned the surveys?**

The survey was structured in a manner that provided information on the age of those who completed the survey and the gender.

### Age

Of those who returned the survey the age categories were reasonably well spread however the response rate from people below 34 years was lower. The highest returns of surveys came from the 60-69, 35-49, 50-59 and 70-84 age groups. The small amount of 85 plus people that returned the survey is to be expected given the limited number of people that would be in this age group that live in Apollo Bay.

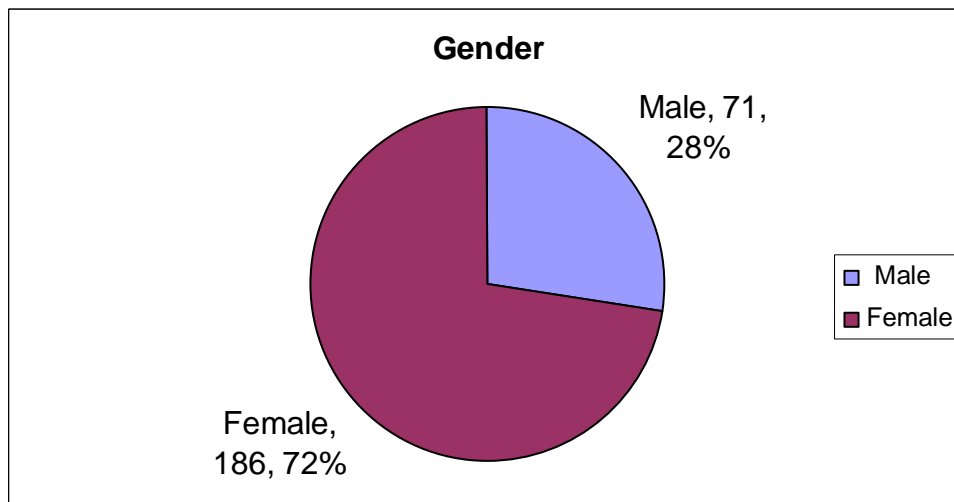
Table 1 provides an overview of the age groups that completed the survey. This information shows that further research may be required with younger people such as focus groups through the school.



Graph 1 - Age of the people who completed the survey

### Gender

A higher number of females 72% returned the survey in comparison with males at 28%.



Pie Chart 1 - Gender of those who completed the survey

**Length of time that people have lived in Apollo Bay**

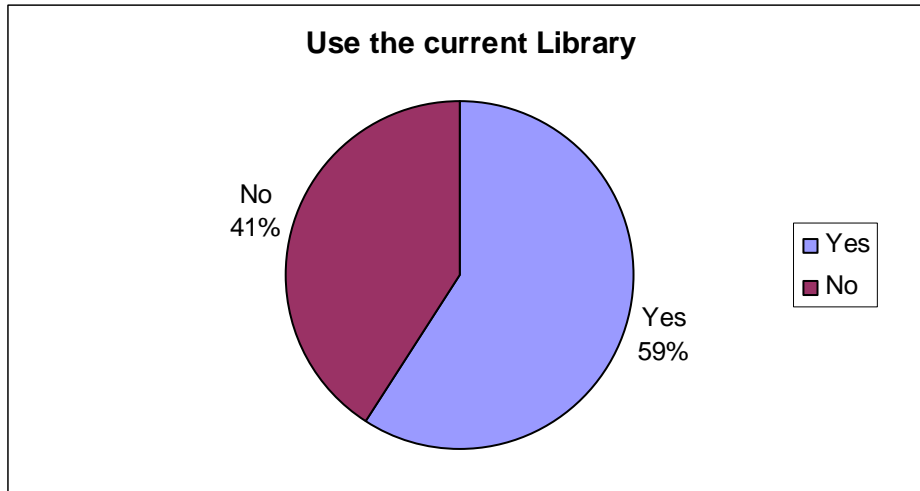
To gain an understanding of how many years people have lived in Apollo Bay the respondents were asked to specify the time. The results are outlined in table 1. The highest amount of people that completed the survey have lived in Apollo Bay is more that 11 years.

| NUMBER OF YEARS THAT PEOPLE HAVE LIVED IN APOLLO BAY |              |               |                    |               |                         |
|------------------------------------------------------|--------------|---------------|--------------------|---------------|-------------------------|
| 0 to 2 years                                         | 3 to 5 years | 6 to 10 years | More than 11 years | Non Permanent | Do not live in the area |
| 16                                                   | 32           | 53            | 156                | 3             | 2                       |

Table 1 - The number of years people have lived in Apollo Bay

**Use the current temporary Library**

When community members were asked if they use the existing temporary library (154) 59% indicated that they do with (106) 41% saying that they do not use the current facility. Some people indicated that they value the current service.



Pie Chart 2 – Use of the current Library

In the comments section of the survey some of the reasons giving of not accessing the current service were as follows:

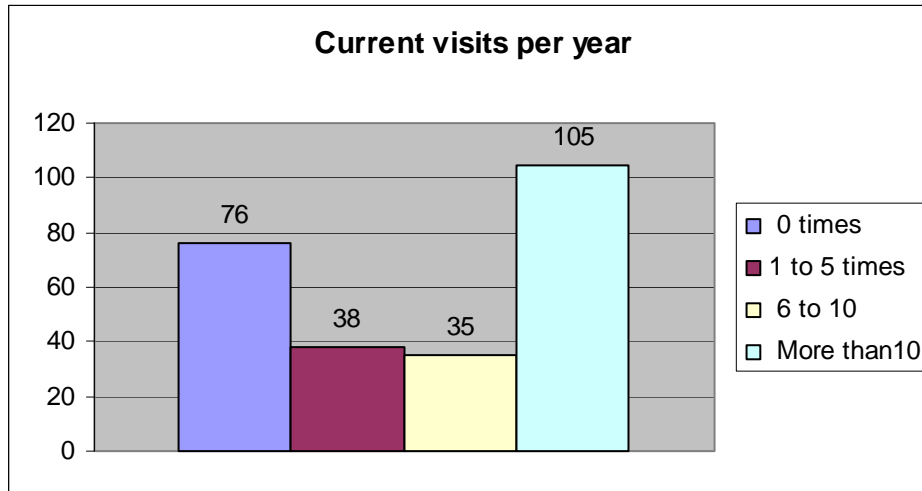
- They preferred the previous Mobile Library service.
- The small book stock (currently approximately 2,500 books).
- The limited hours that the service is available.
- The size of the current facility.
- That there is no space for children.

An example of this is when one person stated:

“I do not use the community library because there is not much to choose from”, and another person stated that it is “pointless establishing a new library unless it has excellent range and number of books ect - that is why I don't bother with the current service.”

### How often do people use the current Library service?

Of those who completed the survey (105) 41.5% visited the Library more than ten times per year. However (76) 30% have not visited the Library service in the last twelve months.

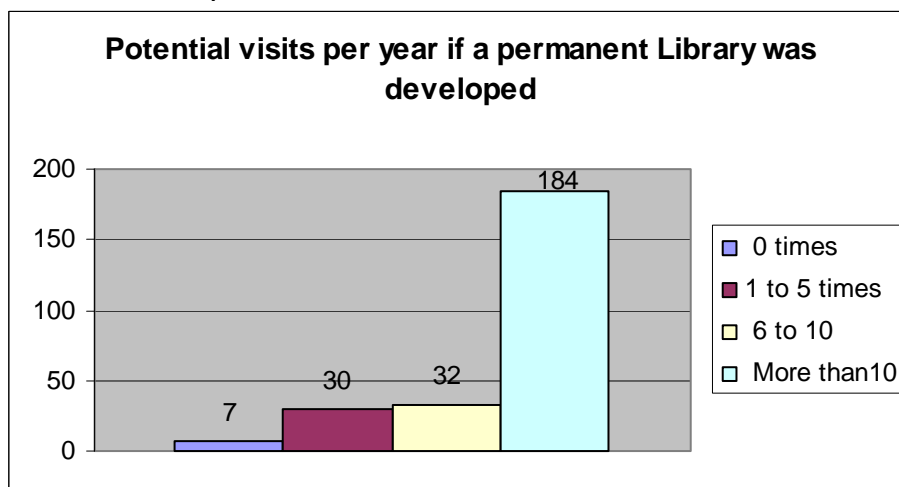


Graph 2 - How many times did the person or their family visit in the past year.

### How many times would you visit if a permanent Library was developed?

When people were asked how many times they would visit if a permanent Library was developed there was a very strong indication that they would use the Library more than ten times per year.

This provides a strong sense that the community supports the development of a permanent Library and that the number of visits would increase.



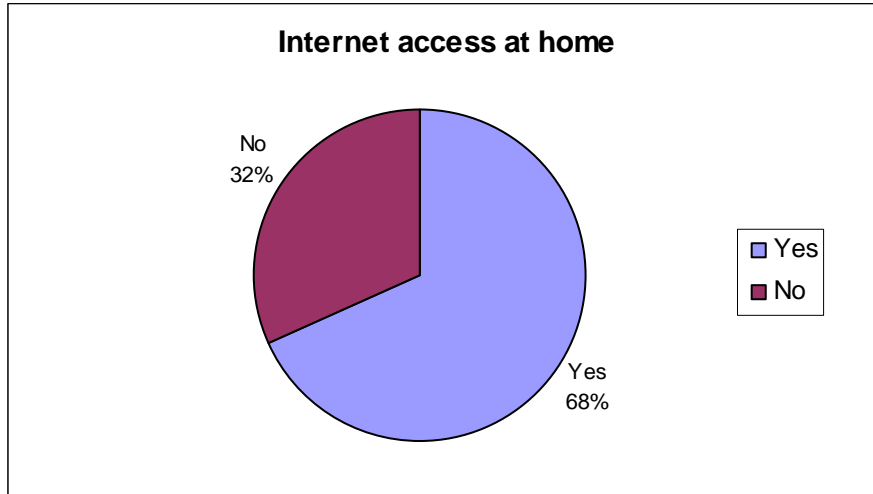
Graph 3 - Response to how many times people would use the Library

### Internet access

As internet access is required within a modern Library people were asked if they have internet access at home. The data in relation indicated that (177)

68% of those surveyed have internet access at home. A total of (82) 32% do not have internet access in their home.

These statistics can be compared with ABS data which indicates that 46.7% of Colac Otway Shire residents are connected to the internet and 48.2% that have no internet connection.



Pie Chart 3 – Internet access

**Preferred days and hours to access the Library Service**

To assist with the planning of a permanent Library Service the community were asked what days and times they would prefer to access the service. The information showed that the most popular days were Mondays and Wednesdays and that afternoons were requested more than mornings.

The statistics show the broad range of times that the community would like to access the services. There was also some support for services to be delivered on weekends.

| <b>DAY</b>       | <b>MORNING</b> | <b>AFTERNOON</b> | <b>TOTAL SURVEY RESPONSES</b> |
|------------------|----------------|------------------|-------------------------------|
| <b>Monday</b>    | 59             | 68               | 127                           |
| <b>Tuesday</b>   | 58             | 59               | 117                           |
| <b>Wednesday</b> | 63             | 69               | 132                           |
| <b>Thursday</b>  | 32             | 65               | 101                           |
| <b>Friday</b>    | 46             | 73               | 119                           |
| <b>Saturday</b>  | 28             | 26               | 54                            |
| <b>Sunday</b>    | 14             | 22               | 36                            |

Table 2 – Days and hours that the community would prefer to access the Library

A number of people indicated that the amount of times that the service is open needs to be increased. The current times and days that the service is available are Wednesday from 10.00am to 1.00pm and Friday 1.30pm to 5.00pm.

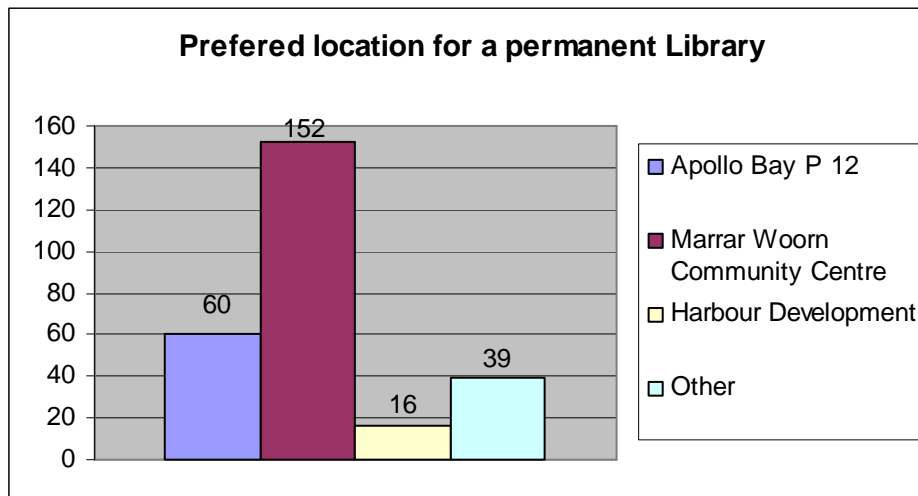
### Potential sites for the Library

To identify the most appropriate site for a permanent Library people were asked to indicate what they believed was the best location. The survey was structured to provide three key options or other locations that are nominated by the community. The locations listed were as follows:

- Apollo Bay P-12 School
- Marrar Woon Community Centre (Otway Health and Community Services)
- Apollo Bay Harbour Development
- Other

The survey results indicate that Marrar Woon Community Centre (Otway Health and Community Services) has the highest amount of community support as the preferred location for the development of a permanent Library.

Graph 4 provides an overview of the results of the preferred location for the development of a permanent Library. This shows that of the people who completed the question in the survey that (152) 60% believe that Marrar Woon Community Centre would be best location. There was a significant difference between this and the second highest response which was the Apollo Bay P-12 School (60) 22.5%.



Graph 4 – Which potential site would be best location for a permanent Library?

There was a strong indication from the community that the Harbour Precinct Development is not an appropriate site for the development of a permanent Library. This was also reflected in the comments section of the question.

The response to the other locations included the following locations:

- The central business area/shopping area.
- Next to the Visitor Information Centre.
- The old Police Station.
- The Youth Hall.

## **Comments in relation to why people chose the locations**

The comments in relation to why people chose the potential locations for a permanent Library is provided in attachment 1.

The major issues that were identified are as follows:

### Apollo Bay P 12 School

The major aspect that were raised in relation to the Apollo Bay P-12 School were that there are benefits in co location of the services, the opportunity to have a good book stock and resources, the availability of car parking, technology, accessibility, that there will be no duplication of services, that it would be easy for school children to access and that there would be economies of scale in the facility development costs.

The concerns about the P-12 as a location included, that the facilities will end up being for the school, congestion with students, that it is not a suitable location, safety concerns and that some people do not want to go to the school to access a Library.

### Marrar Woon Community Centre (Otway Health and Community Services)

The benefits that were raised in relation to Marrar Woon Community Centre included, accessibility, it is close to other community facilities, it is already a meeting place, good pedestrian access, co location with the Community House and that it is a community space.

Given that Marrar Woon was identified as the preferred location in the survey there was a lot of supportive comments.

The concerns in relation to the Marrar Woon Community Centre location include that it is not large enough, car parking and it is associated with other health facilities.

### Harbour Precinct Development

The community feedback from the survey is the development of a community Library at the Harbour Precinct Development is not supported. The comments were that the Harbour Precinct may take a long time to develop, that the location is not appropriate for community facilities and that if it does proceed that it should be a commercial precinct.

### Other suggested locations

A summary of the other suggested locations were as follows:

### Next to the Visitor Information Centre

The area close to the Visitor Information was suggested as a potential location for a Library due to the access and the proximity close to the shops.

#### *Comment*

The Architect for the project Tony Hobba has assessed this site and it was deemed to not be appropriate given the environmental impacts that a building would have on coastal vegetation.

### Main shopping area/Central business area

The was comment that the main shopping area would be a good location for a community Library to provide access while people are shopping and that it is close to banking and the Post Office.

#### *Comment*

There is evidence that locating Libraries in shopping precincts have been successful in a number of communities. This is generally in shopping complexes or strip shopping centres.

The issues with this model being applied to Apollo Bay are that the cost of commercial rent which would be in the order of \$70,000 per annum or the cost of purchasing a property.

There would also be major issues with car parking in peak tourism season if the Library was located close to the shopping precinct.

### Old Police Station

The old Police Station was raised as a possible location in several surveys.

#### *Comment*

The major issue with this suggestion would be the cost of purchasing the land and given the size of the Apollo Bay population this would be cost prohibitive.

### Youth Hall

The land next to the Youth Hall was provided as a suggested location for the Library and the Community Kitchen. The kitchen has recently been re developed and it is also large enough to have group cooking.

#### *Comment*

Of the suggestions that were provided by the community this site has the most benefits. There is enough land, there would be no car parking issues, the location is reasonably close to the centre of town and the topography of the land is flat. One weakness of the location however is isolation from other community facilities.

The ownership of the land would also be an issue. Approval for use of the land and a lease would be required through the Youth Hall Committee.



Gaining significant funding from other levels of government would also be difficult due to the ownership of the land.

The concept of the Community Kitchen program be developed at the Youth Hall will be investigated further prior to the completion of the Apollo Bay Library and Facility Development Project.

### **Priority areas for the Library and Facility Development Project**

Within the community survey people were asked to identify the priority areas in the planning process. The feedback from the community will be used in the planning process for the facility and design guidelines for the Architects.

| <b>PRIORITY</b> | <b>AREA</b>                            | <b>HIGH</b> | <b>MEDIUM</b> | <b>LOW</b> |
|-----------------|----------------------------------------|-------------|---------------|------------|
| 1.              | Access to service                      | 217         | 25            |            |
| 2.              | Pedestrian access                      | 185         | 45            | 4          |
| 3.              | Hours that the service can be accessed | 165         | 74            |            |
| 4.              | Car parking                            | 146         | 77            | 16         |
| 5.              | Design of the facility                 | 98          | 93            | 27         |
| 6.              | Internet Access                        | 84          | 80            | 54         |
| 7.              | Co Location of the service             | 66          | 69            | 65         |
| 8.              | Inclusion of a Community Kitchen       | 39          | 53            | 158        |
| 9.              | Other                                  | 10          |               |            |

Table 3 - Priority areas for planning the development of a permanent Library

### **Accessibility**

Access to the Library was identified as the highest priority within the survey. This related to the sitting of the facility and access for all issues. It is imperative that the facility is designed so that all of the community can enjoy the facilities including, older adults, young people, children, young families, people with disabilities and the general community. Examples of comments in relation to this issue are as follows:

- We should have an easily assessable library for the use of old and young.
- The most important part of having a permanent library is accessibility for all, management and staff adequacy and promotion.

### **Pedestrian Access**

A key aspect that needs to be taken into consideration in the planning for the development of a Library is pedestrian access. The issue of pedestrian access impacts on the decision on what location is the most appropriate site and how the facility is designed.

The community clearly wishes to be able to walk to the facility and have the Library situated close to other community facilities.

### **Hours that the service is available**

The third highest area that was identified in the priority area of the survey was the hours that the service is available. The hours that the service can be accessed need to be reviewed as part of the Apollo Bay Library and Facility Development Project.

Examples of people's feedback in relation to hours that the service can be accessed are as follows;

- Needs to be open more than 2 half days.
- I would go to the temporary library but it is never open (12-17 year old).
- Outside working hours would be good to be open till 6.30pm on a weekday.
- A full day per week. Better than 2 half days.
- Two days a week is not enough.
- I think that a Library that has more flexible hours and is open for some time on Saturdays would be valued in Apollo Bay.

### **Car Parking**

The planning process for the Library needs to consider car parking. Car parking is an issue with all of the sites being considered for the potential development of a Library in Apollo Bay.

Discussions with the Apollo Bay P-12 School have indicated that the car parking could be re configured if a Library was developed as part of the implementation of the Master Plan for the School. The car parking at Marrar Woon Community Centre will need to be given further consideration in the design process.

### **Design of the Library**

The design of the Library is important to ensure that the facility is accessible and an appropriate size. Several people however discussed this aspect in the comments section of the survey. These issues were also raised in the community forums and 'In the Community' days. Examples of the feedback included the following comments:

- I used the mobile library, after school, but the current library is too small, and so I have to use the school library. I think it would be helpful to have a bigger library.
- When taking children to the Library you need space, toilets and kitchen facilities would be a great benefit. My kids are 4 and under. Places to take all 3 are limited due to space and facilities.

### **Internet access**

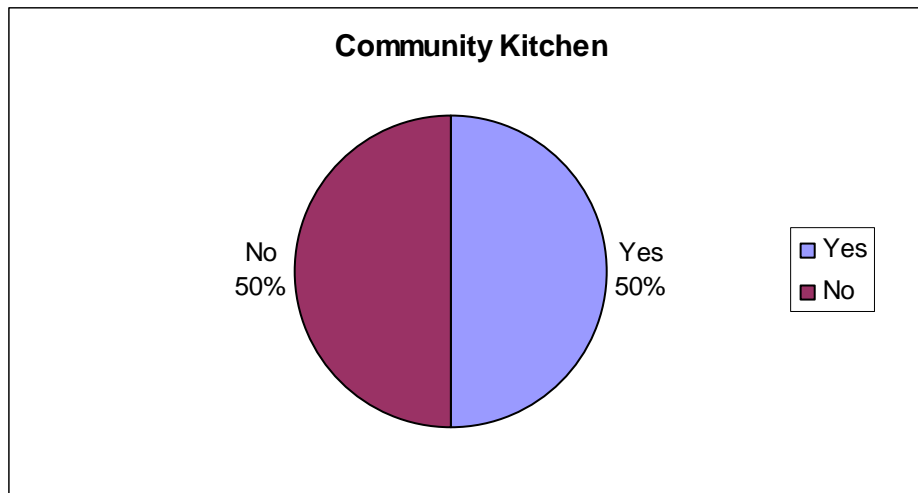
The design process for the Library needs to take into consideration internet access. Whilst the feedback in this area indicates that it is not the community's highest priority there will be a need for a minimum of 4 to 6 computers available with internet access. The facility will also require wireless technology.

### **Co Location of facilities**

The co location of the Library was not seen as the community's highest priority. Whilst there are clearly benefits to co location of facilities the most important aspect is to develop a quality Library that is of an appropriate size and has adequate amount of book stock and resources.

### **Community Kitchen**

The community survey asked people if they believed the development of Community Kitchen would be beneficial to the Apollo Bay community. Of those survey (121) people 50% felt that a community kitchen would be of benefit to the community. A total of (121) 50% answered no to the question.



Pie Chart 4 – Would a Community Kitchen be beneficial to the Apollo Bay Community.

In considering the development of a Community Kitchen the community feedback has been that the highest priority should be the development of a permanent Library, having good access and book stock. The size of the Library should also not be compromised for the development of a Community Kitchen.

The feedback from the survey also indicated that the Youth Centre should be investigated as a possible location for a community kitchen.

There was most definitely support for the development of a Community Kitchen from certain parts of the community. A further aspect raised was that if a Community Kitchen is developed that it should be coordinated by the Marrar Worn Community Centre.

A further aspect that was also raised as a concern is that a Community Kitchen would need to be run by volunteers and that the existing volunteer network is already stretched.

A summary of peoples comments in relation to the development of a Community Kitchen are as follows:

#### Support

- Forrest has an example of a Community Kitchen which is fantastic (Woodfire oven) also Wodonga.
- I would be very supportive of establishing a kitchen and library and prepared to help on a committee if necessary.

#### Concerns

- Can't see the connection between a library and a community kitchen.
- Kitchen would be more appropriate at the Marrar Woon or Otway Health Services.
- There are more important works before a kitchen.
- What about the kitchen at Marrar Woon.
- Community Kitchen should be through Marrar Woon.
- Do not put a Community Kitchen next to a Library.
- We already had a community kitchen situated in Marrar Woon which never seems to be used and would have to be run by volunteer staff.
- What does a Library have to do with a community kitchen?

#### **Book stock and resources**

The size and the quality of the book stock/resources were raised as an issue in the general comments section of the community survey. The survey highlighted that the community are not satisfied with current temporary Libraries book stocks and the quality and variety of books. This was one of the most significant aspects raised in the survey.

A summary of the comments in relation to book stocks and resources is as follows:

- We need at least the number of books that were available in the mobile library, and a qualified librarian to take charge.
- We need more non fiction books, educational and classic books. Far too many mediocre books available.
- The Library should be well resourced with non-loanable dictionaries/reference books etc as well with up to date loan material in good order.
- Fiction and non fiction titles which appear on the Booker Prize short list and fiction and non fiction on the Miles Franklin short list should be a priority.
- Increase large print area as a lot of us readers are elderly;
- I do not use the community library because there is not much to choose from.
- Please bring new books into availability the mobile was a disgrace, same old books for years.
- Book stock should cover as many subjects as possible.

- Pointless establishing a new library unless it has excellent range and number of books ect - that is why I don't bother with the current service.

### **Summary**

The community survey in relation to the potential development of a permanent Library in Apollo Bay has successfully assisted the planning process. The level of participation in the survey has shown that the community supports the development of a permanent Library.

The survey has identified that Marrar Woorn Community Centre is the most preferred location for the development of a Library. This aspect was been re-enforced at the Community Forums.

There is clearly a level of support for the Apollo Bay P-12 School however there are a number of people who strongly believe that some segments of the community would not access a Library if it was developed at the school.

The Harbour Precinct Development does not have the support of the community as a site to develop a community Library.

It is highly important that the community accept the results of the survey as a clear indication of the views of the Apollo Bay community. It is imperative that the community move to the next stage of the process with a shared vision to develop a permanent Library.

The comments of several people reflect how important that the Library is when the stated:

- A library is an immediately important community resource -especially in such an isolated area.
- We should be serving our community in many varied ways. 'Community' and sense of, is what keeps places like Apollo Bay growing, developing and being a beaut place to live.

## ATTACHMENT 1 –COMMENTS ON POTENTIAL LOCATIONS

### Apollo Bay P-12 School

|                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUPPORT</b>                                                                                                                                                                      |
| Central access - pedestrian and vehicle, economy of co-location with the school library service.                                                                                    |
| Ease of access most families in town are involved in at or around the school anyway. School should be a hub.                                                                        |
| To maximise access for school students.                                                                                                                                             |
| Both public and school community could access a wide range of books                                                                                                                 |
| Because I think that when dropping off and picking up children from school would be a suitable time.                                                                                |
| Easy access for all residents.                                                                                                                                                      |
| School is warm and welcoming and already services a majority of people in town.                                                                                                     |
| Accessibility                                                                                                                                                                       |
| It makes (the school) sense when there is already a brilliant selection of books and its community feel can be increased broadened.                                                 |
| Ease of access and parking spaces                                                                                                                                                   |
| Centrally shared facilities, already has person working at the school.                                                                                                              |
| Interaction with school. Fairly easy access library already established at the school.                                                                                              |
| Room for car parking facilities and development of a building easy access for students. A bus could run for elderly on a preferred day.                                             |
| There is space for building a new Library and Parking on the P12 college grounds near Ramsden Avenue College. Students need their own separate library for library classes through. |
| No duplication of resources. The Apollo Bay-12 school already has a great store of books, resources and technology (computers ect)                                                  |
| The second part of the new school (including a Library) is to be built soon.                                                                                                        |
| Children at school so easy access.                                                                                                                                                  |
| Plenty of car park space, away from the tourist hub. (P12 School) It makes sense to have all facilities in the one street/road/area easy access and convenient.                     |
| Pedestrian, parking, young mothers can take their children so the library after school.                                                                                             |
| Because the school library is a great resources and the infrastructure there is excellent. Build on strengths.                                                                      |
| Good dual use facility will eventually have a new library.                                                                                                                          |
| It would benefit the school and community best in that location - more permanent and could be immediate.                                                                            |
| To incorporate existing school library, and provide greater accessibility to students to all resources.                                                                             |
| Easy access for school kids                                                                                                                                                         |
| Because it (basing the library at the school) would increase the range of books available.                                                                                          |

**ATTACHMENT 1 –COMMENTS ON POTENTIAL LOCATIONS  
Apollo Bay P-12 School / Continued**

|                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUPPORT CONTINUED</b>                                                                                                                                                    |
| A community located at the Apollo Bay School would be highly beneficial for the children of our community and the rest of the community could access it as well.            |
| A community Library would be perfectly located at the local community school as part of the Education of the precinct.                                                      |
| A new building to be erected at the school would be very beneficial. This could possibly be near the swimming pool. Land for a car parking and pedestrian access is plenty. |

|                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CONCERNS – APOLLO BAY P-12 SCHOOL</b>                                                                                                                                                                                           |
| If it's at the school it will end up being for the school.                                                                                                                                                                         |
| Public library should not be incorporated in schools and Harbour areas, should remain open space no Council Buildings.                                                                                                             |
| Needs to be easily accessible to town and should NOT be combined with the school.                                                                                                                                                  |
| School could be too congested with all the students                                                                                                                                                                                |
| School campus not suitable location.                                                                                                                                                                                               |
| I don't think a community library should be at a school, having it combined with a school sounds like "the school library" it needs to separate.                                                                                   |
| School - I don't believe that general public should have open access to school yards - not safe for children.                                                                                                                      |
| If it was at the school it would need to be in a building that is not used as a classroom as it is now.                                                                                                                            |
| Schools not suitable because of children's safety i.e. Traffic and stranger danger.                                                                                                                                                |
| The school is a specialized area.                                                                                                                                                                                                  |
| The school is too far.                                                                                                                                                                                                             |
| Because I don't want to go to the school.                                                                                                                                                                                          |
| Public library is best to be located not at the school.                                                                                                                                                                            |
| Older residents won't use a school library.                                                                                                                                                                                        |
| I am concerned with the library going to the school, with the ability of the community accessing the library at all opening times and with the general community wondering around the school also it is right at the back of town. |

## ATTACHMENT 1-COMMENTS ON POTENTIAL LOCATIONS

### Marrar Woon Community Centre (Otway Health and Community Services)

|                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUPPORT</b>                                                                                                                                                                                                  |
| Marrar Woon has good access.                                                                                                                                                                                    |
| Marrar Woon is central and close to the school for students to access what isn't available at the school library. Many people are not comfortable using the school facilities during school hours.              |
| Convenience access to town and other facilities and space                                                                                                                                                       |
| Open on Saturdays, don't have to deal with kids wanting school books, reasonable accessible to other services.                                                                                                  |
| Because it could be another valuable section of the well used Otway Health and Community Centre.                                                                                                                |
| Marrar Wooran already is a community base that makes sense.                                                                                                                                                     |
| Hopefully the harbour development won't go ahead and Otway Health is easier to access than the school.                                                                                                          |
| Handy to most people                                                                                                                                                                                            |
| Because it is centrally located for community use.                                                                                                                                                              |
| Because Marrar Woon is already a meeting place.                                                                                                                                                                 |
| The site will be well utilized by the community.                                                                                                                                                                |
| Mainly accessibility (Otway Health) bit for pedestrian access and cars extend further car parking would be a priority.                                                                                          |
| The central position and because it is a separate identity it could be opened evenings if required                                                                                                              |
| Central location                                                                                                                                                                                                |
| Community location for all services.                                                                                                                                                                            |
| Because it is central and easily accessed.                                                                                                                                                                      |
| It is next to the Pegilly Hostel I visit every day.                                                                                                                                                             |
| Community spaces should be used for community facilities.                                                                                                                                                       |
| Easy community access; established relationship with service - community connectedness.                                                                                                                         |
| Central location and would be nice to have the library with the community house - we can use the house in conjunction with the library.                                                                         |
| Convenient                                                                                                                                                                                                      |
| Central location access at set times.                                                                                                                                                                           |
| If people are on foot, Marrar Woon is only half the distance (to the P12 College) from the main strip plus parking is more readily available if one drives. Marrar Woon is in a bit more pleasant area as well. |
| The position of Marrar Woon - it is a centre where people have reason to visit it.                                                                                                                              |
| Already established and caters for the whole community.                                                                                                                                                         |
| It's (Marrar Woon) the most central and easy to access for the elderly and close for students looking for books that the school doesn't stock. Also for people doing community courses looking for references.  |
| It's (Marrar Woon) more central than at the school and I don't want to go the Harbour to get Library books.                                                                                                     |



**ATTACHMENT 1 - COMMENTS ON POTENTIAL LOCATIONS**

**Marrar Woorn Community Centre (Otway Health and Community Services) – Continued**

**SUPPORT CONTINUED**

Open business hours and will have staff available to man the library.

Marrar Woorn Access to the whole community

It is a quieter location.

For convenience and accessibility.

Marrar Woorn is an existing location.

It's (Marrar Woorn) more central than at the school.

**CONCERNS – MARRAR WOORN COMMUNITY CENTRE**

You are on too much display using Otway Health.

Marrar Woorn - not large enough - enlarging presents building costly.

**ATTACHMENT 1 - COMMENTS ON POTENTIAL LOCATIONS**  
**Harbour Precinct Development**

**SUPPORT- HARBOUR PRECINCT DEVELOPMENT**

The harbour may have more parking, coffee shops and better views

I think more people would use the library if it was located at the Harbour.

**CONCERNS – HARBOUR PRECINCT DEVELOPMENT**

I don't want to see a Library at the Harbour.

Opposed to Harbour development

Definitely not at the Harbour Precinct.

Definitely no Harbour Development.

Harbour is totally unsuitable in every way.

Do not favour service delivered within the Harbour Precinct.

Harbour Development could be good but I am concerned that development is a long way off and could be too long until we have a library.

I do not believe the current plan for the Harbour Precinct should eventuate.

The Harbour is totally inappropriate it is not a marine facility.

Municipal facilities at the Harbour is to be avoided due to its prime position and unspoiled (i.e. undeveloped) beauty.

The Harbour Development is not likely to be started for many years yet and area is too far from the township.

I don't want to go the Harbour to get Library books.

If the Harbour Development goes ahead it should be commercial/accommodation.

## COMMENTS IN RELATION TO OTHER SUGGESTSIONS

|                             | <b>SUPPORT</b>                                                                                                                                                                                                                         |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Old Police Station</b>   | Old police station close to the main street. Needs to be easily accessible for people without cars.                                                                                                                                    |
| <b>Information Centre</b>   | Its proximity to the shopping centre.                                                                                                                                                                                                  |
|                             | Close to all services i.e. Toilets disabled car parking; shops Ocean Road Bus stop easily for all ages.                                                                                                                                |
| <b>Stand alone building</b> | A stand alone building would be better well designed a purpose built as a library and not add hoc.                                                                                                                                     |
| <b>Main shopping area</b>   | I would like to go to the Library at the same time as I do my shopping.                                                                                                                                                                |
|                             | Central location.                                                                                                                                                                                                                      |
|                             | I believe the Library should have central access for the seniors who constitute a large percentage of local residents and don't want to use a car to get there i.e. Be close enough to shops but not where traffic would be a problem. |
|                             | I would prefer our library to be closer to the shopping area.                                                                                                                                                                          |
| <b>Youth Club</b>           | The Youth Club is renovating its kitchen, fits many people if necessary and is completely community run currently and central location.                                                                                                |

**OM082204-10NAMING OF VARIOUS UNNAMED ROADS WITHIN THE SHIRE**

AUTHOR: Paul Carmichael                      ENDORSED: Colin Hayman  
DEPARTMENT: Corporate and Community Services      FILE REF: GEN00016 Roads Streets & Bridges/Naming

**Purpose**

The purpose of this report is to seek Council's approval to commence the process to name 194 unnamed roads throughout the Shire.

**Background**

Schedule 10 section 5 of the Local Government Act provides the power for a Council to "approve, assign or change the name of a road".

In exercising this power the Act requires the Council to "act in accordance with the guidelines in force for the time being under the Geographic Place Names Act 1998".

The guidelines incorporate rules and procedures to inform and support naming authorities responsible for the name of geographical features (including roads).

The guidelines comprise three sections:

- principles governing standardisation;
- policy guidelines; and
- procedural guidelines

There are numerous unnamed roads located throughout the Shire. To improve the Vicmap map base of the Shire and to allow easier identification and location of properties (both existing properties and those that may be created by future subdivisions), it is proposed to apply names to 194 of these unnamed roads.

Most of these roads are short, dead end roads that are used predominantly by local traffic only. Another large category of roads are those located on Crown Land in the Otways. These roads are predominantly used by logging trucks, tourists and emergency services. The Department of Sustainability and Environment have requested Council apply names to Crown land roads.

Overall, it is anticipated very few abutting owners will have to change addresses etc as a result of the naming of a road.

Undertaking this project will result in an improved map base. As this map base is ultimately used by emergency services to locate properties, the project is considered to be beneficial. This will be particularly so for roads located on Crown land in the Otways.

An important part of the process will be to seek comment from abutting landowners as well as involving Historical Associations and Township Associations in the process to consider the naming of various unnamed roads.

**Corporate Plan/Other Strategies/Policy**      Nil

**Issues/Options**

Available options are to:

- (a) take no action,
- (b) commence procedures to rename the road in question.

An important part of the process will be to send letters to owners of properties abutting the roads to be named to advise them of the proposal and seek their comments.

It is also intended that the proposal to name the various roads will be advertised. The suggested names have mostly been compiled by the Colac and District Historical Society and as much as possible commemorate people that had an attachment to land abutting the road to be named.

### **Proposal**

That Council commence procedures to name the unnamed roads as listed in the attachment.

The attachment shows the location of each road to be named and the name proposed to be assigned.

### **Financial Implications**

Costs incurred by Council to undertake this procedure would include advertising of the proposal (approximately \$3,000).

An allocation of \$10,000 was provided in the 2007-8 budget for administrative assistance to handle the work load associated with this project.

There will also be a cost for the preparation and erection of a street nameplate signs once the names are applied. As this action is not likely to be taken until early in the 2008-9 financial year, budget provision will need to be made in the 2008-9 budget for this.

### **Risk Management Implications**

Schedule 10 of the Local Government Act 1989 provides the power for a Council to "approve, assign or change the name of a road".

### **Environmental Considerations** Nil

### **Communication Strategy/Consultation**

The Colac and District Historical Society have been consulted with respect to suggested names.

On the basis that Council supports the proposal to commence the process, letters will be sent to abutting landowners, whilst public consultation will be undertaken via placement of a public notice in local newspapers, seeking public comment on the proposed new names.

### **Implementation**

If Council resolves to support the recommendation, letters will be sent out as soon as possible. The public will be given 21 days to respond to the proposed new names.

The process is expected to take a couple of months to complete. A further report will be prepared for Council after comments have been received in order for Council to consider them and to consider adoption of the new names for the roads.

Letters will also be sent to Historical Associations as well as Township Associations within the Shire seeking comment on the naming of the various unnamed roads as well as seeking their participation in a committee to assess any comments received concerning other suggested names.

The committee will comprise two Councillors, Council Officers and representatives from local historical societies and progress associations who indicate their willingness to participate.

The only role of the Road Naming Advisory Committee will be to assess the comments that have been received from the community on suggested names and recommend any changes.

A Council report will be prepared following the consideration of comments by the Committee.

### **Conclusion**

The naming of various unnamed roads within the Shire involves 194 roads. This is a significant number. The involvement of abutting landowners, other interested members of the public and associations in the process will be an important contribution.

Given the application of names to currently unnamed roads will improve the quality of the data base, it is recommended Council commence the process to name these roads.

### **Attachments**

1. List of roads proposed for naming and localities
2. Map showing location of roads

### **Recommendation**

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

1. ***commence the process to consider the naming of various unnamed roads in the Shire;***
2. ***place advertisements in local newspapers seeking public comment on the respective unnamed roads;***
3. ***write to all landowners with a property abutting the road under consideration seeking comments on the naming of the respective unnamed roads;***
4. ***write to all Historical and Township Associations seeking comments on the naming of the respective unnamed roads;***
5. ***form a Road Naming Advisory Committee made up of Council Officers, representatives from Historical and Township Associations and 2 Councillors to consider the comments received;***
6. ***nominate 2 Councillors to be on the Road Naming Advisory Committee.***

~~~~~\ ~~~~~



MAP 1

| Map Number | Suggested Road Name | Locality |
|------------|----------------------|------------|
| 24 | Bell Road | Cressy |
| 25 | Lewis Road | Eurack |
| 26 | McInness Road | Cressy |
| 27 | Storer Street | Cressy |
| 28 | Oliver Street | Cressy |
| 29 | Mills Street | Cressy |
| 30 | Connors Road | Cressy |
| 31 | Cairns Road | Cundare |
| 32 | Gainger Road | Warrion |
| 33 | Connell Road | Warrion |
| 34 | Chiller Road | Cundare |
| 35 | Cordner Road | Beeac |
| 36 | Gray Road | Beeac |
| 37 | Poynter Road | Barpinba |
| 38 | Blackhorn Road | Eurack |
| 39 | Roberts Road | Eurack |
| 40 | Featherston Road | Beeac |
| 41 | Currie Road | Dreeite |
| 42 | Clement Road | Warrion |
| 44 | Howe Road | Ondit |
| 45 | Williams Road | Alvie |
| 46 | Fleming Road | Alvie |
| 47 | McGuane Road | Alvie |
| 48 | Dravan Road | Balintore |
| 49 | Whittacker Road | Balintore |
| 50 | Reeves Road | Birregurra |
| 51 | Beach Road | Birregurra |
| 52 | Denning Road | Irrewarra |
| 53 | Lake Burn Road | Irrewarra |
| 54 | England Road | Irrewarra |
| 55 | Roache Road | Nalangil |
| 56 | Hinton Street | Nalangil |
| 57 | Williamsons Road | Alvie |
| 58 | Holdsworth Road | Alvie |
| 59 | Edmonstone Road | Birregurra |
| 60 | Sonnet Road | Cororooke |
| 61 | Broome Street | Alvie |
| 62 | Walker Road | Cororooke |
| 63 | Treatment Works Road | Colac East |
| 64 | Monaghans Road | Beeac |
| 65 | Pierces Road | Eurack |
| 66 | Poorneet Road | Barpinba |
| 67 | Weering School Road | Barpinba |
| 68 | Barpinba Road | Eurack |
| 69 | Inglis Road | Warrion |
| 70 | Flaxmill Road | Colac East |

MAP 2

| Map Number | Suggested Road Name | Locality |
|------------|----------------------------|------------|
| 1 | Digby Street | Colac |
| 2 | McTaggart Street | Colac West |
| 3 | Wisemans Lane | Colac |
| 4 | Botanic Garden Carriageway | Colac |
| 5 | Purves Street | Elliminyt |

| | | |
|----|-------------------|-----------|
| 6 | Kettles Road | Yeo |
| 7 | Friends Road | Elliminyt |
| 8 | Doak Street | Elliminyt |
| 9 | Gellibrand Street | Colac |
| 10 | Fyans Street | Colac |
| 11 | Drew Street | Elliminyt |
| 12 | Duncan Street | Elliminyt |
| 13 | Ellis Street | Elliminyt |
| 14 | Higgins Street | Elliminyt |

MAP 3

| Map Number | Suggested Road Name | Locality |
|------------|-----------------------|--------------|
| 71 | Ricketts Road | Birregurra |
| 72 | Jessop Road | Birregurra |
| 73 | Townsend | Birregurra |
| 74 | Dwyer Road | Whoorel |
| 75 | Mitchell Road | Yeodene |
| 76 | King Road | Yeo |
| 77 | Osborne Road | Yeo |
| 78 | Parry Road | Barwon Downs |
| 79 | Phyland Road | Barwon Downs |
| 80 | Dorman Road | Barwon Downs |
| 81 | Ralston Road | Yeo |
| 82 | Pugsley Road | Barwon Downs |
| 83 | Mackies Track | Barwon Downs |
| 84 | Belfrage Road | Tanybryn |
| 85 | Smedleys Track | Beech Forest |
| 86 | Grenness Road | Barramunga |
| 87 | Simmons Track | Barramunga |
| 88 | Stevensons Falls Road | Barramunga |
| 89 | Sayers Vista | Barramunga |
| 90 | Lloyd Road | Barramunga |
| 91 | Fawcett Track | Forrest |
| 92 | Leggs Road | Barramunga |
| 93 | Chapmans Track | Gerangamete |
| 94 | Baulkhams Road | Gerangamete |
| 95 | Grants Road | Gerangamete |
| 96 | Gleesons Track | Barongarook |
| 97 | Shipp Track | Barongarook |
| 98 | Prices Track | Barongarook |
| 99 | Kemps Track | Barongarook |
| 100 | Jones Track | Barongarook |
| 101 | Downes Road | Gerangamete |
| 102 | Amos Road | Forrest |
| 103 | Russell Road | Forrest |
| 104 | Whelans Road | Forrest |
| 105 | Ireland Road | Forrest |
| 106 | Tranter Road | Forrest |
| 107 | Smiths Road | Forrest |
| 108 | Batty Road | Barwon Downs |
| 109 | Tyrells Road | Forrest |
| 110 | Malhoff Road | Forrest |
| 111 | Bartlett Road | Forrest |
| 112 | Hammond Road | Forrest |
| 113 | Harringtons Track | Barwon Downs |
| 114 | Blacks Road | Barwon Downs |
| 115 | Biddys Access | Barwon Downs |
| 116 | Hutchison Track | Forrest |

| | | |
|-----|-----------------------|-------------|
| 117 | Lake Elizabeth Road | Forrest |
| 118 | Penman Road | Forrest |
| 127 | Police Station Lane | Forrest |
| 119 | Whoorel Cemetery Road | Whoorel |
| 120 | Bushs Road | Pennyroyal |
| 121 | Barr Track | Murroon |
| 122 | Gold Hole Road | Gerangamete |
| 123 | Bingami Road | Yeodene |
| 124 | Parkers Road | Yeodene |
| 125 | Mulgrews Road | Barramunga |
| 126 | Donaldsons Access | Forrest |

MAP 4

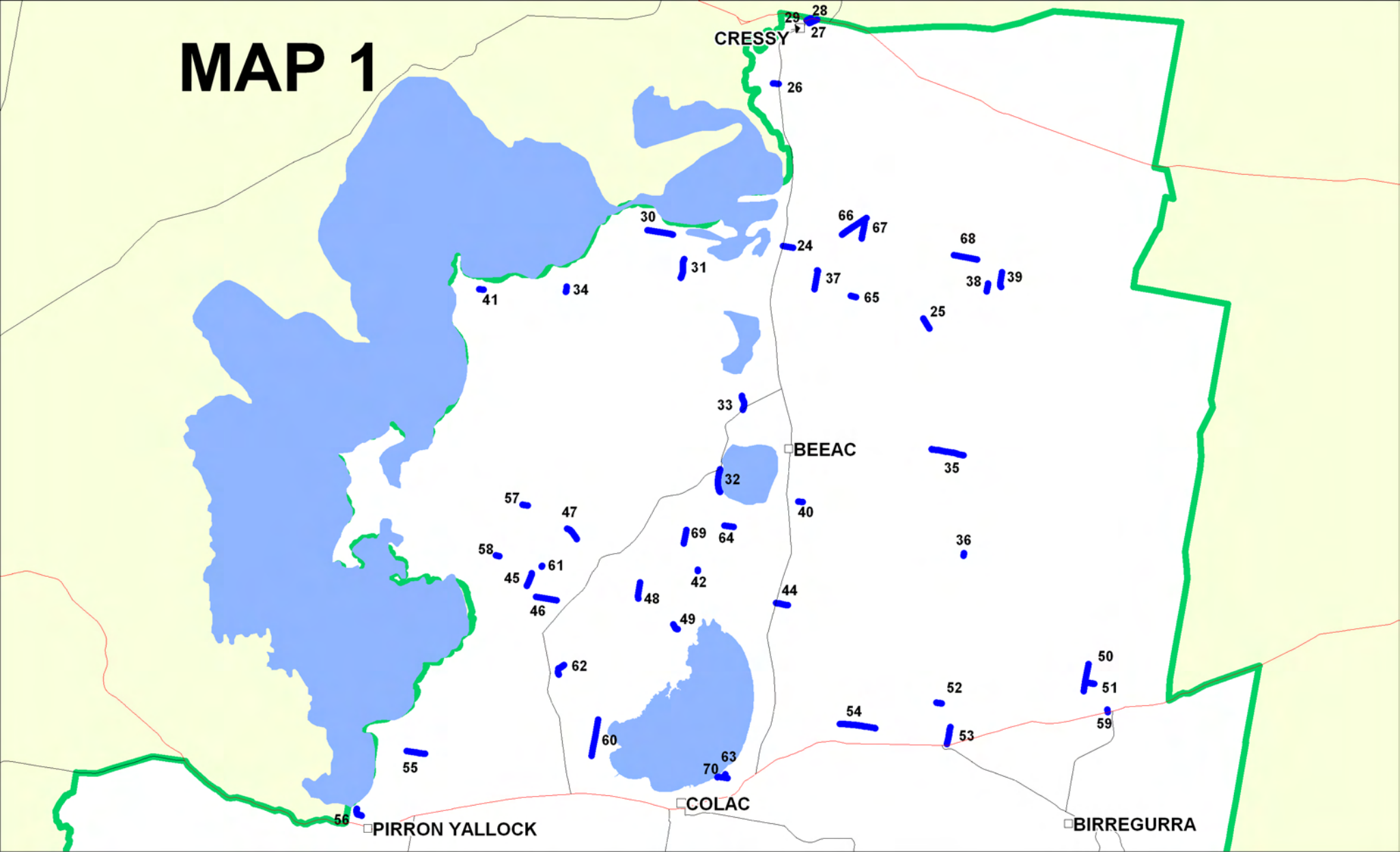
| | | |
|-----|------------------------|------------------|
| 174 | Richards Road | Stonyford |
| 175 | Boyd Road | Pirron Yallock |
| 176 | McBean Road | Irrewillipe |
| 177 | Consedine Road | Irrewillipe |
| 178 | Gears Road | Barongarook West |
| 179 | Hilltop Road | Pirron Yallock |
| 180 | Byrne Street | Irrewillipe |
| 181 | Birnam Road | Barongarook |
| 182 | Hamilton Road | Gellibrand |
| 183 | McLennan Road | Gellibrand |
| 184 | Armisteads Access | Gellibrand |
| 185 | Ditchley Park Road | Gellibrand |
| 186 | McKenzies Road | Gellibrand |
| 187 | Knoxs Road | Weeaprounah |
| 188 | Gum Gully Track | Carlisle River |
| 189 | Black Bridge Road | Carlisle River |
| 190 | Martins Creek Crossing | Beech Forest |
| 191 | Boxes Access | Carlisle River |
| 192 | Mercers Track | Carlisle River |
| 193 | Gardner Street | Beech Forest |
| 194 | Bellchambers Road | Beech Forest |

MAP 5

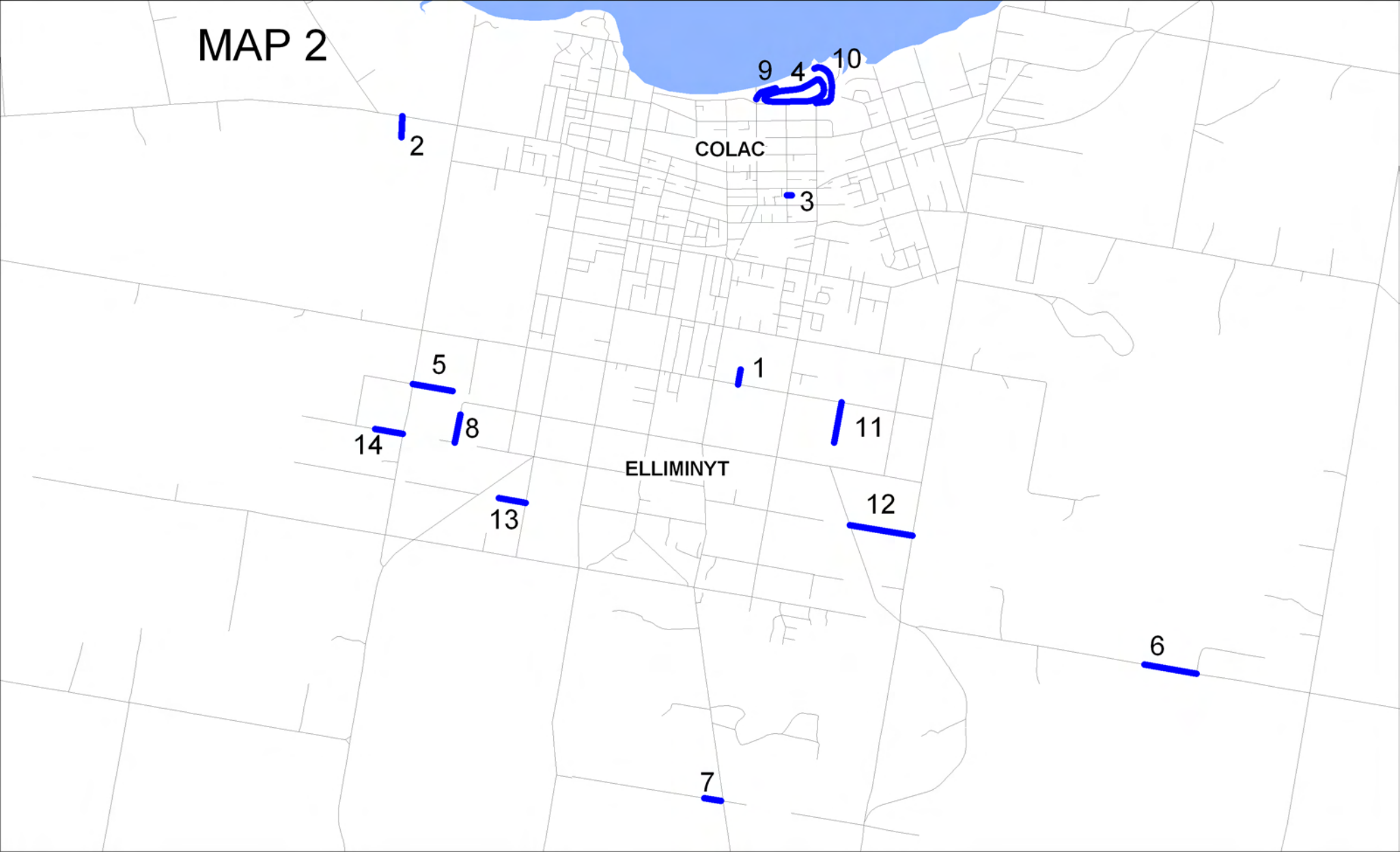
| Map Number | Suggested Road Name | Locality |
|------------|---------------------|-------------|
| 128 | Ramsden Road | Wongarra |
| 129 | Bernath Track | Wongarra |
| 130 | Walters Track | Wongarra |
| 131 | Noack Road | Tanybryn |
| 132 | Miller Road | Apollo Bay |
| 133 | McKelvey Road | Apollo Bay |
| 134 | Vale Street | Apollo Bay |
| 135 | Maguires Road | Apollo Bay |
| 136 | Hayley Point Road | Apollo Bay |
| 137 | Lawry Road | Cape Otway |
| 138 | Fords Track | Cape Otway |
| 139 | Lawrence Track | Cape Otway |
| 140 | Ross Track | Cape Otway |
| 141 | Franks Road | Hordernvale |
| 142 | Noonan Road | Johanna |
| 143 | Neaves Road | Yuulong |
| 144 | Williams Road | Yuulong |
| 145 | Wards Road | Yuulong |
| 146 | Balcauscas Access | Yuulong |
| 147 | Hampshire Road | Lavers Hill |

| | | |
|-----|-----------------------|--------------|
| 148 | Barrys Track | Lavers Hill |
| 149 | Coes Road | Chapple Vale |
| 150 | Berrys Road | Lavers Hill |
| 151 | Quiney Road | Lavers Hill |
| 152 | Old Amiets Track | Wyangta |
| 153 | Bradley Track | Wyangta |
| 154 | Barker Road | Ferguson |
| 155 | Reigel Road | Ferguson |
| 156 | Buchan Track | Wyangta |
| 157 | Closes Road | Beech Forest |
| 158 | Towers Track | Beech Forest |
| 159 | Cockerills Ridge Road | Beech Forest |
| 160 | Hopetoun Falls Road | Beech Forest |
| 161 | ODowds Road | Beech Forest |
| 162 | McDonalds Track | Beech Forest |
| 163 | Ray Track | Beech Forest |
| 164 | Midway Track | Beech Forest |
| 165 | Compartment41 Track | Beech Forest |
| 166 | Manna Gum Drive | Cape Otway |
| 167 | Bracks Access | Cape Otway |
| 168 | E Marriners Road | Hordernvale |
| 169 | Red Johanna Road | Johanna |
| 170 | Hendrickson Track | Yuulong |
| 171 | Old Iluka Access | Yuulong |
| 172 | Football Break Road | Beech Forest |
| 173 | SEC Track | Beech Forest |

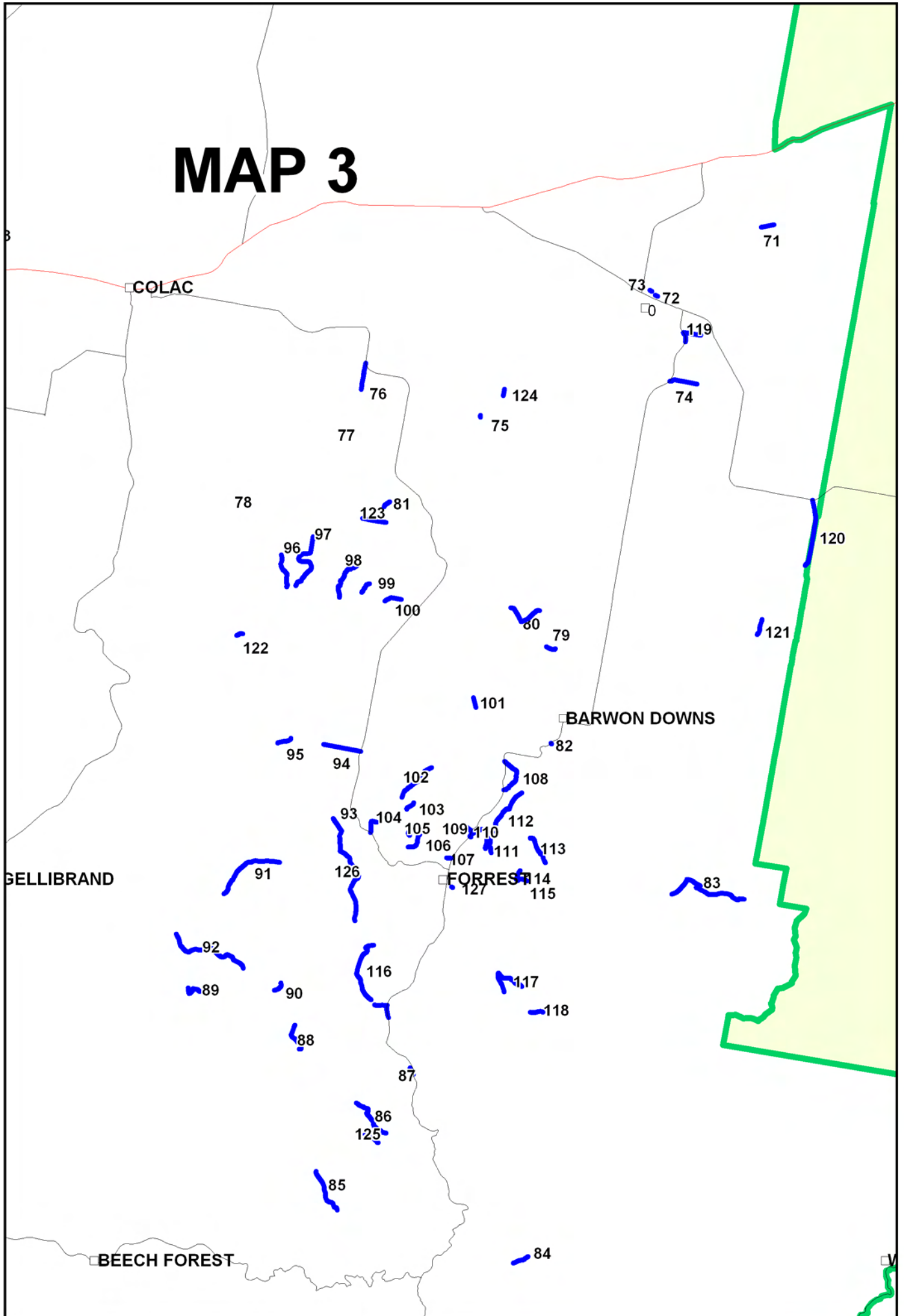
MAP 1



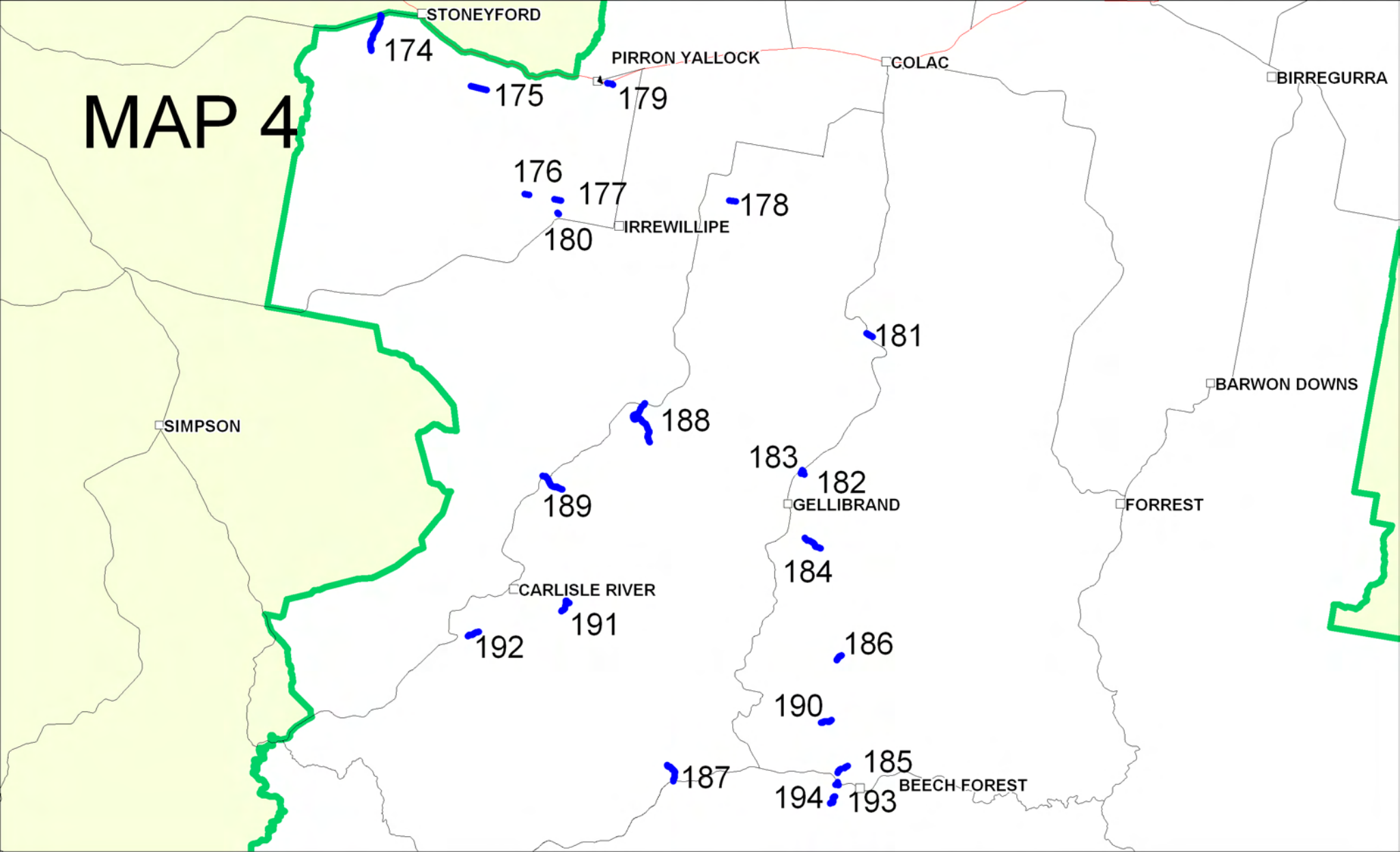
MAP 2

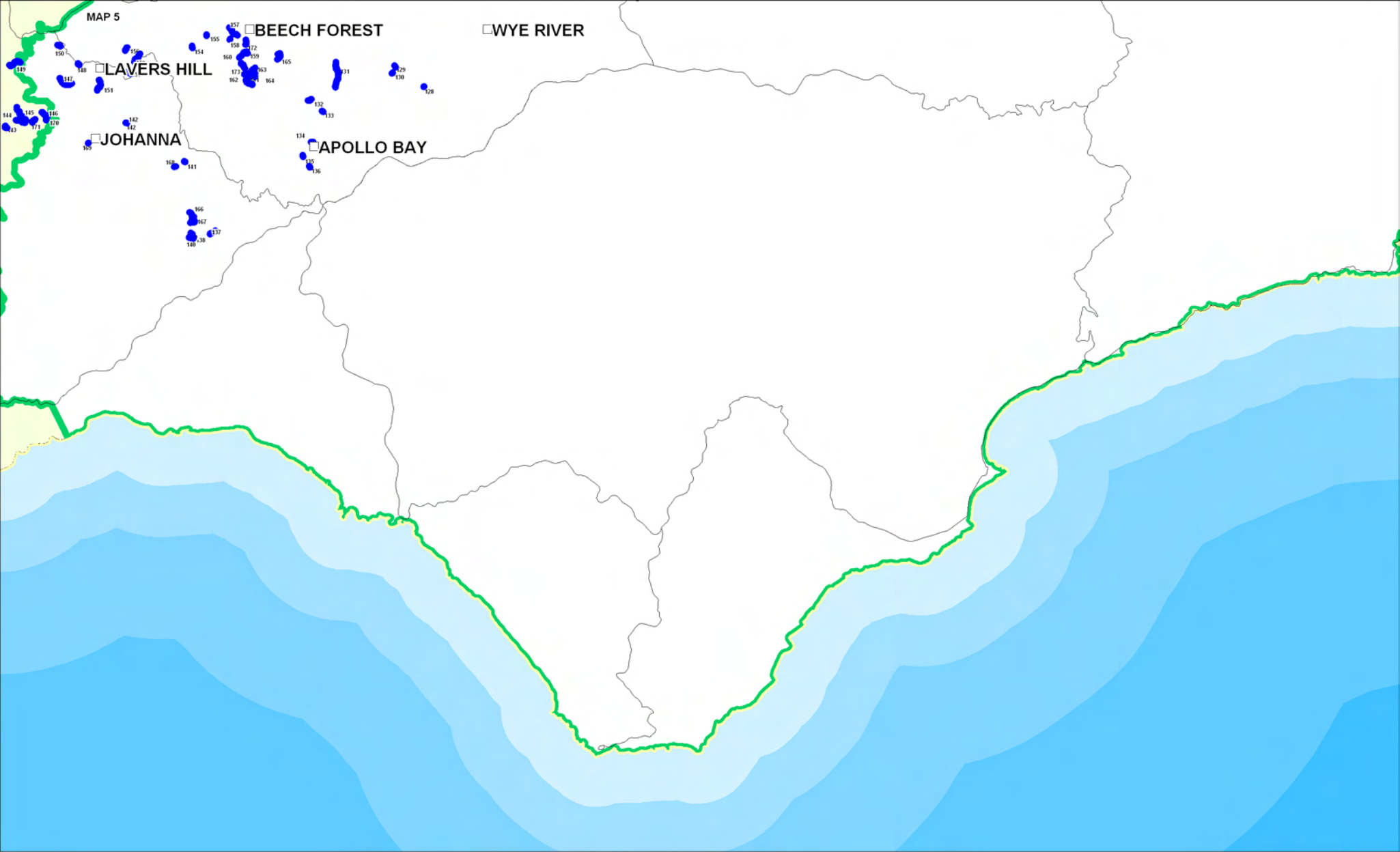


MAP 3



MAP 4





OM082204-11 TRANSPORT CONNECTIONS PROJECT

AUTHOR: Trina Ebeling
DEPARTMENT: Corporate and Community Services
ENDORSED: Colin Hayman
FILE REF: GEN00569

Purpose

The purpose of this report is to update Council on the Transport Connections Project, and to request a Councillor be appointed to the Local Advisory Group.

Background

An application for a grant under *Transport Connections* has been successful. An allocation of \$397,835 has been approved to fund a 3 year joint project between the Surf Coast Shire and the Colac Otway Shire.

Transport Connections is a joint initiative of the Department of Planning and Community Development (DPCD), Department of Infrastructure (DOI), Department of Human Services (DHS) and Department of Education and Early Childhood Development (DEECD).

The Colac Otway/Surf Coast Shires Transport Connections Project (TCP), called 'Bringing Communities Together' commenced in December 2007.

Transport Connections is about communities working together to improve local transport, through local partnerships and the use of existing assets and services such as taxis, school buses, community buses and volunteers.

Transport is consistently rated by rural and regional communities as one of the most significant barriers to accessing services, employment and community networks.

In response to the identified need for place focus and local community strengthening, the project will be implemented individually in each Shire. This will ensure that local needs are captured and responded to.

The aims of the program are:

- Improved access to services
- Improved solutions to transport disadvantage
- Strong partnerships to deliver services
- Ongoing participation in decision making

Successful strategies include:

- Taking into account local problems and opportunities
- Consulting locally
- Optimising local resources
- Focussing on sustainability
- Integrating different programs and funding streams

(Source OECD, Best Practices in Local Development, 1999)

The project demonstrates a close working relationship between two adjoining Shires – Colac Otway and Surfcoast. The synergies and benefits that have already emerged from previous joint partnership projects, illustrate the innovative outcomes that will be possible.

Each Shire has appointed a Project Officer, Trina Ebeling (Colac Otway Shire) COS and Jenny Lewis (Surfcoast Shire), who previously worked together on a DPCD funded joint project to develop a Strategic Plan for Volunteer Engagement and Sustainability in each Shire. Their Managers are Greg Fletcher (COS Health & Community Services) and Chad Foulkes (SCS Community Planning & Development).

The TCP has clearly defined stages.

| | | |
|----------|---|-----------------|
| Stage 1. | Project Commencement – signing of funding agreement | 1/7/07-31/12/07 |
| Stage 2 | Progression – establishment & partnership development | 1/1/08-30/6/08 |
| | - planning, prioritising, action, investment | 1/7/08-31/12/08 |
| | - action & investment | 1/1/09-30/6/10 |
| Stage 3 | Finalisation – action & investment, finalisation | 1/7/10-30/9/10 |

The TCP will be overseen by a Joint Steering Committee made up of a range of key stakeholders and members of the two Councils. It will meet on a bi-monthly basis, beginning March 2008, and will rely on the development of a strong partnership of community members, government departments, local government, transport providers (community, public and private), non-government agencies and local businesses as outlined in the project's Terms of Reference.

The role of the Local Advisory Group will be to support and monitor the project at a local level. It will meet at least every six weeks, and its membership will include a strong partnership from a range of community groups, local associations, residents, traders and key stakeholders as outlined in the project's Terms of Reference.

At a local level, it is proposed that the Colac Otway Local Advisory Group will be made up of the following:

- TCP Project Coordinator
- Health & Community Services Manager, COS
- Recreation Arts & Culture Manager, COS
- Aged & Disability Coordinator, COS
- Asset Management Officer, COS
- Rural Access Worker, COS
- COS Councillor
- Colac Area Health representative
- Otway Health representative
- Neighbourhood Renewal representative
- Diversitat representative
- Chamber of Commerce representative
- School buses coordinator
- RSL representative

Corporate Plan/Other Strategies/Policy

The TCP will provide linkages to several community priorities in the revised 2005/2009 Council Plan including: Health, Recreation and Community Service; Roads & Infrastructure, Financial Sustainability, Economic Development and Strong Leadership.

The 'Bringing Communities Together' project also relates directly to Council's Vision and Values of Partnership Consultation and Service.

The project links directly into the Regional Management Forum's priorities of: climate change, disadvantage in community and healthy liveable communities.

Transport Connections Project also links with the G21 Transportation Pillar 'improving community and visitor access to services, educational and vocational opportunities and lifestyle activities.'

Issues/Options

A Councillor is invited to be a representative on the Colac Otway Shire Local Advisory Group to monitor the Transport Connections Project 'Bringing Communities Together'.

Option 1 is to include a Councillor on the Advisory Group.

- Achievements will be monitored, evaluated and shared throughout the TCP by the Advisory Group.
- Surf Coast Shire have appointed Cr Libby Meares as Council representative on their Local Advisory Group.

Option 2 is to not have a Councillor representative on the Local Advisory Group, but to rely on reports from the group.

Option 1 is the preferred option.

Proposal

By adopting the preferred option, it is recognised that the Transport Connections Project is important for the community.

Financial and other Resource Implications

Council has received a grant towards the project. Colac Otway is the auspice agency.

Transport Connections is an \$18.3m Victorian Government investment whereby DPCD provides funding to help communities set up working groups, employ a coordinator and develop a range of transport initiatives. Nine pilot projects have been completed and currently, thirty two projects have been set up throughout Victoria.

The DOI Flexible Fund of \$4.19m over 4 years is also available for new transport route trials of 6-12 months, to help identify gaps in current systems and to provide trial services. A nearby example case study is the Timboon & Cobden *on demand* low cost taxi service to Camperdown providing new access to bus and rail transport routes to Warrnambool, Ballarat, Geelong and Melbourne.

Risk Management & Compliance Issues

The Project Coordinator has undertaken the normal induction process for Colac Otway Shire staff.

Governance documents include: Partnership Agreement, Terms of Reference document, Funding Agreement – Recital, Community Consultation & Engagement Plan, and regular progress reports to DPCD. A Dispute mechanism and Conflict of Interest process are included.

Environmental Considerations

Governance documents have consideration for environmental factors such as asset mapping for better use of existing resources.

Communication Strategy/Consultation

A number of groups have already been involved in the initiation and development of the TCP between the two Shires.

The project development team includes the Department of Planning and Community Development (DPCD), Department of Infrastructure (DOI), Department of Human Services (DHS) and Department of Education and Early Childhood Development (DEECD).

A Community Consultation and Engagement Plan is currently being developed. Broad consultation will be central to the success of the project:

- locally to identify user needs and gap analysis,
- jointly between the partnership groups,
- State-wide through project networks both online, through meetings/emails and communities of practice forums and workshops.

Implementation

The Funding Agreement for the grant was finalised in 28/9/07 between the Department of Planning and Community Development and the Colac Otway Shire. Stage 1 (Project Agreement - Signing of Funding Agreement) has been completed, and the Project is on track with Stage 2 (Progression – Establishment and Partnership Development).

It is expected that the TCP will conclude late 2010.

Conclusion

The Transport Connections Project will provide a number of benefits to both Shires.

Potential outcomes which will occur as a result of the project are:

- Improved access to services
- Improved solutions to transport disadvantage
- Strong partnerships to deliver services
- Ongoing participation in decision making

Attachments N/A

Recommendation

That Council nominate a Councillor to join the Local Advisory Group for the Transport Connections Project 'Bringing Communities Together'.

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CONSENT CALENDAR**OFFICERS' REPORT**

D = Discussion

W = Withdrawal

| ITEM | D | W |
|---|---|---|
| <p><u>INFRASTRUCTURE</u></p> <p><u>OM082204-12 BRIDGE ASSET MANAGEMENT PLAN</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council resolve to adopt the Bridge Asset Management Plan.</i></p> | | |
| <p><u>OM082204-13 PROPOSED COMMUNITY ENGAGEMENT FOR REVIEW OF ROAD SERVICE LEVELS</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council resolve to:</i></p> <ol style="list-style-type: none"> <i>1. Note the actions already undertaken to develop the proposed Community Engagement process associated with the review of the Road Asset Management Plan; and</i> <i>2. Endorse the proposed community engagement strategy, and that the community feedback be incorporated into a draft revised Road Asset Management Plan.</i> | | |
| <p><u>OM082204-14 COMMUNITY CONSULTATION PLAN - WASTE MANAGEMENT, BEST VALUE REVIEW</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council :</i></p> <ol style="list-style-type: none"> <i>1. Endorse the actions already taken towards the Waste Management Best Value Review;</i> | | |

| | | |
|---|--|--|
| <p>2. Endorse the Community Consultation and Engagement Plan as detailed in the attachment to commence the community consultation process.</p> | | |
| <p><u>OM082204-15 CONTRACT APPROVAL : CONTRACT - PROPERTY VALUATION SERVICES</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council awards Contract No. 0802 for the Property Valuation Services to Southern Cross Property Services at the lump sum tender price of \$266,760 (excluding GST) for the 2010 valuation and \$286,740 (excluding GST) for the 2012 valuation and at the schedule of rates submitted.</i></p> | | |
| <p><u>OM082204-16 CONTRACT APPROVAL : CONTRACT 0505 - CLEANING SERVICES (EXTENSION OF CONTRACT)</u></p> <p>Department: Infrastructure</p> <p><u>Recommendation(s)</u></p> <p><i>That Council agrees to the price increase of \$12,081.55 per annum requested by Colac Cleaning and Property Services (based on current rates to 30 June, 2008) and extends the contract period of Contract 0509 - Cleaning Services by a further two years from 1 July 2008 until 30 June, 2010, in accordance with the Contract.</i></p> | | |

Recommendation

That recommendations to items listed in the Consent Calendar, with the exception of items, be adopted.

MOVED

SECONDED

OM082204-12 BRIDGE ASSET MANAGEMENT PLAN

AUTHOR: Adam Lehmann
DEPARTMENT: Infrastructure

ENDORSED: Julie Jagot
FILE REF: GEN00007 - General

Purpose

The purpose of this report is for Council to formally adopt the Bridge Asset Management Plan.

Background

Council at its meeting of 30 January 2008 resolved to advertise its intention to place the draft Bridge Asset Management Plan on public display inviting submissions in relation to the content of the plan.

Corporate Plan/Other Strategies/Policy

The outputs provided by the management of the local road system contribute fundamentally to Council's objective to plan, develop and maintain a network of sustainable infrastructure.

The Bridge Asset Management Plan demonstrates how Council will support this objective by applying the principles of responsible asset management planning.

Issues/Options

The delivery of safe and efficient road services will contribute to Council's objective to sustainably manage its infrastructure will be achieved by:

- Demonstrating responsible asset stewardship;
- Providing a basis for community consultation to determine appropriate levels of service;
- Implementing a programme of inspections and monitoring activity to assess asset condition and performance;
- Undertaking a risk based approach to identify operational, maintenance, renewal and capital development needs, and applying economic analysis techniques to select the most cost effective work programme;
- Ensuring services are delivered at the right price and quality;
- Supporting long term financial planning; and
- Continuously reviewing and improving the quality of AM practice.

The specific purpose of this plan is to:

- Improve the understanding of service level standards and options;
- Identify minimum long term life cycle costs to provide an agreed level of service;
- Better understand and forecast asset related management options and costs, and the ability to balance out peak funding demands;
- Clearly justify forward works programs and expenditure;
- Manage risk associated with asset failure; and
- Improve decision making based on costs and benefits of alternatives.

Proposal

The proposal is for Council to formally adopt the Bridge Asset Management Plan.

Financial and other Resource Implications

The funding model proposed in the Bridge Asset Management Plan has taken into consideration what can realistically be delivered with the funding available given Councils overall commitments.

The renewal gap profile for the bridges and major drainage structures asset group has been modelled as part of the AM Planning process and is based on the expected funding levels adopted by Council's Strategic Resource Plan 2007/08 – 2010/11.

The results of this analysis indicate that the levels of funding for bridge renewal are sufficient to undertake necessary projects until this need increases moderately in about 6 to 7 years.

Based on the expected capital expenditure levels adopted in the Strategic Resource Plan, Council has demonstrated that it is managing its renewal gap across all infrastructure categories into the medium term. In order to manage the renewal funding gap which is projected for bridge assets, Council may carefully consider a redistribution of renewal funding for other infrastructure assets as identified in the Resource Strategic Plan. The potential implications of this will need to be assessed for their impact prior to any changes to funding being implemented.

It is anticipated that the proposed strategies contained within the Bridge Asset Management Plan will optimise the use of available funding, which will lead to economic benefits to the community.

Risk Management & Compliance Issues

This Bridge Asset Management Plan is supported by high level risk management processes and strategies to minimise risks associated with the provision of Council's services. The principles of the Risk Management Strategy are to identify evaluate and priorities Council's risk associated opportunities and threats, with a view to:

- Utilise opportunities;
- Reducing, mitigating, transferring or eliminating threats;
- Promote, develop and support risk management processes throughout Colac Otway Shire;
- Recognise that successful risk management relies on input from ALL employees;
- Allow for more effective allocation and use of resources;
- Provide a basis for higher standards of accountability; and
- Protect Council's corporate image as a professional, responsible and ethical organisation.

Environmental Considerations

No environmental considerations are applicable.

Communication Strategy/Consultation

Council at its meeting of 30 January 2008 resolved to advertise its intention to place the draft Bridge Asset Management Plan on public display inviting submissions from the broader community. Notices were advertised in the Colac Herald and the Echo.

No public submissions were received in respect to this matter.

Further community consultation has been identified as an improvement opportunity over the next three (3) years, particularly in relation to measuring the community's expectations regarding the service standards documented in the Plan.

Implementation

The Bridge Asset Management Plan is a living document which is relevant and integral to Council's asset management activities. To ensure the plan remains useful and relevant the following on-going process of AM plan monitoring and review activities will be undertaken:

- Formal adoption of the plan by Council;
- Review and formally adopt levels of service. Council will undertake a service level review (public consultation process) to determine an accurate understanding of both the current and future needs and expectations of customers. The explicit levels of service and performance measure defined will be formally adopted by Council; and
- Revise the Plan annually to incorporate outcomes of service level review and new knowledge resulting from the asset management improvement program.

Conclusion

Council's Bridge Asset Management Plan is a first generation plan based on current asset management practices and, in some areas, limited data.

The continuing development of asset management systems and data collection programs will enable Council to build on future versions of this Plan.

Attachments

Draft Bridge Asset Management Plan

Recommendation(s)

That Council resolve to adopt the Bridge Asset Management Plan.



~~~~~1) ~~~~~



# Bridge Asset Management Plan



Adopted – Draft

## EXECUTIVE SUMMARY

### INTRODUCTION

The outputs provided by the management of Council's bridge assets contributes fundamentally to Council's objective to plan, develop and maintain a network of sustainable infrastructure.

This plan is intended to demonstrate how Council will support this objective by applying the principles of responsible asset management planning which is to meet a required level of service in the most cost-effective way through the creation, acquisition, operation, maintenance, renewal and disposal of assets to provide for present and future customers.

The contribution of roading services to Council's vision and AM objectives will be achieved by:

- Demonstrating responsible asset stewardship,
- Providing a basis for community consultation to determine appropriate levels of service,
- Implementing a program of inspections and monitoring activities to assess asset condition and performance,
- Undertaking a risk based approach to identify operational, maintenance, renewal and capital development needs, and applying economic analysis techniques to select the most cost effective works program,
- Ensuring services are delivered at the right price and quality,
- Supporting long term financial planning, and
- Continuously reviewing and improving the quality of AM practice.

### Scope of the Plan

The bridges asset type includes all vehicle bridges, major drainage structures and pedestrian bridges located within the road reserve or on a designated pedestrian route.

The scope and value of Council's bridge assets is summarised in the table below.

| Asset Class          | Inventory     | Current Replacement Cost as at June 2007 (\$) | Written Down Value of Entire Asset Class (\$) | Total Economic Life (Years) | Average Remaining Economic Life (Years) |     |
|----------------------|---------------|-----------------------------------------------|-----------------------------------------------|-----------------------------|-----------------------------------------|-----|
| <b>Bridges Group</b> |               |                                               |                                               |                             |                                         |     |
| Concrete             | 85            | \$11,328,944                                  | \$8,567,400                                   | 70                          | 53                                      | 76% |
| Composite            | 49            | \$4,190,113                                   | \$2,996,804                                   | 50                          | 36                                      | 72% |
|                      | <b>Totals</b> | <b>\$15,519,058</b>                           | <b>\$11,564,204</b>                           |                             |                                         |     |

### Relevant Stakeholders

A stakeholder represents any group(s) or individuals having an interest, in this case, in the service provided by Council's bridge infrastructure.

The stakeholders in the management of Council's these 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,
- Other Government Departments, and
- Visitors to the Colac Otway Shire.

The community's needs and expectations are subject to change frequently and are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

### **Relationship with Other Plans**

Asset Management plans are a key component of the Council planning process, linking with the following plans, documents and statutory processes.

### **Corporate Plan**

The BrAMP is a key document in Council's overall strategic planning objectives.

The Colac Otway Shire's BrAMP is consistent with Council's commitment and goals to plan, develop and maintain a sustainable road network, whilst providing Best Value to the community.

The specific strategies and outcomes identified in the Council Plan 2005 – 2009 include:

- Continue increased funding of infrastructure asset renewal, particularly on rural road resheeting, drainage, timber bridges and footpaths.
- Advocate for improved infrastructure services:
  - Upgrade Turtons Track as a major sealed 2WD Touring route,
  - Upgrade of the main access roads between Princes Hwy and the Great Ocean Road including the Colac – Forrest Road, Birregurra - Forrest Road, Forrest – Skenes Creek Road and the Colac – Lavers Hill Road consistent with actions contained in the Great Ocean Road Regional Strategy.
  - Location of the Geelong By-Pass connection with the Princes Highway to enable a continuous 100kmh speed zone.
  - Construction of a dual carriageway Princes Highway from Geelong to Colac and then beyond to the South Australian border.
  - Development of an alternative heavy vehicle route for the city of Colac.
  - Identification of a designated route for the future location of a Colac By - Pass along the Princes Hwy.
- Implementation of Road Safety Plan and Council approved road safety initiatives in partnership with Vic Roads and other agencies.
- Develop and implement the Asset Management Plans and Asset Management Systems for all infrastructure categories.
- Manage our roads consistent with Council's Road Management Plan
- Strategically manage the impacts on Council's local road network giving consideration to emerging industries and changes in transport demands.

### **Asset Management Plan Structure**

The following illustrates the structure and intention of the asset management planning process as it relates to the development of an asset management plan. It also highlights the relevant section references as contained in Council's BrAMP.

|                                                  |                                                                                                                                       |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 1<br/>Introduction</b>                | Outline the purpose and scope of the plan. Justify asset ownership and identify corporate objectives.                                 |
| <b>Section 2<br/>Level of Service</b>            | Define factors relevant to determining the level of service. Identify current and target level of service.                            |
| <b>Section 3<br/>Future Demand</b>               | Identifies the factors influencing future demand. Predicts future changes in demand. State the demand management plan.                |
| <b>Section 4<br/>Strategic AM Policies</b>       | States the strategic risk and investment policies implemented for developing asset plans.                                             |
| <b>Section 5<br/>Life Cycle Management Plans</b> | Provides asset information. Identifies maintenance and capital development needs. Identifies management strategies and work programs. |
| <b>Section 6<br/>Financial Forecast</b>          | Identifies long term financial forecasts. Notes key assumptions and financial policies.                                               |
| <b>Section 7<br/>AM Improvement</b>              | Describes current AM practice underpinning the plan. Identifies enhancements planned to improve AM planning.                          |

## LEVELS OF SERVICE

Level of service is the defined service quality for a particular activity or service area against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.

An important objective of the BrAMP is to match the level of service provided by Council's bridge infrastructure assets with the expectations of the community given financial, technical and legislative constraints.

### Defining Level of Service

The adopted levels of service for Council's bridge assets reflect current industry standards and are based on:

- Legislative requirements – Statutory Acts, Regulations and standards that impact on the way these particular assets are managed
- Community research and expectations – Information gained from the community on expected quality and price of service.
- Council's strategic goals – Provide guidelines for the scope of current and future services offered, the manner of service delivery and define the specific levels that Council desires to achieve.

## FUTURE DEMAND

The Colac Otway Shire is characterised by its significant agricultural and timber industries, growing tourism and widely dispersed population centres connected by an expansive network of sealed and unsealed roads.

Factors effecting demand including population growth, traffic growth, social and technology change. The impact of these trends is examined and some demand management strategies are recommended as a technique to modify demand without compromising customer expectations.

### Factors Effecting Demand

The significant changing demands the Colac Otway Shire needs to consider are:

1. The change in the vehicle types travelling on local roads, especially increased volumes of heavy vehicles. As such, there is an ever growing demand on many of Council's bridges to cater for transport vehicles operating at Higher Mass Limits
2. Continual demand for improvements in the levels of service. This can result from:
  - Advances in available technology,
  - Standards of living improving,
  - A greater understanding of the community's perceptions and expectations,
  - A higher level of road safety conscientiousness,
  - Changing legislative requirements, and
  - Change in the strategic management of assets by Council

## LIFECYCLE MANAGEMENT PLAN

Lifecycle management focuses on management options and strategies considering all relevant economic and physical consequences as part of an assets life cycle, from initial planning to disposal.

The life cycle management plan for Council's bridges and major drainage assets presents an analysis of all available asset information and the management plans covering the three key work activities necessary to manage the portfolio, these being:

**Operations & Maintenance Plan:** Activities undertaken to ensure efficient operation and serviceability of the assets, and therefore that assets retain their service potential over their useful life.

**Renewal Plan:** To provide for the progressive replacement of individual assets which have reached the end of their useful life. Deteriorating asset condition primarily drives renewal needs.

**Development Plan:** To improve parts of the system currently performing below target service standards and to allow development to meet future demand requirements. Sub-standard asset performance primarily drives asset development needs.

## FINANCIAL SUMMARY

This section outlines the long-term operations, maintenance and capital financial requirements for the operation, maintenance, renewal and development of roading assets based on long-term strategies outlined earlier in the plan. Funding issues are discussed and key assumptions made in preparing the financial forecasts are noted.

### Historical Expenditure

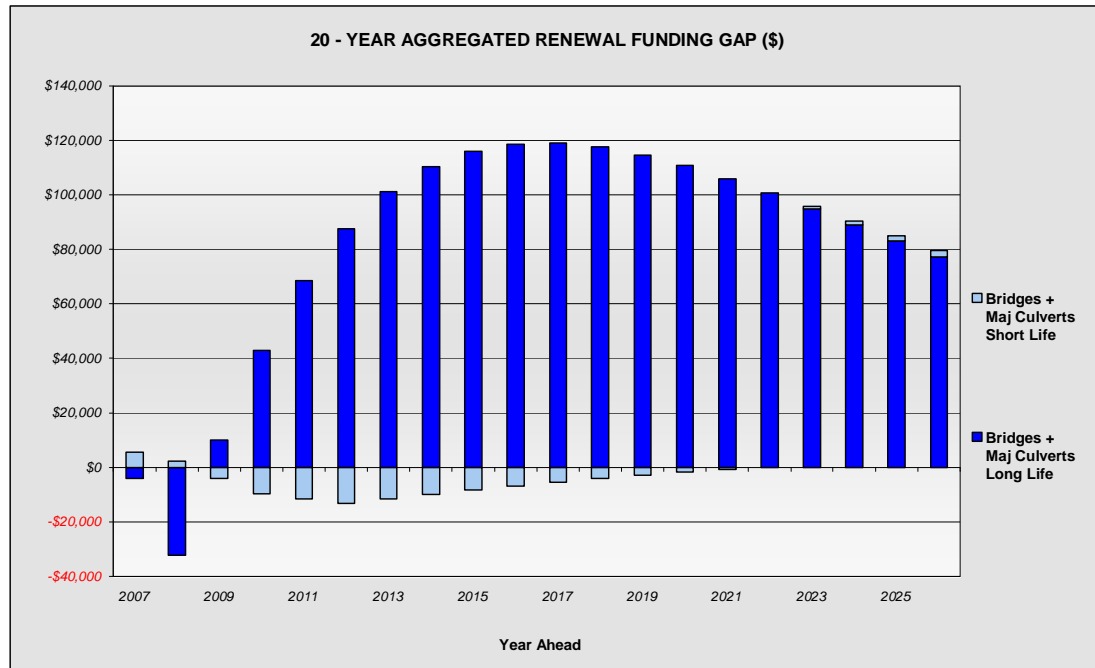
| <b><i>Maintenance</i></b>       | <b>Actual 2005/06</b> | <b>Actual 2006/07</b> | <b>Budget 2007/08</b> |
|---------------------------------|-----------------------|-----------------------|-----------------------|
| <b>Bridges Group</b>            | \$78,300              | \$148,700             | \$160,000             |
| <b>Total</b>                    | <b>\$78,300</b>       | <b>\$148,700</b>      | <b>\$160,000</b>      |
| <b><i>Capital Renewal</i></b>   | <b>Actual 2005/06</b> | <b>Actual 2006/07</b> | <b>Budget 2007/08</b> |
| <b>Bridges Group</b>            | \$142,460             | \$235,542             | \$83,000              |
| <b>Total</b>                    | <b>\$142,460</b>      | <b>\$235,542</b>      | <b>\$83,000</b>       |
| <b><i>Capital Upgrade</i></b>   | <b>Actual 2005/06</b> | <b>Actual 2006/07</b> | <b>Budget 2007/08</b> |
| <b>Bridges Group</b>            | \$0                   | \$0                   | \$32,000              |
| <b>Total</b>                    | <b>\$0</b>            | <b>\$0</b>            | <b>\$32,000</b>       |
| <b><i>Capital Expansion</i></b> | <b>Actual 2005/06</b> | <b>Actual 2006/07</b> | <b>Budget 2007/08</b> |
| <b>Bridges Group</b>            | \$323,345             | \$15,325              | \$20,000              |
| <b>Total</b>                    | <b>\$323,345</b>      | <b>\$15,325</b>       | <b>\$20,000</b>       |

### Expenditure on Assets History

## Predicted Funding Requirements

Overall, Council has developed a strategy for portraying life-cycle requirements and predictions of road infrastructure condition and performance over the next 20 years. In general, the model used to assist in predicting future asset renewal demands and requirements was developed through Council's involvement in the MAV Step Asset Management Program.

The following Figure indicates the Renewal Funding Gap profile for Council's bridge and major drainage infrastructure over the next twenty (20) years.



**Road Asset Renewal Funding Gap Profile**

The renewal gap profile has been modelled on the expected funding levels adopted by Council's Strategic Resource Plan 2007/08 – 2010/11. The levels of funding for bridge replacement are sufficient to undertake necessary projects until the need increases moderately in about 6 to 7 years.

## Funding Strategy

The aim of Council's Strategic Resource Plan is to assist it in understanding the medium to long term implications of its policies and strategies which are proposed each year and subsequently adopted in the annual budget process. It is intended that the principles of the BrAMP are incorporated into the planning of future budgets.

The Strategic Resource Plan is closely aligned to the Council Plan and provides Council with a broader understanding of the financial implications of its strategic decisions. It guides Council and management in the preparation of future corporate strategies and associated allocation of budgets.

Council's Annual Budget Process is based on the following principles:

1. Deliver the results sought by Council as specified in the outcome statements in each program area.
2. Deliver outcomes as identified in Council's Annual Plan.

3. Reflect Council's capital expenditure priorities as identified in the Five (5)-Year Capital Investment Program, including no new major capital projects.
4. Emphasise the implementation of adopted strategies and priorities identified in Business Plans.
5. Increase funding levels for infrastructure asset renewal and maintenance.
6. Increase working capital and cash reserves.
7. Minimise rates and charges increases.
8. Not exceed existing staff levels.
9. Undertake no new loan borrowing's

### **Summary**

All three classifications of Capital Investment, Renewal, Upgrade and Expansion are warranted in differing circumstances:

- Renewal works maintain assets,
- Upgrade works satisfy changes in demand or rectify assets that are perceived as insufficient in meeting community needs, and
- Expansion projects accommodate growth

Council has a current budget strategy that responds to community demand and asset renewal requirements. Council's current emphasis is on asset renewal expenditure rather than asset development.

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## 1.0 INTRODUCTION

This section sets out the scope and objectives of this asset management plan, describes its relationship with other Colac Otway Shire documents, plans and strategies. This section also demonstrates the Bridge Asset Management Plan (BrAMP) framework.

### 1.1 Objectives of this Plan

In order to facilitate the provision of its services to the community, the Colac Otway Shire manages an extensive range of community assets. One of the most significant groups of these assets, with regard to the difficulty and expense of managing, are Council's road infrastructure assets.

Bridges are key elements of the road network and represent a major investment of community resources. Because of their location over natural and other obstacles, any bridge failure may severely restrict road traffic with consequent inconvenience and economic loss to the community.

The outputs provided by the management of Council's bridge assets contributes fundamentally to Council's objective to plan, develop and maintain a network of sustainable infrastructure.

This plan is intended to demonstrate how Council will support this objective by applying the principles of responsible asset management planning which is to meet a required level of service in the most cost-effective way through the creation, acquisition, operation, maintenance, renewal and disposal of assets to provide for present and future customers.

The contribution of roading services to Council's vision and AM objectives will be achieved by:

- Demonstrating responsible asset stewardship,
- Providing a basis for community consultation to determine appropriate levels of service,
- Implementing a program of inspections and monitoring activities to assess asset condition and performance,
- Undertaking a risk based approach to identify operational, maintenance, renewal and capital development needs, and applying economic analysis techniques to select the most cost effective works program,
- Ensuring services are delivered at the right price and quality,
- Supporting long term financial planning, and
- Continuously reviewing and improving the quality of AM practice.

The specific purpose of this plan is to:

- Improve the understanding of service level standards and options,
- Identify minimum long term life cycle costs to provide an agreed level of service,
- Better understand and forecast asset related management options and costs, and the ability to balance out peak funding demands,
- Clearly justify forward works programs and expenditure,
- Manage risk associated with asset failure, and
- Improve decision making based on costs and benefits of alternatives.

### 1.2 Scope of the Plan

The bridges asset type includes all vehicle bridges, major drainage structures and pedestrian bridges located within the road reserve or on a designated pedestrian route.

The scope and value of Council's bridge assets is summarised in Table 1.0.

| Asset Class          | Inventory     | Current Replacement Cost as at June 2007 (\$) | Written Down Value of Entire Asset Class (\$) | Total Economic Life (Years) | Average Remaining Economic Life (Years) |     |
|----------------------|---------------|-----------------------------------------------|-----------------------------------------------|-----------------------------|-----------------------------------------|-----|
| <b>Bridges Group</b> |               |                                               |                                               |                             |                                         |     |
| Concrete             | 85            | \$11,328,944                                  | \$8,567,400                                   | 70                          | 53                                      | 76% |
| Composite            | 49            | \$4,190,113                                   | \$2,996,804                                   | 50                          | 36                                      | 72% |
|                      | <b>Totals</b> | \$15,519,058                                  | \$11,564,204                                  |                             |                                         |     |

**Table 1.0 – Scope of Bridge Assets**

There are a number of pedestrian bridges, viewing platforms and boardwalks provided under recreational services/programs. These assets are not considered in this plan but will be maintained and replaced in accordance with the principles of this plan.

### 1.3 Relevant Stakeholders

A stakeholder represents any group(s) or individuals having an interest, in this case, in the service provided by Council's bridge infrastructure.

The stakeholders in the management of Council's these 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,
- Other Government Departments, and
- Visitors to the Colac Otway Shire.

The community's needs and expectations are subject to change frequently and are becoming more demanding manifested by demands for services that provide better quality, value for money, environmental awareness and relevant value adding.

### 1.4 Relationship with Other Plans

Asset Management plans are a key component of the Council planning process, linking with the following plans, documents and statutory processes.

#### 1.4.1 Corporate Plan

The BrAMP is a key document in Council's overall strategic planning objectives.

The Colac Otway Shire's BrAMP is consistent with Council's commitment and goals to plan, develop and maintain a sustainable road network, whilst providing Best Value to the community.

The specific strategies and outcomes identified in the Council Plan 2005 – 2009 include:

- Continue increased funding of infrastructure asset renewal, particularly on rural road resheeting, drainage, timber bridges and footpaths.
- Advocate for improved infrastructure services:
  - Upgrade Turtons Track as a major sealed 2WD Touring route,

- Upgrade of the main access roads between Princes Hwy and the Great Ocean Road including the Colac – Forrest Road, Birregurra - Forrest Road, Forrest – Skenes Creek Road and the Colac – Lavers Hill Road consistent with actions contained in the Great Ocean Road Regional Strategy.
  - Location of the Geelong By-Pass connection with the Princes Highway to enable a continuous 100kmh speed zone.
  - Construction of a dual carriageway Princes Highway from Geelong to Colac and then beyond to the South Australian border.
  - Development of an alternative heavy vehicle route for the city of Colac.
  - Identification of a designated route for the future location of a Colac By - Pass along the Princes Hwy.
- Implementation of Road Safety Plan and Council approved road safety initiatives in partnership with Vic Roads and other agencies.
  - Develop and implement the Asset Management Plans and Asset Management Systems for all infrastructure categories.
  - Manage our roads consistent with Council's Road Management Plan
  - Strategically manage the impacts on Council's local road network giving consideration to emerging industries and changes in transport demands.

#### 1.4.2 Council Policies & Strategies

The Colac Otway Shire applies a 'whole of life' approach to the management of its Infrastructure Assets. This provides for an encompassing view of asset management through the application of an Asset Management Policy and a Strategic Asset Management Plan.

In its simplest terms, asset management is about the way in which we look after the assets around us, both on a day-to-day basis (maintenance and operations) and in the medium to long term (strategic and forward planning).

#### 1.4.3 Asset Management Policy

The Asset Management Policy states Council's commitment to working towards implementing Advanced Asset Management principles to ensure that assets are planned, created, operated, maintained, replaced or disposed in accordance with Council's priorities for the services it delivers.

The purpose of Council's Asset Management Policy is to:

- Set the framework that supports the management of Council's *assets*,
- Set Council's broad corporate goals and objectives for the management of its *assets* incorporating a life-cycle approach to *asset management*,
- Ensure service delivery needs form the basis of *asset management*,
- Provide for present needs while sustaining resources for future generations, and
- Define the role of Council and to guide decision makers in providing quality management of its *assets*.

The benefits of a strategic approach to establishing this policy include:

- Better allocation of limited council resources,
- Improved alignment of assets with services and community expectations,
- Reduced demand for new council assets through better integration of service planning and asset planning,
- More effective use and maintenance of existing council assets,
- Improved processes and accountability for capital and recurrent works, and
- Increased use of sustainable development solutions.

#### 1.4.4 Strategic Asset Management Plan

The Strategic Asset Management Plan outlines and guides Council's asset response to its service requirements, through the development of an asset portfolio, risk management strategies and asset performance measures.

The principal objective of strategic asset management is to ensure that Council meets its service delivery objectives efficiently and effectively.

This objective will be achieved by:

- Maximising the service potential of existing assets by ensuring they are appropriately used and maintained;
- Reducing the demand for new assets through demand management techniques and consideration of alternative service delivery options;
- Achieving greater value for money through a rigorous project initiation and evaluation process which takes into account life cycle costing, value management techniques and private sector involvement;
- Eliminating unnecessary acquisition and holding of assets by ensuring agencies are aware of, and required to pay for, the full costs of holding and using assets; and
- Focusing attention on results by clearly assigning responsibility, accountability and reporting requirements in relation to asset management.

This outcome is supported by a comprehensive Strategic Asset Management Plan that addresses capital investment, the operation and maintenance of existing assets, and the rationalisation and disposal of assets.

#### 1.4.5 Road Management Plan

The Road Management Plan (RMP) sets the relevant standards and policy decisions in relation to the discharge of Council's duties in the performance of its road management functions.

The RMP details the management systems that Council has implemented in order to maintain, upgrade and operate its physical road assets cost-effectively. This document also provides the vision for how Council plans to manage its road network. This vision ensures 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.

#### 1.4.6 Best Value

In association with Best Value, Council is required to comply with the Best Value Principles as defined by the *Local Government Act 1989, Section 208B*. Council has considered these fundamental principles in developing the relevant standards, policy and operational objectives as they relate to this RAMP.

The principles that Council must observe are as follows:

- There must be quality and cost standards set for all services that a council provides to the community,
- All services provided by a council must be responsive to the needs of the community,
- Each service provided by a council must be accessible to those members of the community for whom the service is intended,
- A council must achieve continuous improvement when providing services to the community,
- A council must develop a program of regular consultation with its community in relation to the services it provides, and
- A council must report regularly to its community on its achievements in relation to the Best Value Principles.

## 1.5 Purpose of Asset Ownership

Local Government Authorities exist principally to supply core services that meet the needs of their communities.

What services are provided, and how they are provided, depends on the level of service required by the community. Council has the option of owning road infrastructure assets or supporting their development by the private sector.

The movement of goods and people is generally regarded as the most essential activity associated with enhancing the municipality's economy and accessibility. As such, it is identified that roads and related infrastructure are an essential service that should be delivered by Council.

Council has not considered non-ownership options for delivering services relating to road infrastructure assets. Arguments to justify public ownership of such assets include:

- The road network is a key asset for the sustainable development of the Colac Otway Shire's community,
- The provision of road related services is a core function of Council,
- The provision of these services is assessed as having primarily public benefits,
- Rural residents have a strong affinity with the road network,
- The public generally do not favour private ownership of key infrastructure assets, and
- The balance between the needs of the community and road users is best dealt with through consultation at a local level.

One issue that continues to be a point of debate is the ownership of limited use roads and bridge assets. The Colac Otway Shire has a number of timber bridges, which in some situations serve only a limited number of properties. The continued ownership and maintenance of these bridges may be difficult to justify from a financial perspective, however, continued ownership can be debated from a community and social benefit.

## 1.6 Asset Management Plan Structure

Table 1.1 illustrates the structure and intention of the asset management planning process as it relates to the development of an asset management plan. It also highlights the relevant section references as contained in Council's BrAMP.

|                                                  |                                                                                                                                       |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section 1<br/>Introduction</b>                | Outline the purpose and scope of the plan. Justify asset ownership and identify corporate objectives.                                 |
| <b>Section 2<br/>Level of Service</b>            | Define factors relevant to determining the level of service. Identify current and target level of service.                            |
| <b>Section 3<br/>Future Demand</b>               | Identifies the factors influencing future demand. Predicts future changes in demand. State the demand management plan.                |
| <b>Section 4<br/>Strategic AM Policies</b>       | States the strategic risk and investment policies implemented for developing asset plans.                                             |
| <b>Section 5<br/>Life Cycle Management Plans</b> | Provides asset information. Identifies maintenance and capital development needs. Identifies management strategies and work programs. |
| <b>Section 6<br/>Financial Forecast</b>          | Identifies long term financial forecasts. Notes key assumptions and financial policies.                                               |
| <b>Section 7<br/>AM Improvement</b>              | Describes current AM practice underpinning the plan. Identifies enhancements planned to improve AM planning.                          |

**Table 1.1 – Asset Management Plan Structure**

## 1.7 Asset Management Philosophy

Asset management is a core function of Council. The role of asset management under the strategic direction of Council is shown in Figure 1.1.

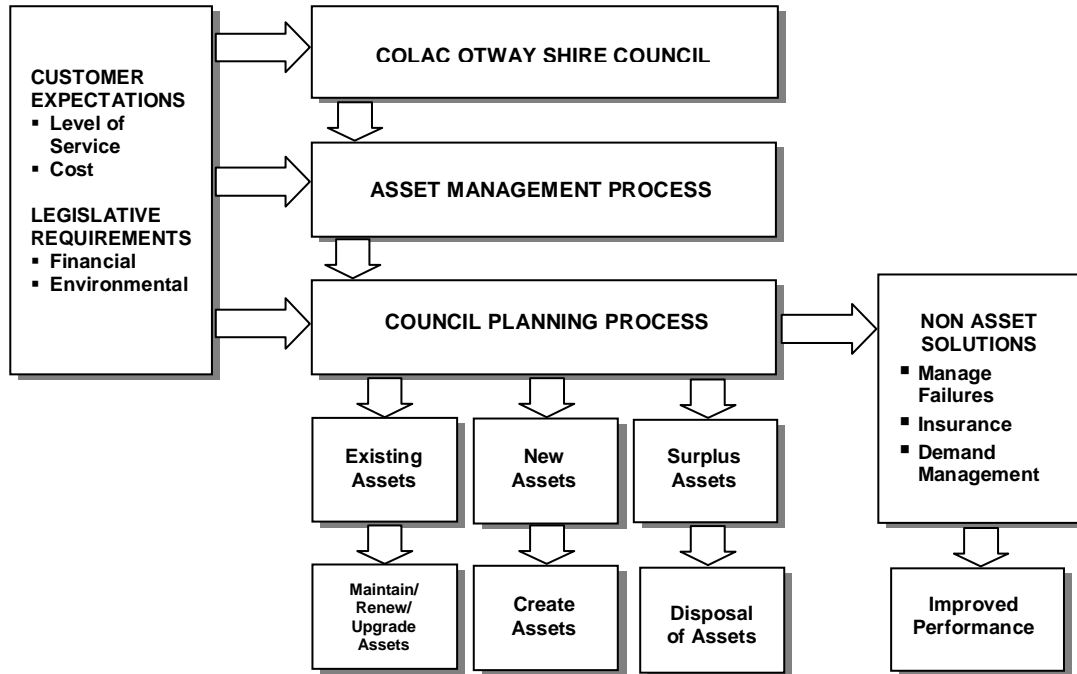


Figure 1.1 – Corporate Link to Asset Management

Asset management planning must be linked to the service planning that supports Council’s vision and corporate objectives. At a basic level, assets exist to support the services provided by Council. The Bridge Asset Management Plan is a strategic level document for achieving road management strategies resulting from the service planning process.

## 1.8 Asset Management Drivers

### 1.8.1 Community Consultation

The community requires that agreed levels of service be delivered reliably, efficiently and economically. Asset Management techniques focus on the need to seek stakeholder involvement in establishing the appropriate balance between levels of service, risk and expenditure in a manner that promotes intergenerational equity.

The process of community consultation enhances the community’s confidence that funding is being allocated in an equitable and cost effective manner and within any constraints identified by the Asset Management Plan.

### 1.8.2 Advocacy

Council’s role in advocating on behalf of the municipalities road users, ratepayers and residents is a key driver of the asset management process as it enables objective justification of submissions for and equitable access to external funding for its road infrastructure assets.

External funding for creating, renewing or maintenance of road assets is obtained from a number of sources including State and Federal Governments.

### 1.8.3 Financial Responsibility

Council's Strategic Resource Plan is closely aligned to the Council Plan and provides Council with a broader understanding of the financial implications of its strategic decisions. It guides Council and management in the preparation of future corporate strategies and associated allocation of budgets.

The aim of the Strategic Plan is to assist Council in understanding the medium to long term implications of its policies and strategies which are proposed each year and subsequently adopted in the annual budget process.

The implementation of works programs and associated long term financial projections in Council's BrAMP are the means of satisfying the above corporate objectives in relation to management of road infrastructure assets.

### 1.8.4 Economic Efficiency

Council manages its road infrastructure assets on behalf of its stakeholders

The techniques of asset management support economic efficiency by:

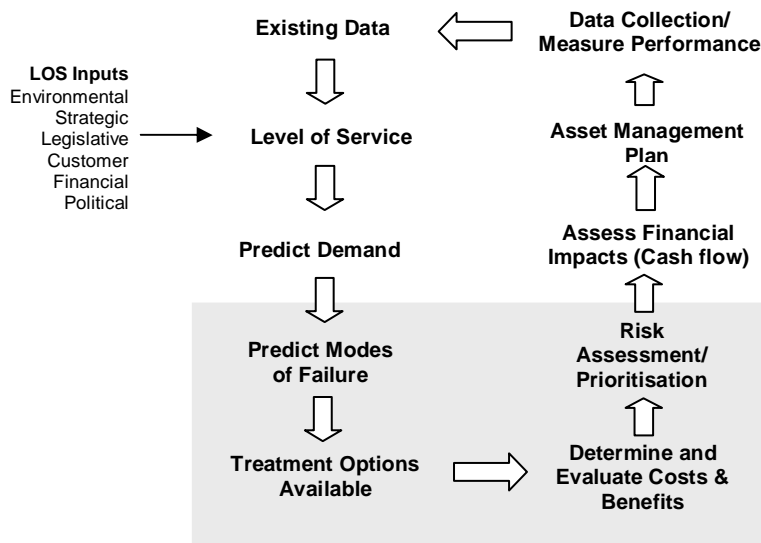
- Enabling Council to plan and prioritise asset maintenance and renewal expenditure,
- Identifying under-funding of asset maintenance and renewal,
- Quantifying risk, allowing the minimisation of high impact failures,
- Providing a basis for monitoring asset performance and utilisation, and
- Extending the life of an asset by optimising maintenance and demand management.

### 1.8.5 Council Vision

Council aims to operate in accordance with good governance principles whilst emphasising the importance of service, people and business in the management of its infrastructure assets. Asset management planning reflects this corporate aim.

## 1.9 Asset Management Development Methodology

Figure 1.2 demonstrates the typical steps involved in preparing a comprehensive asset management system.



(Advanced AM Improvement Area)

Figure 1.2 – Asset Management Process



This methodology provides a best practice approach to asset management; however, best practice is not always appropriate practice. Setting the right level for asset management practices is part of a needs analysis taking into account factors such as:

- Corporate objectives,
- Legal requirements,
- Community expectation,
- Nature of assets,
- Exposure to risk, and
- Resource availability.

Typically, asset management processes start at a basic level that focus on existing practices, and develop, through commitment, to a more advanced level identifying strategies to reduce lifecycle costs through improved practices and analysis tools.

### **1.9.1 Basic Asset Management**

Basic asset management relies on the use of an asset register, maintenance management systems, simple condition and performance monitoring, and defined service levels in order to establish alternative management options.

### **1.9.2 Advanced Asset Management**

Advanced asset management uses prediction modelling, risk management, and *optimised renewal decision-making* techniques to evaluate options and identify the optimum long-term plan to deliver a particular level of service.

For the purposes of developing this initial BrAMP, Council has adopted a basic approach to its asset management. This is due to some limitations in the available information and systems utilised. However, this plan will provide recommendations for staged improvement in Council's asset management practices.

## 2.0 LEVELS OF SERVICE

This section defines the level of service or performance criteria that are required and the basis of the decision behind their adoption. The levels of service support Council's strategic goals and are based on customer expectation and statutory requirements.

Level of service is the defined service quality for a particular activity or service area against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability and cost.

An important objective of the BrAMP is to match the level of service provided by Council's bridge infrastructure assets with the expectations of the community given financial, technical and legislative constraints.

Asset Management planning requires a clear understanding of the community's needs and preferences. The levels of service standards defined by the BrAMP are used:

- To inform the community of the proposed level of service to be delivered,
- As a focus for the asset management strategies developed to deliver the agreed level of service,
- As a measure of the effectiveness of this asset management plan,
- To identify costs and benefits of the services offered, and
- To enable the community to assess the suitability, affordability and equity of the level of service offered.

The levels of service detailed in this BrAMP reflect the existing service levels provided by Council within current budget allocations. The current levels of service may not entirely meet the community's expectations in terms of cost and quality.

However, it is important to initially document the current levels of service. Levels of service are subject to continued review and can be updated as further detailed information in relation to community and road user expectations becomes available.

### 2.1 Defining Level of Service

The adopted levels of service for Council's bridge assets reflect current industry standards and are based on:

- Legislative requirements – Statutory Acts, Regulations and standards that impact on the way these particular assets are managed
- Community research and expectations – Information gained from the community on expected quality and price of service.
- Council's strategic goals – Provide guidelines for the scope of current and future services offered, the manner of service delivery and define the specific levels that Council desires to achieve.

#### 2.1.1 Legislative Requirements

Statutory requirements set the framework for minimum levels of service that bridges and major drainage structures are required to meet.

The foremost legislative powers and duties in relation to Council's management of its bridge assets are:

- *Local Government Act 1989*
- *Road Management Act 2004*

### 2.1.1.1 Local Government Act 1989

This Plan has been developed to reflect the purposes and objectives of Council as specified in Sections 6 and 7 of the *Local Government Act 1989*. Section 6 (1) of this Act describes the purposes of a Council that includes the following:

- To provide equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively, and
- To manage, improve and develop the resources of its district efficiently and effectively.

The *Local Government Act 1989* contains the legislation relating to the care and management of all public highways vested in the Council and all roads that are the subject of a declaration under Section 204(2).

Section 205(2) states 'A Council that has the care and management of a road:

- a) Must ensure that if the road is required for public traffic, it is kept open for public use (subject to the exercise of any powers that it has to the contrary under Schedules 10 and 11),
- b) May carry out work on the road, and
- c) Is not obliged to do any particular work on the road, and in particular, is not obliged to carry out any surface or drainage work on an unmade road.

### 2.1.1.2 Road Management Act 2004

The *Road Management Act 2004* establishes improved road management legislation to provide a more efficient and safer road network for all road users.

The aim of the Act is to establish for road management authorities, management systems for the public road network that they manage. The Act assists Council, as a road authority, to determine its own appropriate management plan and standards in order to manage civil liability by defining and achieving its responsibilities.

The objectives of the Act are to:

- Specify the general rights of road users and their obligations in relation to responsible road use,
- Establish a system for the management of safe and efficient public roads that best meets the needs and priorities of the community within the limitations of Council's resources and budgetary frameworks,
- Establish a system of road classification for the division of responsibilities between State and local road authorities,
- Provide for the keeping of a register which records public roads to be constructed, maintained and managed by Council, and
- Clarify the law relating to civil liability for the management of public roads and other public highways.

As a Road Authority, Council has the general management functions of:

- Provision and maintenance of a network of public roads for use by the community,
- Management of the use of public roads having regard that the primary purpose of a road is use by member of the public,
- Management traffic on public roads, and
- Coordinating the installation of infrastructure on public roads in such a way to minimise adverse impacts on the provision of utility services.

## 2.1.2 Community Research and Expectations

Council's knowledge of community expectation is based on:

- Annual community satisfaction survey outcomes (Council Plan – Performance Indicators),
- Quarterly customer surveys,
- Consultation via the Annual Plan process,
- Best Value consultation,
- Councillor feedback, and
- Analysis of customer requests and responses

Council, as a continual improvement process, continues to engage its community to better understand their needs and concerns.

### 2.1.2.1 Annual Community Satisfaction Survey

The Colac Otway Shire is one of 79 Local Councils who participate in the Annual Community Satisfaction Survey. This survey covers all aspects of Council's operations including asset related activities associated with drainage, parks & gardens and roads.

Table 2.0 summarises the results of this survey for the key service area of local roads and footpaths.

| Performance Indicator                                                                      | Actual<br>2004/05 | Actual<br>2005/06 | Actual<br>2006/07 |
|--------------------------------------------------------------------------------------------|-------------------|-------------------|-------------------|
| Constituent Satisfaction Survey Index in the key service area of Local Roads and Footpaths | 44                | 52                | 50                |

**Table 2.0** – Customer Satisfaction Survey Index

The low performance rating attributed to the provision of road and footpath services suggests that relative asset activity allocations do not reflect community expectations.

From the 2006/07 Annual Survey, reasons given by the community for the need in improvement in the delivery of local road and footpath services are, in the order of importance, as follows:

- More frequent/ better re-surfacing of roads,
- Improve/ Fix/ Repair uneven surface of footpaths,
- Improve/More frequent grading etc of unsealed roads,
- More frequent/ better slashing of roadside verges,
- Improve the quality of maintenance on roads and footpaths.
- Improve standard of unsealed roads (loose gravel, dust, corrugations),
- Fix/ improve unsafe sections of roads,
- Fix/ improve edges and shoulders of roads,
- Increase number of footpaths/ widen footpaths, and
- More/better roadside drains and culverts.

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 levels of service be in the best interest of the overall community.

### 2.1.2.2 Best Value Consultation

During 2003, Council completed a Best Value Review of the delivery of road services in accordance with the requirements of the *Local Government Act 1989*.

Direct inputs from the community have been included in the preparation of this BrAMP and the development of the defined levels of service for Council's road network.

### **2.1.3 Strategic Goals**

The operation and development of bridges and major drainage structures is guided by, and consistent with, Council's corporate goals as stated in its Corporate Plan.

Council's vision in the provision of road infrastructure assets is that -

*'Colac Otway Shire will plan, develop and maintain a network of sustainable infrastructure'*

The concept of sustainability in terms of asset management is focused on the need to balance levels of service, risk and expenditure in a manner that considers intergenerational equity.

## **2.2 Desired Level of Service**

A more aware and sophisticated community continually generates demand for increased performance, and consequently, the expectations and demands of the Colac Otway Shire's community are expected to increase.

These expectations and the community's perception of Council's performance are impacted significantly by issues related to resource allocation. Whilst expenditure on road infrastructure has been increased in recent years, community surveys indicate that financial resources are inadequate to maintain this infrastructure to a level of service that the community expects.

To provide appropriate levels of service it is necessary that Council remains focused on customer needs. Typically, community expectations of service delivery are high at the lowest possible cost. This is obviously unsustainable. The community must be educated as to the true cost of service delivery and then be allowed to make an informed decision regarding the levels and type of service delivery required.

These tools must be utilised to ensure that the services and assets provided are those best suited to the community served. Before any attempt is made to reduce or change demand on funding, there must be some assessment of the community's expectations of levels of service. The development of performance measures and targets for road asset service criteria is required. These criteria must consider not only the community's expectations, strategic goals, and legislative requirements, but also technical standards and Council's ability to allocate sufficient resources to meet measures and targets.

### 3.0 FUTURE DEMAND

The Colac Otway Shire is characterised by its significant agricultural and timber industries, growing tourism and widely dispersed population centres connected by an expansive network of sealed and unsealed roads.

The objective of asset management is to create, operate, maintain, rehabilitate and replace assets at the required level of service for present and future customers in a cost effective and environmentally sustainable manner. The asset management plan must therefore forecast the needs and demands of the community in the future and outline strategies to develop the assets to meet these needs.

This section of the BrAMP analyses factors effecting demand including population growth, traffic growth, social and technology change. The impact of these trends is examined and some demand management strategies are recommended as a technique to modify demand without compromising customer expectations.

#### 3.1 Factors Effecting Demand

The significant changing demands the Colac Otway Shire needs to consider are:

1. The change in the vehicle types travelling on local roads, especially increased volumes of heavy vehicles. As such, there is an ever growing demand on many of Council's bridges to cater for transport vehicles operating at Higher Mass Limits
2. Continual demand for improvements in the levels of service. This can result from:
  - Advances in available technology,
  - Standards of living improving,
  - A greater understanding of the community's perceptions and expectations,
  - A higher level of road safety conscientiousness,
  - Changing legislative requirements, and
  - Change in the strategic management of assets by Council

#### 3.2 Demand Forecast

The overall implications of continual demand for improvements in levels of service, a static population and increasing numbers of heavy vehicles on the bridge network are:

- An increased demand for higher structural capacities,
- An increased rate of deterioration of bridges,
- An increasing focus on road user safety,
- The need for an increased level of expenditure on the assets to maintain the intended levels of service.

Demand forecasting aims to identify factors influencing the demand for an asset and the associated impact on the management and utilisation of the asset.

Travel, for people or goods moving either locally or regionally, dictates the demand for road infrastructure. Factors including the following affect utilisation of the road network include:

- Growth in residential, industrial and commercial areas,
- Changes in land use,
- Population growth,
- Travel patterns,
- Adverse changes in traffic composition, and
- Key stakeholder expectations







Changes in traffic composition involve heavier vehicle loads or greater volumes of traffic than those anticipated in the original design and provision of bridges. These factors in turn have an effect on planned renewal or upgrade of these assets.

Colac is the key industrial, commercial and service centre for the municipality and surrounding region with a population of approximately 12,000. Apollo Bay is the second largest urban township within the shire with a permanent population of 1,000 that swells to over 15,000 during peak holiday times. The current shire population is 20,207.

Whilst forecasts indicate that population growth will be static over the next 20 years, traffic counts consistently show continued growth in traffic volumes and use of roads by heavy vehicles.

High productivity vehicles, such as B-Doubles and vehicles at Higher Mass Limits, are important to the efficiency of the freight task locally and regionally. The larger capacity of these vehicles reduces the number of vehicles required to transport a given amount of freight.

The extent of the potential benefit of these vehicles is related to the degree of access to the road network. Access to local roads within the Colac Otway Shire is allowed where these vehicles can operate safely with other traffic and where road infrastructure, including road pavements and bridges, is capable to carry legal load limits. The current legal loads were adopted in Victoria in July 1999, and are detailed in Figure 3.0.

| Vehicle Type                                                                                           | General Mass Limit (tonnes) | Higher Mass Limit (tonnes) |
|--------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------|
|                     | 15.0*                       | 15.0*                      |
|                     | 22.5*                       | 23.0*                      |
|                     | 39.0*                       | 40.0**                     |
|                     | 42.5*                       | 45.5*                      |
|  19-m long B-Double | 55.5**                      | 57.0**                     |
|  25-m long B-Double | 62.5**                      | 68.0**                     |

**Notes:** \* Travel on all local roads is approved provided that there is not a 'no truck' sign or a sign displaying a load limit that is less than the gross mass of the vehicle

\*\* Travel on local roads is either by two (2) permits:

1. A general permit as per notice published in the Victoria Government Gazette. This notice details all local roads which are permissible to use.
2. A VicRoads permit for specific local roads – written approval from Council is required for use of local roads prior to a permit being issued from VicRoads.

**Figure 3.0 – Mass Limits by Vehicle Type**

In line with these load ratings, a structural capacity assessment program has been established to determine the strength of those bridges on key transport links. It is proposed that this program be extended to other structures on the local road network on a priority basis.

Industry, in particular the timber and dairy sectors, are continually upgrading their transport fleets from semi-trailers operating at General Mass Limits to similar vehicles operating at Higher Mass Limits as a means to achieving operational efficiencies and reducing transport costs. There is also increased demand for the use of 19-metre and 25-metre B-Double transports operating at Higher Mass Limits on the local road network.

Heavy vehicle use of the road network infrastructure impacts very significantly on its performance and its ability to be maintained. Council works in conjunction with these industries to allow the use of heavier vehicles on the road network where bridge capacities allow and where the safety of other road users is not compromised.

The bearing capacity of Council's road bridges have been assessed via either one of two methods. Theoretical strengths have been calculated in accordance with VicRoads Bridge Assessment Group Guidelines for assessing the load Capacity of Bridges (i.e. a desktop study). Behavioural or dynamic load testing has also been utilised on some bridges to enable the structural performance to be further understood (i.e. in field testing).

### **3.2.1 Timber Industry**

The extent of the impact on Council's bridges and major drainage structures by increasing forestry development in the Colac Otway Shire is largely influenced by the specific locations of timber plantations and associated processing facilities.

Victoria's timber industry in the South West Region features native forests, established soft woods and specialist hardwood plantations and value-adding timber industries.

Total annual timber production (softwood and hardwood) will increase from 2.87 million cubic metres in 1998 to at least 7.3 million cubic metres by 2035 and plantation areas will increase by 211,000 hectares.

Transportation of timber from plantations and forests to the various markets represents up to 50% of the cost of timber production. Timber production areas are linked to processing facilities via various networks of transportation including local roads. While arterial networks have been developed to accommodate expected future traffic growth, the supporting local road network needs upgrading to:

- Provide direct and efficient links between plantation and forest areas and the processing mills, ports and railheads.
- Improve transport efficiency and maintain high standards.
- Reduce haulage costs.

Catering for increased heavy vehicle movements in line with the expected growth in tonnages will require strategic planning to manage the supporting transport infrastructure.

### **3.2.2 Dairy Industry**

The dairy sector continues to undergo major restructure where farm sizes, dairy herd numbers and production per cow are all continually increasing.

Road infrastructure is critical to agricultural development. This particularly relates to transport infrastructure being able to accommodate heavy vehicles such as B-Doubles. Roads, bridges and other access points need to be progressively upgraded to cater for increasingly larger vehicles.



### 3.2.3 Changes in Technology

Council continually utilises and monitors new asset treatments that may be available to increase the service potential of its bridge assets and to reduce life cycle costs. This includes utilising alternative construction techniques or materials.

The development of Council's Asset Management Systems will also improve the management of this infrastructure category, particularly the co-ordination of maintenance activities through enhanced analysis and dissemination of information or data collected regarding the condition and performance of Council's bridges.

### 3.3 Demand Management Plan

Demand management can be best defined as 'the active intervention in the market to influence the demand for services and the assets generated and/or used in the supply of these services in order to best match available resources to real needs'.

Demand management components include:

- Operation – modification of access to an asset,
- Regulation – restriction on type of use of use of an asset,
- Incentives – Influence the use of an asset, and
- Education – promotion of alternatives.

Successful demand management requires Council to clearly understand that its role is not to provide ever more services, but to provide:

- Effective service outcomes to meet identified community needs,
- Assess if this need is changing, and
- To respond appropriately and within the resources available.

This requires Council to develop a close working relationship with its community based on a thorough knowledge of their characteristics, needs and expectations.

Demand management is not intended to reduce the scope or standard of services provided by an asset, but rather, it is concerned with aligning demand or expectation of service provided by an asset with the available resources to ensure that genuine needs are met and community benefit is maximised.

As detailed previously, one of the major changes in the transport industry affecting road infrastructure is the increasing demand for the use of vehicles operating at Higher Mass Limits on the local road network.

Working in partnership, for example, by establishing designated transport route systems for the timber and dairy industries will significantly improve Council's opportunity to maintain a sustainable road system. An efficient and effective road network will be achieved by each stakeholder accepting their role in the preservation of roading infrastructure.

Council operates a rolling Five (5)-Year Capital Works Program for This program identifies the list of bridges identified as requiring rehabilitation and upgrade and takes into account the following considerations:

- Reports generated from Council's Asset Management Systems,
- Maintenance expenditure history,
- Customer Requests – internal and external,
- Safety issues identified from routine and condition inspections,
- Priority based on road hierarchy or strategic importance, and
- Capacity of asset to meet defined level of service.

## 4.0 RISK MANAGEMENT

Managing risk is considered as part of the Asset Management Process. This involves considering the likelihood and consequence of various occurrences.

The purpose of this section is to describe the basis of Council's strategic risk and investment policies and the manner in which it will manage risk associated with its road network and associated infrastructure.

It essential to note that it is not possible for Council to eliminate all risks, rather, Council's model provides a basis for identifying and managing risks within the resources available to the community through clear priority setting.

### 4.1 Risk Management Process

The risk management process is defined as:

*'the systematic application of management policies, procedures and practices to the tasks of identifying, evaluating, treating and monitoring those risks that could prevent a Local Authority from achieving its strategic or operational objectives or Plans or from complying with its legal obligations'.*

This process needs to be established and accepted to ensure that risk management is an integral part of the culture of Council and those responsible for the management and operation of the community's road infrastructure.

The adopted Colac Otway Shire risk management process is consistent with Australian Standard AS/NZS 4360:2004 – Risk Management (see Figure 4.0), which defines the risk assessment and management.

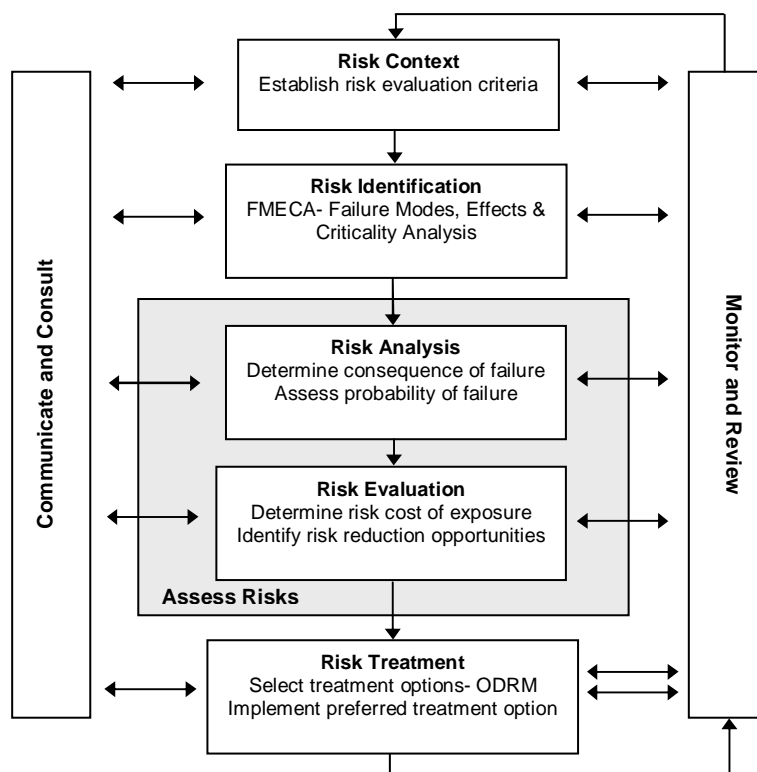


Figure 4.0 – Risk Management Process

The major elements of the process are:

- **Risk Management Context** establishes criteria against which risk can be evaluated.
- **Risk Identification** identifies the risks that Council may encounter and helps explain the impact of those risks.
- **Risk Assessment** establishes a risk rating for all assets or asset groups, and describes which assets represent the greatest risk to Council.
- **Risk Treatment** identifies what actions are available to reduce risk at asset or asset group level to an acceptable level, and identifies the most cost effective treatment option.
- **Monitor and Review** is the ongoing process to ensure risk levels remain acceptable even if risks change.

## 4.2 Risk Management Framework

Council's Risk Management Framework consists of a Risk Management Policy, a Risk Management Strategy, and a Risk Management Procedure all of which are supported by a risk register. The Risk Management framework incorporates corporate, strategic and operational risks. The framework demonstrates that Council has in place a corporate process to manage risks within the organisation.

### 4.2.1 Risk Management Policy

The Colac Otway Shire strives to manage risk in a responsible manner to enable property business objectives to be consistently met. The objective of the risk management process is to ensure that:

- All significant operational and organisational risks are understood and identified,
- The highest risks that should be addressed in the short to medium term are identified,
- Risk reduction treatments which best meet business needs are applied, and
- Responsibilities for managing risks are allocated to specific staff.

This is keeping in mind that Council's objective of road infrastructure management is to ensure that a safe and efficient road network is provided primarily for use by the members of the public and is available for other appropriate uses.

Australian Standard AS/NZS 4360:2004 – Risk Management, recommends an approach to risk management based on identification, control and measurement of risk. However, this document does not acknowledge the correlation between resources actually available and response times to effect maintenance.

Without this clear linkage, it may possible to adopt standards for maintenance and response times that the available resources would never allow to be achieved.

The approach taken in developing Council's risk management system for its road assets is to:

- Require routine inspections of the road network and associated assets at specified intervals to identify defects;
- Initiate additional inspections, as required, in relation issues raised by the community or Council employees through Council's customer request system,
- Record defects that may result in a potential hazard to the public, or fail to meet Council's adopted Maintenance Performance Criteria;
- Assess the potential risk to road users due to defects identified;
- Prioritise maintenance activities based on assessment of risk, taking into account the need to complete work in an efficient and cost effective manner, and the need to preserve the assets condition;
- Prepare appropriate work schedules;
- Undertake scheduled maintenance; and
- Record and document all actions taken at various stages throughout this process.

#### 4.2.2 Risk Management Strategy

This Bridge Asset Management Plan is supported by high level risk management processes and strategies to minimise risks associated with the provision of Council's services.

The principles of the Risk Management Strategy are to identify evaluate and priorities Council's risk associated opportunities and threats, with a view to:

- Utilise opportunities,
- Reducing, mitigating, transferring or eliminating threats.
- Promote, develop and support risk management processes throughout Colac Otway Shire,
- Recognise that successful risk management relies on input from ALL employees,
- Allow for more effective allocation and use of resources,
- Provide a basis for higher standards of accountability, and
- Protect Council's corporate image as a professional, responsible and ethical organisation.

#### 4.2.3 Risk Management Procedure

Council's Risk management Procedure is intended to be read in conjunction with the Risk Management Policy, Risk Management Strategy and the Risk Register.

The procedure outlines the expectations of Council when managing potential and actual organisational risks. All identified risks are entered into Council's Risk Register.

### 4.3 Risk Assessment Process – Bridge Assets

#### 4.3.1 Step 1: Context – Risk Criteria and Consequences of Risk

The key risk management criteria relating to Councils road infrastructure assets include:

- Financial risk – direct costs,
- Public health and safety,
- Economic impact on users and businesses,
- Environmental and legal compliance,
- Network, asset and project performance,
- Image, reputation and support, and
- Property damage

The establishment of risk management criteria is one of the most important steps in the risk management process, as it sets the framework for consistent risk decision-making. This criteria has been used to determine the *consequence* of the risk in the Risk Consequence Ratings Table shown in Table 4.0.

#### 4.3.2 Step 2: Risk Identification

Risk Identification for road assets can be identified from a number of resources such as:

- Routine inspections,
- Reports from the community, Councillors and other Council staff,
- Industry information and trends,
- Visual ad-hoc inspections,
- Reports and complaints from the general public,
- Details from past insurance claims,
- Advice from professional bodies, and
- Past experience.

---

### 4.3.3 Steps 3 & 4: Risk Analysis and Evaluation

Risk analysis and evaluation follows the principles as set out by AS/NZS 4360:2004 on Risk Management. The analysis considers both the likelihood and consequence of events and other risks. This process is commonly referred to as a *Risk Assessment*.

#### 4.3.3.1 Consequence

Table 4.0 provides a list of the various risk categories along with descriptions of the different consequences from insignificant to catastrophic that could result. The Assessor undertaking a risk assessment will firstly identify a particular hazard then select the most relevant risk category and the severity of the consequence. A hazard could possibly result in any of the consequences as listed but the one selected should be that which poses the highest probability of occurring.

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| <b>Risk Category</b>                                             | <b>1 - Insignificant</b>                                                                    | <b>2 - Minor</b>                                                                                                                                  | <b>3 - Moderate</b>                                                                                            | <b>4 - Major</b>                                                                                                        | <b>5 - Catastrophic</b>                                                                                              |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Personal Injury Including OHS and Public Liability Issues        | No injury to persons.                                                                       | No liability on Council First aid treatment.                                                                                                      | Minimal liability for loss. Medical expenses, possible lost time.                                              | Significant exposure. Extensive injury resulting in hospitalisation.                                                    | Major claim. Fatality or near fatal consequence                                                                      |
| Legal & Environmental compliance issues                          | Not in accordance with best practice requirements                                           | Breach of guideline of code of practice                                                                                                           | Minor non-compliance in legislation                                                                            | Substantial non-compliance. Probable fine                                                                               | Total breach or failure to address requirements of Act                                                               |
| Property Damage losses (repair, third party damage, legal costs) | Damage or losses anticipated less than \$100.                                               | Damage or losses anticipated to be between \$100 - \$1000                                                                                         | Damage or losses anticipated to be between \$1,000 - \$10,000                                                  | Damage or losses anticipated to be between \$10,000 - \$100,000                                                         | Damage or losses anticipated to exceed \$100,000                                                                     |
| Loss of revenue, Business interruption, Financial Risk           | Minimal loss 1-2 days Costs <\$500                                                          | Loss of 1-2 weeks Costs \$500-\$5000                                                                                                              | Loss of service for longer term (2 weeks – 6 months) Costs Exceeding \$10,000                                  | Extended period of loss (6 months or more before reinstatement) Costs exceeding \$50,000                                | Total future loss of revenue for long term. Costs exceeding \$100,000                                                |
| Corporate Image Public relations Political risks                 | Issue requiring intervention by management. No media attention or damage to reputation.     | Issues raised by patrons and/or local media coverage. Minimal media attention, but minor damage to Council image from a small group of community. | Patron and/or Community concern. Negative local media coverage. Community concerned about Council performance. | Significant embarrassment for Council, including negative National media coverage. Major decrease in community support. | Government Intervention. External enquiry Negative international media coverage. Loss of community support.          |
| Loss of service, community effect                                | Brief loss of service limited to acceptable level. Very localised-little disruptive effect. | Service loss not restored within targeted time. Inconvenience to small group.                                                                     | Significant service loss not back in agreed time. Some disruption to a wider group.                            | Critical service loss for one to three months. Significant effect on large group. Political involvement.                | Critical service loss affecting operating viability. Significant effect to community at large. Community alienation. |

**Table 4.0 – Consequence Table**

#### 4.3.3.2 Likelihood

The next phase in this process is to subjectively estimate the likelihood or probability of a hazard actually occurring. This is achieved with reference to the Likelihood Table (refer Table 4.1) where the most appropriate descriptor of the possibility of the event occurring should be chosen. Due to the subjective nature of these assessments it is recommended that more than one assessor be involved in the process to provide some consistency to the results.

| Code | Likelihood of Occurrence | Descriptor                                   |
|------|--------------------------|----------------------------------------------|
| A    | Almost Certain           | Is expected to occur in most circumstances.  |
| B    | Likely                   | Will probably occur in most circumstances.   |
| C    | Possible                 | Might occur at some time.                    |
| D    | Unlikely                 | Could remotely occur at some time.           |
| E    | Rare                     | May only occur in exceptional circumstances. |

**Table 4.1 - Likelihood Table**

#### 4.3.3.3 Risk Rating

With the above process complete, the risk can then be assigned a risk rating (negligible, minor, moderate, major or catastrophic) by applying the findings from the consequence and the likelihood tables to the Risks Priority Rating Matrix (refer Table 4.2). It should be noted that this process does not mean that a particular hazard is low or catastrophic; it is just that the process has defined it as such and assigned a priority for future action.

| Likelihood        | Consequences  |       |          |       |              |
|-------------------|---------------|-------|----------|-------|--------------|
|                   | 1             | 2     | 3        | 4     | 5            |
|                   | Insignificant | Minor | Moderate | Major | Catastrophic |
| A. Almost Certain | H             | H     | E        | E     | E            |
| B. Likely         | M             | H     | H        | E     | E            |
| C. Possible       | L             | M     | H        | E     | E            |
| D. Unlikely       | L             | L     | M        | H     | E            |
| E. Rare           | L             | L     | M        | H     | H            |

**Table 4.2 - Risks Priority Rating Matrix**

#### 4.3.4 Step 5: Treat Risks

Once the risks have been assessed and rated, the most significant risks (for example, those of extreme or high risk) are isolated for treatment or control.

| Risk Rating                 | Control                                                                                                                                                                                                                                                                                                                        |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Extreme Risk</b></p>  | <p>Dangerous / Potentially dangerous.<br/>Needs to be completed quickly in the interest of public safety. Asset may deteriorate and increase exposure to risk and increase cost of repairs.<br/>Asset is in a very poor condition and critical to road transport network. Loss of service impacts significantly on public.</p> |
| <p><b>High Risk</b></p>     | <p>Potentially dangerous<br/>Repairs required within 6 months.<br/>Needs to be completed, as asset will continue to deteriorate and increase both exposure to risk and cost of repairs.<br/>Asset is in a poor condition and important to transport network.</p>                                                               |
| <p><b>Moderate Risk</b></p> | <p>Potentially dangerous<br/>Repair within 6 – 18 months.<br/>Needs to be completed (12-18 months) as asset will continue to deteriorate and increase cost of repairs.<br/>Asset is in a poor condition and important to localised transportation system.</p>                                                                  |
| <p><b>Low Risk</b></p>      | <p>Potential Capital Works Project<br/>Prioritise and program work annually depending on condition rating and availability of resources.<br/>Asset requires ongoing monitoring to assess performance.</p>                                                                                                                      |

Table 4.3 - Risk Rating and Control

#### 4.4 Economic Decision-making

Options are developed and analysed to treat all 'significant' and 'high' risks identified from the application of the risk process above. Techniques are used to –

- Identify the available options,
- Determine the relative benefits and costs associated with these options,
- Carry out a benefits - costs analysis of all options, and
- Adopt the most cost effective options in terms of the total business needs.

##### 4.4.1 Risk Treatment Options

Options for mitigating risks considered to reduce the cause, probability or impact of failure, are:

- Do nothing - accept the risk.
- Management strategies - implement enhanced strategies for demand management, contingency planning, quality processes, staff training, scats systems, data analysis and reporting; reduce the target service standard, etc.
- Operational strategies - actions to reduce peak demand or stresses on the asset, operator training, documentation of operational procedures, etc.
- Maintenance strategies - modify the maintenance regime to make the asset more reliable or to extend its life.
- Asset renewal strategies - rehabilitation or replace assets to maintain service levels.
- Development strategies - investment to create a new asset or augment an existing asset.



- Asset disposal / rationalisation - divestment of assets surplus to needs because a service is determined to be a non-core activity or assets can be reconfigured to better meets Business needs.

#### **4.4.2 Cost/Benefit Analysis**

Risk treatment options are ranked on a cost benefit analysis using net present value (NPV) calculations. The inputs considered in the NPV calculation are –

- Capital investment costs,
- Changes in operating and maintenance costs,
- Reduction in risk cost exposure,
- Increase in effective asset life/value, and
- Increase in level of service.

All capital development projects are ranked corporately for inclusion in the annual plan consultation process using cost/ benefit analysis plus the following additional criteria –

- Contribution to Council's strategic plan objectives,
- Contribution to Council's business objectives, and
- Level of project commitment (contractual and legal issues).

#### **4.5 Systems Approach**

The approach taken in developing Council's risk management system for its bridges is to:

- Require routine inspections of the assets at specified intervals to identify defects,
- Initiate additional inspections, as required, of issues raised by the community or Council employees through Council's corporate request system (MERIT),
- Record defects that may result in a potential hazard to the public, or fail to meet Council's adopted Maintenance Performance Criteria,
- Assess the potential risk to road users due of defects identified,
- Prioritise maintenance activities based on assessment of risk, taking into account the need to complete work in an efficient and cost effective manner, and the need to preserve the assets condition,
- Prepare appropriate work schedules,
- Undertake scheduled maintenance, and
- Record and document all actions taken at various stages throughout this process.

#### **4.6 Risk Management Related to Bridge Assets**

Council's objective of road management is to ensure that a safe and efficient road network is provided primarily for use by members of the public and is available for other appropriate uses.

The provision of road assets uses a risk management process consistent with Australian/NZ Standard AS/NZS 4360:2004 to identify specific risks associated with their ownership and management. The process has identified a number of operational strategies and activities that will be considered to reduce risk.

The selection criteria for prioritising and programming capital works is based on a consideration of risk and benefits, affordability, existing performance with respect to levels of service and life cycle costs and efficiency. The management practices and works programmes address all current significant risks. The most significant risks have been evaluated as:

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| General Details                       |                                                                                                                                                      | Risk Assessment |              |             | Treatment Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Values after treatment |               |             |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|-------------|
| Category                              | Risk                                                                                                                                                 | Likelihood      | Consequence  | Risk Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Likelihood             | Consequence   | Risk Rating |
| <b>Asset Management – Bridges</b>     | Lack of maintenance may cause:<br>- Injuries/damage due to condition of trafficable surfaces including bridge approaches and bridge deck             | Likely          | Moderate     | High        | <ul style="list-style-type: none"> <li>Council’s Road Management Plan (RMP) has addressed many of the risks identified. The RMP gives details of maintenance performance criteria, inspection schedules, etc.</li> <li>Programmed inspections are carried out as per RMP. Works carried out are based on these reports.</li> <li>Completed jobs are recorded and entered into Council’s Financial Systems</li> </ul>                                                                                          | Unlikely               | Minor         | Low         |
|                                       | - Injuries/damage due to condition of structural elements                                                                                            | Almost Certain  | Catastrophic | Extreme     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Unlikely               | Moderate      | Medium      |
|                                       | - Injuries/damage due to condition of non-structural elements (e.g. signage, bridge railing, etc                                                     | Likely          | Major        | Extreme     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Unlikely               | Insignificant | Low         |
|                                       | - Structural damage due to flooding                                                                                                                  | Likely          | Catastrophic | Extreme     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Possible               | Moderate      | Medium      |
| <b>Asset Management - Legislative</b> | Non compliance of road management systems (i.e. asset inspections and maintenance response) with standards defined by Council’s Road Management Plan | Almost Certain  | Catastrophic | Extreme     | <ul style="list-style-type: none"> <li>Review Asset Inspection Schedule - Inspection frequencies adopted to match existing personnel levels</li> <li>Review Maintenance Performance Criteria – Levels of service to reflect existing resource allocations</li> <li>Develop Audit Process - Process and systems developed to ensure compliance with Road Management Plan</li> <li>Road Management Plan Update Process - Process and time frames developed to review and update Plan on Annual basis</li> </ul> | Rare                   | Major         | Medium      |

| General Details                                 |                                                                                                                                                   | Risk Assessment |             |             | Treatment Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                      | Values after treatment |             |             |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------|-------------|
| Category                                        | Risk                                                                                                                                              | Likelihood      | Consequence | Risk Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Likelihood             | Consequence | Risk Rating |
| <b>Asset Management - Funding</b>               | Asset condition deteriorates at a greater than acceptable rate due to failure to adequately fund routine maintenance programs or renewal programs | Almost Certain  | Moderate    | Extreme     | <ul style="list-style-type: none"> <li>▪ Identification and acknowledgment of Infrastructure Renewal Gap</li> <li>▪ Annual Budget process</li> <li>▪ Ensure adequate funding of asset maintenance</li> <li>▪ Focus Capital spending on asset renewal</li> <li>▪ Use of industry 'best appropriate' practice processes for asset management</li> <li>▪ Treatment options to be judged based on life cycle costing, level of service and risk.</li> </ul> | Rare                   | Moderate    | Low         |
| <b>Asset Management - Management Processes</b>  | Asset condition deteriorates at a greater than acceptable rate due to poor decision making/asset management practices                             | Likely          | Minor       | High        | <ul style="list-style-type: none"> <li>▪ Use of industry 'best appropriate' practice processes for asset management</li> <li>▪ Asset management practice identifies optimum funding requirements</li> <li>▪ Asset inventory and condition status maintained</li> <li>▪ Whole of life management of assets to be adopted</li> </ul>                                                                                                                      | Rare                   | Minor       | Low         |
| <b>Asset Management - Maintenance Practices</b> | Poor or inappropriate maintenance practices accelerates network deterioration                                                                     | Possible        | Major       | Extreme     | <ul style="list-style-type: none"> <li>▪ Maintenance programs and treatments developed by experienced staff</li> <li>▪ Experienced and competent maintenance personnel employed on maintenance tasks</li> <li>▪ Competent and experienced contractors used for maintenance tasks</li> </ul>                                                                                                                                                             | Unlikely               | Minor       | Low         |

| General Details                                  |                                                                                                                                                          | Risk Assessment |              |             | Treatment Strategy                                                                                                                                                                                                                                                                                                                           | Values after treatment |               |             |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|-------------|
| Category                                         | Risk                                                                                                                                                     | Likelihood      | Consequence  | Risk Rating |                                                                                                                                                                                                                                                                                                                                              | Likelihood             | Consequence   | Risk Rating |
| <b>Asset Management - Construction Practices</b> | Inappropriate construction and maintenance methods expose work personnel to unacceptable risks                                                           | Possible        | Major        | Extreme     | <ul style="list-style-type: none"> <li>▪ Compliance with requirements of OH&amp;S Act and Regulations</li> <li>▪ Completion of site specific Risk Assessments</li> <li>▪ Adoption and documentation of safe systems of work</li> <li>▪ Staff training</li> <li>▪ Traffic Management in accordance with relevant Codes of Practice</li> </ul> | Unlikely               | Minor         | Low         |
| <b>Asset Management - Safety</b>                 | <b>Structural Safety</b> - Bridge failures under the loading of vehicles complying with the legal load limits applicable to each bridge are unacceptable | Almost Certain  | Catastrophic | Extreme     | <ul style="list-style-type: none"> <li>▪ Ongoing structural assessment of bridges to determine existing carrying capacities</li> <li>▪ Implementation of load ratings on structures where required</li> <li>▪ Upgrade of bridges consistent with community demand and costs</li> </ul>                                                       | Possible               | Moderate      | Medium      |
|                                                  | <b>Barrier Safety</b> – Damage to structure or risk of personal injury due to inadequate or no bridge railing                                            | Likely          | Major        | Extreme     | <ul style="list-style-type: none"> <li>▪ Bridge barrier installation program and implemented commensurate with the desired level of risk to be accepted by the Council and the community</li> </ul>                                                                                                                                          | Unlikely               | Minor         | Low         |
| <b>Demand Management</b>                         | <b>Load Capacity</b> - Load carrying capacity of structures do not meet present and future demand requirements                                           | Possible        | Moderate     | High        | <ul style="list-style-type: none"> <li>▪ Ongoing structural assessment of bridges to determine existing carrying capacities</li> <li>▪ Analysis of future network demands to determine load carrying capacities that are consistent with community demand and costs</li> </ul>                                                               | Unlikely               | Minor         | Low         |
|                                                  | <b>Bridge Geometry</b> – Inadequate geometric capacity of bridges and major drainage structures (i.e. bridge width, etc)                                 | Possible        | Minor        | Medium      | <ul style="list-style-type: none"> <li>▪ Carriageway widths and alignments on replacement bridges to be consistent with future traffic demand projections</li> </ul>                                                                                                                                                                         | Rare                   | Insignificant | Low         |

**Table 4.4 - Risk Register:** Major Corporate Risks Posed by Road Assets

## 5.0 LIFECYCLE MANAGEMENT PLAN

Lifecycle management focuses on management options and strategies considering all relevant economic and physical consequences as part of an assets life cycle, from initial planning to disposal.

The life cycle management plan for Council’s bridges and major drainage assets presents an analysis of all available asset information and the management plans covering the three key work activities necessary to manage the portfolio, these being:

**Operations & Maintenance Plan:** Activities undertaken to ensure efficient operation and serviceability of the assets, and therefore that assets retain their service potential over their useful life.

**Renewal Plan:** To provide for the progressive replacement of individual assets which have reached the end of their useful life. Deteriorating asset condition primarily drives renewal needs.

**Development Plan:** To improve parts of the system currently performing below target service standards and to allow development to meet future demand requirements. Sub-standard asset performance primarily drives asset development needs.

### 5.1 Management Structure

The Infrastructure & Services Unit within Council manages road assets. There are currently three (3) ‘operational’ teams within the Unit; Asset Development, Major Contracts, and Cosworks. The organisational structure is illustrated in the Figure 5.0. Each team’s roles and responsibilities are also briefly described below.

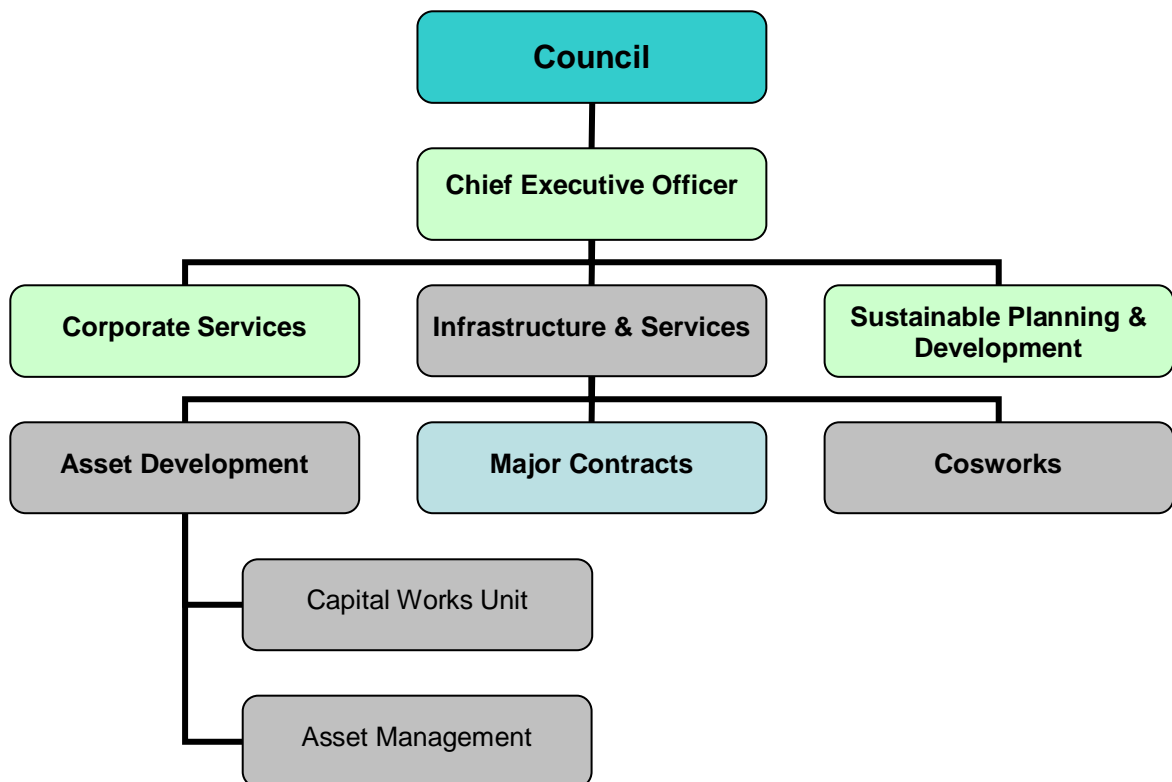


Figure 5.0 – Organisational Structure

## 5.1.1 Infrastructure & Services

### 5.1.1.1 Asset Management

Role:

- To act as the custodian for Council's bridge assets,
- To act as a services provider in relation to asset maintenance for assets under its control, and
- To maintain data accuracy in Council's corporate asset management systems.

Ensure that roads and associated infrastructure is managed and maintained to a specified standard that delivers a range of appropriate community and Council services, including:

- Condition and performance monitoring,
- Refurbishment, replacement, and renewal planning,
- Maintenance planning,
- Setting service standards in conjunction with the community and other key stakeholders for maintenance and operations,
- Consider and process requests for minor new works and improvements.

Establish, maintain and develop Council's Asset Management Systems that assist in determining asset management strategies through the effective access to information, including:

- Implementation of Asset Management Systems in partnership with Information Services (i.e. IT),
- Asset inventories showing location, type and condition/value of asset,
- Maintenance and improvement history,
- Future works programs,
- Maintain information in accordance with Council's need to meet legislative requirements, such as, valuation and depreciation, and
- Coordinate final completion of asset acquisition and handover ownership and asset details.

Provide services in relation to the management of Council's road network including:

- Provide information to support the development of road maintenance programs, and
- Strategic analysis of road maintenance strategies.

These activities, by their nature, need to be undertaken in partnership with maintenance providers. Such partnerships are essential in ensuring both strategic and operational issues are understood.

### 5.1.1.2 Capital Works Management

Role:

To provide cost competitive design services that deliver quality and value for money infrastructure assets for all stakeholders.

Responsibilities:

- Manage the implementation of the Capital Works Program,
- Coordinate Corporate Services in recommending Capital Works Projects associated with bridge assets, and
- Investigation of road infrastructure needs.

Manage the design and construction of allocated bridge related Capital Works Projects to ensure they reflect stakeholder requirements, incorporate functional and maintenance life cycle considerations, meet statutory requirements, comply with all relevant standards, and achieve the best quality outcomes in the most economic and efficient manner.

### 5.1.1.3 Maintenance Provider - Cosworks

Role:

Provide Council with best value construction and maintenance services for bridge and major drainage infrastructure.

Cosworks delivers a wide range of services for the Colac Otway Shire. These services are generally in the areas of maintenance and construction work on sealed and unsealed roads, footpaths, kerb & channel, drainage, road furniture, bridges, and roadside vegetation.

Responsibilities:

- This Business Unit or its subcontractors maintain Council bridge assets,

Cosworks is also responsible for the following aspects of Bridge Asset Management:

- Maintain Council's road and related assets on behalf of Council,
- Assist in the development of programs for planned and reactive maintenance,
- Utilise corporate information systems for recording maintenance activities and other asset management activities,
- Provide information to allow forecasts and predictions of future maintenance needs,
- Provide assistance with costing maintenance implications of new works,
- Assist in identifying road related projects for inclusion in the Capital Works Programs, and
- Assist collection of data on asset condition and assess required rehabilitation works.

## 5.2 Background Data

The objective of bridges and major drainage structures is to provide a continuous all weather roading and/or pedestrian access across roads, rivers and drainage or irrigation channels.

This asset group can be divided into two distinct types; these are bridges and major drainage structures. The definitions of each are provided in the below.

A bridge is a structure that allows traffic, (pedestrian or vehicular) to traverse an obstacle through elevation. It must consist of at least one or more of the following elements; piles, piers, headstocks or decking

A major drainage structure is a structure that allows traffic, (pedestrian or vehicular) to traverse an obstacle (usually a watercourse), through elevation. It is a self-contained structure, such as a box or pipe culvert, overlain with the road (or path).

### 5.2.1 Key Issues

Some of the current key life-cycle issues relating to bridge assets are:

- Increased demand on many of Council's bridges to cater for transport vehicles operating at Higher Mass Limits will more likely impact on the useful life of the structure prior to them reaching the end of their useful life.
- Funding renewal or rehabilitation costs on limited use bridges. Limited use is defined as infrastructure that serves two (2) or less properties.
- Collecting and maintaining current information on the condition and load capacity of structures across the bridge network.

- Some older bridges and major culverts were constructed using non-standard techniques, or in a manner to save costs. These factors have created a number of ongoing maintenance issues which now present a challenge to ensure the ongoing serviceability of these structures.
- Many of Council's bridge and major drainage structures do not presently have guardrail installed on the approaches to, or across the structure.
- Bridges in some areas, particularly in the vicinity of tourist attractions, provide more than just vehicular access. There are also a variety of 'secondary' uses, such as access by pedestrians, cyclists, recreational fisherman. In most instances Council's bridges do not recognise other uses through the provision of protective railing presenting significant safety issues.
- Vegetation, particularly trees, in the close vicinity of bridges can pose a significant risk to the integrity of the structure should the tree fall across it or as a contribution to increased fire load in the event of a bush fire. Clear guidelines need to be established in relation to clearance limits from structures and confirmation. Planning requirements also need to be clarified in relation to removal of trees, particularly when operating under emergency conditions.
- Maintaining a register of stock underpasses to record location and other relevant information. Over recent years there has been an increase in the number of underpasses installed within the municipality. A stock underpass is generally a large concrete structure under a roadway, designed for the specific purpose of allowing safe access for livestock. These structures are built under arrangement with private landholders, and all maintenance and replacement liabilities rest with the landholder.

**5.2.2 Asset Description**

The Colac Otway Shire maintains a bridge inventory database which contains a total listing of 134 bridges and major drainage structures.

Council's bridge database stores all relevant data pertaining to Council's bridges and major drainage assets including, location, structure dimensions (i.e. length, width, number of spans, etc), component listing for each structure with assessed condition, load limit information, etc. This system is also has the capacity to output a valuation summary.

Table 5.0 summarises the present inventory of the Colac Otway Shire's bridge assets. Included in the database are those culverts which have a cross-sectional area of greater than 3.0-m<sup>2</sup> or have a single span or diameter of 1.8-metres or greater. Figure 5.1 provides an example of these structure types.



**Major Drainage Structure (Box Culvert)**



**Bridge Structure (Composite)**

**Figure 5.1 – Structure Examples**



| Asset Type           | Inventory |
|----------------------|-----------|
| Concrete Structures  | 85        |
| Composite Structures | 49        |

**Table 5.0** – Bridge Asset Summary

Structures are classed separately based on their construction type. These two categories are composite and concrete structures as described below.

Composite - These structures are classified as ‘Composite’ as most ‘timber’ bridges have at least one major component constructed of either concrete or steel, usually the substructure. This category also includes steel bridges.

Concrete - only those structures whose major components are all concrete are classified as ‘concrete’. Large culverts are also classified as ‘concrete’ structures, as they share similar expected useful lives.

Further attribute data relating Council’s bridge and major drainage assets is included in Appendix ‘A’ – Municipal Bridge Register.

**5.2.3 Asset Condition**

To determine if an asset is meeting the desired service levels requires knowledge of asset condition and performance. Identifying failures and the level of service achieved are also important components.

It is critical to have a clear understanding and knowledge of the condition of assets in order to determine the most cost-effective solution. Management decisions, critical to the success of an asset revolve around decisions regarding the maintenance and renewal of assets. Regular condition monitoring reduces the likelihood of asset failures, which can significantly influence assets service levels and availability as well as meeting customer requirements.

Not knowing the condition or performance level of an asset may well lead to the premature failure of an asset, which leaves the organisation with only one option and is to replace the asset (generally the most expensive option).

Council should also be aware that unforeseen failure of an asset may have severe consequences that constitute a business risk or potential loss to the organisation. By conducting regular condition and performance monitoring exercises, maintenance strategies and/or rehabilitation strategies can be updated and refined and ultimately, renewal programs can be more accurately determined. If failure is imminent, Council will at least have time to look at options other than renewal, or the failure may be able to be managed by alternative means to reduce overall risk exposure.

The principle objective of managing bridges and major drainage structures is to ensure the safe and economic operation of each asset throughout its service life.

In the case of Colac Otway Shire’s inventory, this involves a large number of structures of varying form, age and condition that operate in different environments under different loading regimes.

Council must undertake regular inspections of its bridge assets in order to detect and monitor deterioration or defects that may require repair or maintenance.

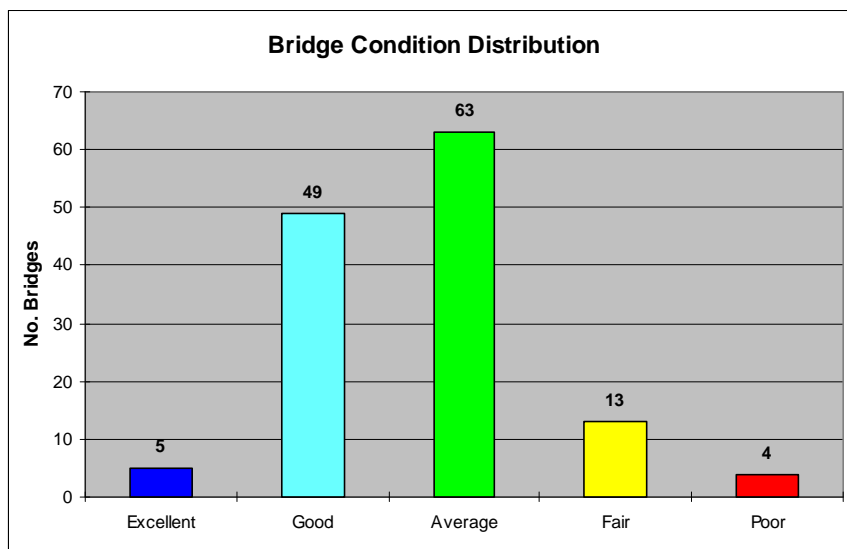
Inspections of varying detail are completed on a regular basis to continually monitor the condition and performance of the network of bridges which service the community. The

following types of inspections are undertaken:

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level 1 - Routine Maintenance Inspections</b>  | <p>A visual inspection to check the general serviceability of a structure to road users and to identify any emerging defects. These inspections are undertaken on an annual basis in conjunction with routine maintenance activities. Additional inspections are also required after an abnormal event such as a severe flood or fire.</p>                                                                                                                                               |
| <b>Level 2 - Bridge Condition Inspections</b>     | <p>Comprehensive visual inspections to assess the condition of a structure and its major components. The principal objectives are to identify significant defects in structural members above ground level, and to record the extent, severity and criticality of each defect and the appropriate remedial actions. The frequency of these inspections depends on the structure type and its current condition. Level 2 inspections are conducted on a rolling three (3) year cycle.</p> |
| <b>Level 3 - Detailed Engineering Inspections</b> | <p>This represents an inspection or investigation conducted on a needs basis to assess the structural condition and capacity a structure that has been identified as a potential candidate for rehabilitation, strengthening or replacement. This level of inspection may include materials testing and analysis, structural analysis or load testing in addition to the visual inspection to assess and quantify the condition, behaviour and rate of deterioration of a structure.</p> |

All inspections are completed in accordance with VicRoads Bridge Inspection Procedures. Level 2 and Level 3 assessments are undertaken by suitably qualified and experienced structural engineers or bridge practitioners. Routine maintenance inspections are completed by Council's bridge crew.

Over the past three (3) years Council has undertaken to complete Level 2 Condition inspections across the entire portfolio of bridges and major drainage assets. Figure 5.2 indicates that, in general, the bridge stock is in good to average condition.



**Figure 5.2 – Bridge Condition Distribution**

The results of these inspections indicate that the structural condition of most bridge elements is adequate. The majority of issues or defects identified relate to the delivery of routine maintenance and road user safety. These issues include:

- Clearing of waterways and debris from structures,
- Maintenance of roadway on bridge approaches,
- Provision of guardrail on approaches to unprotected structures,
- Provision and maintenance of railing across structures,
- Maintenance of batters to prevent excessive erosion,
- Maintenance of concrete abutments, wingwalls and headwalls,
- Maintenance of roadway across bridge (i.e. potholing, etc), and
- Maintenance of steel beams to protect against excessive corrosion

Figure 5.2 provides examples of the more common defect types which exist across Council's bridge and major culvert portfolio.



**Corrosion of Steel Beams**



**Blocked Culvert/Waterway**



**Unprotected Structure**



**Poor Maintenance of Bridge Approach**



**Undermining of Concrete Abutment**



**Missing Concrete Wingwall**

**Figure 5.2 – Common Defect Examples**

#### **5.2.4 Asset Capacity/Performance**

Bridges and major drainage structures are crucial components of the road network by virtue of their capital value, strategic and operational importance, and the effect on the road network

In Colac Otway Shire's largely rural network, where alternative stream crossings are rare, bridge service restrictions can have enormous social and economic impacts.

While both bridges and road pavements are designed and built in accordance with contemporary standards, bridges are far more sensitive to increasing loads and changing vehicle dynamics.

As freight vehicles change and their numbers and masses increase, existing structures designed to now outdated standards become more vulnerable to damage.

These increasing load demands tend to accelerate the deterioration of a structure's condition and hence its load bearing capacity.

The most critical property of a bridge in performing its function is its load capacity. A major objective of the work related to the ongoing recent renewal of bridges has been to improve the efficiency of the transport system by progressively addressing existing constraints and developing knowledge of the bridge stock to allow for future changes in vehicle configuration and loading.

A high risk to Council is the continuing increase of the loading regime that bridges are subjected to.

#### **5.2.5 Asset Valuation**

The replacement value of Council's bridge and major drainage assets as at June 2007 is \$15,519,058. This is made up of the following:



| Asset Class          | Inventory     | Current Replacement Cost as at June 2007 (\$) | Written Down Value of Entire Asset Class (\$) | Total Economic Life (Years) | Average Remaining Economic Life (Years) |     |
|----------------------|---------------|-----------------------------------------------|-----------------------------------------------|-----------------------------|-----------------------------------------|-----|
| <b>Bridges Group</b> |               |                                               |                                               |                             |                                         |     |
| Concrete             | 85            | \$11,328,944                                  | \$8,567,400                                   | 70                          | 53                                      | 76% |
| Composite            | 49            | \$4,190,113                                   | \$2,996,804                                   | 50                          | 36                                      | 72% |
|                      | <b>Totals</b> | \$15,519,058                                  | \$11,564,204                                  |                             |                                         |     |

**Table 5.1 – Bridge Asset Valuation Summary**

All bridges, be they composite or concrete structures, are valued based on replacement costs. Replacement costs are determined with referenced to actual construction costs of numerous bridges and drainage structures of differing scopes.

The actual costs are used to generate locally applicable unit rates for the cost of replacement of various bridge and major drainage components. These unit rates are then applied to the bridge inventory, producing an aggregated replacement cost for each structure.

The Total Bridge Cost is calculated by Bridgit 2.0 as the sum of all of the individual component costs, based on the measured or estimated quantities stored in the inventory and on the adopted component replacement cost rates.

**5.3 Risk Management**

The following high or significant risks have been identified as relating to Council’s bridge assets:

- Knowledge of the load carrying capacity rating of each bridge.
- Confidence that Council’s informational structure is current and accurate and of the information being provided to the wider community.
- Increased demand on bridges across the road network to cater for larger and heavier vehicles. Council’s bridges are vital elements in the road network to support industry and commerce both within the municipality and on a regional basis.
- Exposure of key structures to the risk of damage as a result of flood and fire events.
- Bridge geometry (i.e. alignment and carriageway width) inadequate to accommodate current and future demands.
- Knowledge of the safety performance of a structure in the context of the section of the network in which it forms a link, and
- Ensuring bridge safety is commensurate with the desired level of risk that is accepted by Council and the community.

**5.4 Level of Service**

The functional level of service for bridges and major drainage structures is to provide and maintain a safe and practical transport network in accordance with relevant legislative and statutory requirements and usage demands.

Levels of service are defined in terms of:

- Type of structure – bridge or major drainage,
- Condition of structure components,
- Bridge service criteria, including trafficable width and load rating,
- The provision of adequate signage, and
- Maintaining the structural integrity of the bridge network

## 5.5 Maintenance Plan

Maintenance activities relate to the repair of faults and attention to an assets structure to ensure ongoing serviceability and to prevent premature deterioration or failure.

Maintenance management is a systematic approach to the planning and execution of maintenance activities. This management method delivers the benefits of operational efficiencies and reduced maintenance costs. Council's maintenance management process addresses the following areas:

- Regular inspections,
- Keeping of proper records,
- Condition rating of road infrastructure to support strategic asset management,
- Program preparation including proper planning, prioritising and scheduling, and
- Effective execution of maintenance operations

### 5.5.1 Maintenance Strategy

Bridge maintenance is the work performed during the service life of a structure to:

- Maintain its designed load capacity, other functional capability and serviceability,
- Protect the investment in assets by ensuring that the structure completes its designed service life, and
- Ensure safety of the public.

Maintenance includes both reactive and proactive activities that preserve or restore the condition of a structure or its components. Restorative works are generally termed rehabilitation or renewal activities.

In order to deliver best value to the community and to ensure safety, the Colac Otway Shire has determined that it is vital to have both proper and frequent inspections and a good preventive maintenance program for its bridge infrastructure.

This means providing adequate maintenance to bridge components to ensure that they do not deteriorate to a condition which inevitably requires expensive their rehabilitation/replacement.

Colac Otway Shire administers and delivers bridge maintenance under the following categories.

### 5.5.2 Routine Maintenance

Routine bridge maintenance comprises those activities, identified primarily by Level 1 inspections, which maintain the serviceability of the structure. Works of this type generally do not change condition and include clearing of drainage, localised repairs to approaches, road surface and timber decking, cleaning and adjusting deck joints, removal of debris, painting and sign maintenance.

### 5.5.3 Programmed Maintenance

Programmed bridge maintenance comprises those activities, identified from bridge inspection programs, which maintain serviceability of the structure but fall outside the scope of routine maintenance.

While these activities generally do not change the structural condition, they may include the replacement of isolated timber bridge members and non-load bearing components in all structures. Programmed maintenance activities include painting of steelwork, repair or replacement of deck joints or seals, barrier repairs, timber member replacement and repair of scour damage to beds and batters.

Council's maintenance performance criteria (refer Appendix B) specify the extent of tolerable defects and the timeliness in which a maintenance response is required. Most defects are identified through Council's formal inspection processes.

#### 5.5.4 Rehabilitation

The objective of rehabilitation is to restore a structure to 'as new' condition with respect to the original designed load capacity and level of service. This excludes the strengthening of bridges to provide a greater load capacity than the original design.

Rehabilitation activities include deck replacement, splicing piles, installation of supplementary piles or barrier replacements.

Maintenance programs are developed from the schedule of defects identified during inspections, with a priority given to repairing defects which constitute a risk to public safety.

Repair treatments and priorities are determined by considering the impact on:

- Public safety,
- Traffic movement, and
- Future costs if the work is not done.

Repair work is carried out using similar materials to those being replaced and with materials that will give the longest repair life for the least cost. Maintenance work is completed with reference to VicRoads Bridge Maintenance Repair and Strengthening Guidelines.

#### 5.5.5 Maintenance Forecast

When the maintenance items become current they are included in the annual maintenance plan and prioritised. At present with the funding available there exists a deferred maintenance backlog.

The safety of road users is paramount when prioritising bridge maintenance and it is necessary to exercise informed engineering judgement when allocating scarce maintenance funds.

There is always an element of risk involved when maintenance work is deferred. To minimise this risk, major maintenance is carried out as soon as practicable after identification. A conservative temporary load limit may also be put on a structure to discourage traffic from using it until the necessary repairs can be made.

There is some concern with load limited bridges that users may and use the bridge with heavy loads regardless of the posted limit. Over time this accelerates the rate of deterioration of the structure and ultimately there is the likelihood of a bridge collapsing under a heavy load.

Maintenance expenditure for bridge maintenance is budgeted to be \$160,000 for 2007/08 (refer Table 5.2).

| Year             | Maintenance Expenditure |
|------------------|-------------------------|
| 2005/06 (Actual) | \$78,300                |
| 2006/07 (Actual) | \$148,700               |
| 2007/08 (Budget) | \$160,000               |

**Table 5.2 – Maintenance Expenditure Summary**

## 5.6 Renewal Plan

These functions generally relate to a large investment by Council, as the asset requires substantial rehabilitation, replacement or augmentation. Decisions need to assess the merits of the various options and to optimise these options through a well-informed evaluation process.

The following are key factors that need to be considered:

- Cost of rehabilitation versus replacement versus augmentation,
- Possible increases in life through the use of various alternative treatments,
- Benefits to the community,
- Amount and timing of capital investment required, and
- Annual, periodic maintenance and operating costs.

Understanding the different failure modes for each asset and the ability to predict which is likely to occur is essential in this process. The various failure modes can be summarised as follows:

- Lack of capacity,
- Inefficiency,
- Obsolescence,
- Level of service - falls below acceptable levels of functionality,
- Structural integrity, and
- Redundancy.

### 5.6.1 Renewal Strategy

Asset renewal is undertaken when the structure has reached the end of its economic life. The types of renewal works undertaken include:

- Entire bridge replacement, and
- Partial bridge replacement.

Renewal works have historically been programmed on the basis of need and to manage the level of service and condition of Council's bridge assets.

Whilst this is an adequate approach, an economic evaluation should be undertaken in the future with projects being justified when the future saving achieved by doing the work exceeds the actual cost of the work. Cost/Benefit calculations should also include an assessment of any associated risks.

### 5.6.2 Renewal Forecast

The required level of rehabilitation will depend on:

- The age profile of the structures,
- The condition profile of structures,
- The level of on-going maintenance, and
- The economic life of the materials used.

Potential renewals are identified through each of the different inspection programs. Where a structure has a limited load capacity, is on a route with a large proportion of heavy vehicles, and there are no suitable alternative routes available, the structure may be upgraded or replaced.

When a structure is upgraded or replaced with a new structure it is brought up to current design loadings.

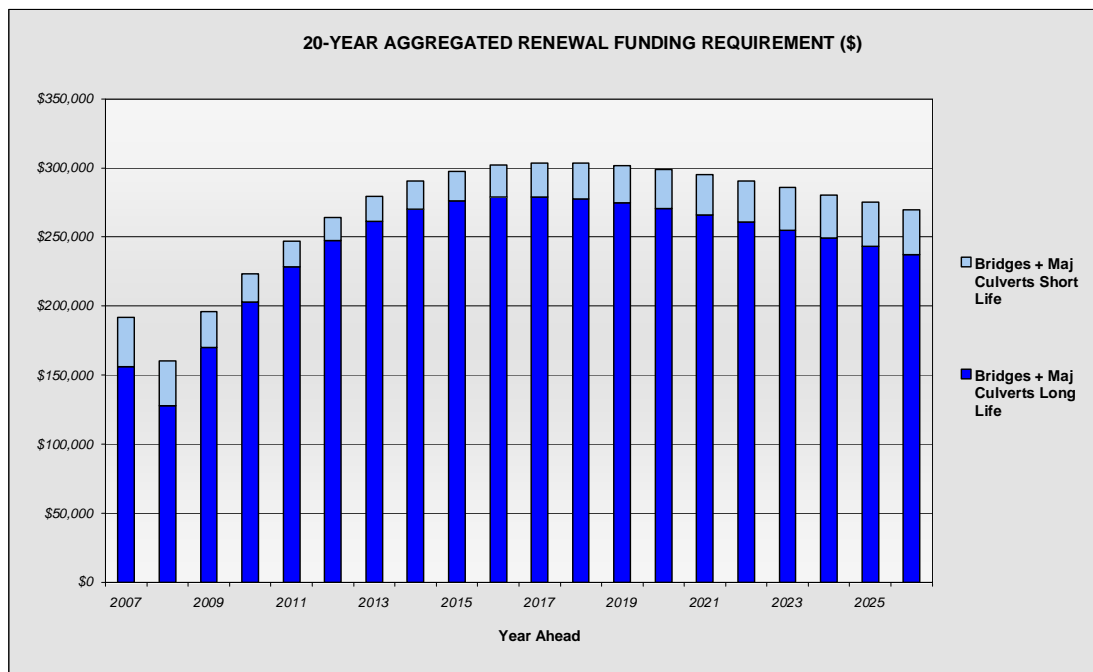


Using a Cost/Benefit model, structures identified as requiring renewal works would have to meet certain economic criteria for bridge replacement to be considered. If a structure did not produce a high enough Cost/Benefit ratio to warrant a full replacement, adequate upgrade works would need to be further investigated.

Figure 5.2 shows a prediction of the level of expenditure required for bridge and major drainage renewal over the next 20 years. This projection indicates the level of renewal funding required for these assets based on a failure profile that would arise if nothing were done to change current asset levels, standards, utilisation, etc.

Renewal projections are based on the default assumptions that all existing bridges and major culverts are to be renewed when a particular condition intervention is reached, and that they will be renewed using components that are substantially the same as the existing.

In considering these required renewal projections it should be noted that if maintenance is kept at adequate levels, it is not uncommon for the service life of a structure to be extended beyond its nominated useful life.



**Figure 5.2 – Renewal Funding Requirement**

Historical and budgeted expenditure on bridges and major drainage structures between 2003 and 2007 is shown in Table 5.3.

| Year             | Capital Renewal Expenditure |
|------------------|-----------------------------|
| 2004/05 (Actual) | \$142,460                   |
| 2005/06 (Actual) | \$235,542                   |
| 2006/07 (Budget) | \$83,000                    |

**Table 5.3 – Bridges Expenditure Summary**

Further analysis of available data and maintenance histories is required to develop a comprehensive renewal strategy over the period of this plan.

## 5.7 Standards and Specifications

Standards for the design and construction of new bridges and major drainage structures, and the rehabilitation of existing structures are completed in accordance with all relevant design codes and Australian Standards.

The design of new structures should in all cases be undertaken by suitably qualified and experienced practitioners.

## 5.8 Asset Creation/Acquisition/Augmentation Plan

New works are those works that create a new asset that did not previously exist, or works that upgrade or improve an asset beyond its existing capacity.

The Colac Otway Shire is not creating new bridges at present, as the road network is well developed and stable although structures which have reached the end of their useful life are being replaced.

A well-planned bridge capital works program will contribute to Council's efforts to achieve its objective to provide a safe, efficient and effective transport network. Such a program will also improve the efficiency of the transport industry and thereby reduce the total transport cost to the community, as well as, provide continued efficient access to fire prone areas by emergency services.

A bridge capital works program requires the establishment of a rational bridge enhancement program. This program will ensure that cost effectiveness and value for money to the community is delivered.

It is proposed that the primary selection driver for a bridge upgrade program be based on a combination of Council's local road classification system, heavy transport routes, emergency service accessibility, and the results of the bridge inspection reports.

### 5.8.1 Selection Criteria

Asset creation / acquisition projects are ranked based on user need. Projects which provide the greatest increase in level of service to road users and benefit the transport network, will receive the highest ranking and level of funding.

### 5.8.2 Standards and Specifications

As with replacements where new assets are created they will be designed using all relevant design codes and Australian Standards and by using materials to achieve the greatest asset life while trying to minimise maintenance costs through the life of the structure.

To achieve this, reinforced concrete structures will generally be used but where this is impractical, composite steel and concrete structures are considered the next best option.

## 5.9 Disposal Plan

Disposal works are those activities necessary to retire, or dispose of, decommissioned assets if required or necessary.

Disposal works involve a logical examination of the asset to be able to answer a number of questions about the asset, including:

- Is the asset still required by the community?
- Can the need be satisfied by a less expensive or alternative asset?

- 
- Is it the role of Council to provide a particular service delivered by the asset?

The prime component in planning for asset disposal is having the required information to be able to make an informed decision on any disposal. Understanding the current condition and ramifications of failure are critical. Disposal and rationalisation policies need to be determined so that the most cost-effective options are considered. These options include:

- Sale,
- Donation,
- Exchange, and
- Disposal

The upgrading of bridges and changes to road alignment may bring about the retirement of old bridges and structures. Hence there is no disposal strategy for this asset class as bridges and major drainage assets are rarely, if ever, disposed.

## 6.0 FINANCIAL SUMMARY

This section outlines the long-term operations, maintenance and capital financial requirements for the operation, maintenance, renewal and development of roading assets based on long-term strategies outlined earlier in the plan. Funding issues are discussed and key assumptions made in preparing the financial forecasts are noted.

### 6.1 Historical Expenditure

A financial summary is provided in Table 6.0 which details past expenditure on road infrastructure for the previous two (2) financial years and approved allocations for 2005-06.

| <u>Maintenance</u>       | Actual 2005/06   | Actual 2006/07   | Budget 2007/08   |
|--------------------------|------------------|------------------|------------------|
| Bridges Group            | \$78,300         | \$148,700        | \$160,000        |
| <b>Total</b>             | <b>\$78,300</b>  | <b>\$148,700</b> | <b>\$160,000</b> |
| <u>Capital Renewal</u>   | Actual 2005/06   | Actual 2006/07   | Budget 2007/08   |
| Bridges Group            | \$142,460        | \$235,542        | \$83,000         |
| <b>Total</b>             | <b>\$142,460</b> | <b>\$235,542</b> | <b>\$83,000</b>  |
| <u>Capital Upgrade</u>   | Actual 2005/06   | Actual 2006/07   | Budget 2007/08   |
| Bridges Group            | \$0              | \$0              | \$32,000         |
| <b>Total</b>             | <b>\$0</b>       | <b>\$0</b>       | <b>\$32,000</b>  |
| <u>Capital Expansion</u> | Actual 2005/06   | Actual 2006/07   | Budget 2007/08   |
| Bridges Group            | \$323,345        | \$15,325         | \$20,000         |
| <b>Total</b>             | <b>\$323,345</b> | <b>\$15,325</b>  | <b>\$20,000</b>  |

Table 6.0 – Expenditure on Assets History

#### 6.1.1 Expenditure Types

Infrastructure expenditure is categorised as follows.

|                    |                                                                                                                                |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Maintenance</b> | The ongoing day-to-day work required to keep assets operating at the required level of service.                                |
| <b>Renewal</b>     | Significant work that restores or replaces an existing asset towards its original condition or capacity                        |
| <b>Upgrade</b>     | Works to upgrade or improve an existing asset beyond its original capacity or performance                                      |
| <b>Expansion</b>   | May be best described as the creation of new assets which provide new services to the community that did not exist beforehand. |

Table 6.1 – Asset Expenditure Types

## 6.2 Valuation of Bridge Assets

As part of its annual accounts and reporting, Council is required to declare the value of its asset base. This includes Council's bridge and major drainage assets.

Council is currently meeting its requirements in terms of asset reporting, however consideration needs to be given to reviewing these current practices to determine any potential improvements in valuation calculations and associated levels of capital investment.

Issues to be included in such a consideration are associated with the asset valuation parameters of replacement cost, depreciation, useful life and remaining useful life.

Asset replacement costs require regular re-calculation to account for changes in unit rates due to fluctuations in material, plant and labour costs.

Depreciation indicates the rate of loss of value of an asset and the level of investment required to maintain a fixed asset value. Financial models employ a straight line depreciation which does not truly reflect road infrastructure assets deterioration which may accelerate rapidly depending on the timing of treatment intervention.

The annual review of strategic asset renewal/replacement needs, undertaken through Council's Asset Management Systems, will provide inputs for the development of annual capital renewal/replacement works programs for consideration within the annual budget planning process.

The BrAMP's longer term projections are useful in identifying likely trends and expenditure patterns for various funding models.

## 6.3 Predicted Funding Requirements

### 6.3.1 Asset Renewal

Overall, Council has developed a strategy for portraying life-cycle requirements and predictions of road infrastructure condition and performance over the next 20 years. In general, the model used to assist in predicting future asset renewal demands and requirements was developed through Council's involvement in the MAV Step Asset Management Program.

Each of the key asset types and components that make up Council's road infrastructure have been examined and the respective renewal needs of each asset assessed to determine the overall annual renewal funding gap and the 'level of service' required to meet the needs of the community.

Figure 6.1 indicates the Renewal Funding Gap profile for Council's bridge and major drainage infrastructure over the next twenty (20) years.

The renewal gap profile has been modeled on the expected funding levels adopted by Council's Strategic Resource Plan 2007/08 – 2010/11. The levels of funding for bridge replacement are sufficient to undertake necessary projects until this need increases moderately in about 6 to 7 years.

Based on the expected capital expenditure levels adopted in the Strategic Resource Plan Council has demonstrated that it is managing its renewal gap across all infrastructure categories into the medium term. In order to reduce the projected renewal funding gap identified for bridge assets, Council has the ability to sustainably redistribute funding from other infrastructure asset categories available within the annual Capital Works Budget.

It should be noted that these renewal projections do not take into account needs to upgrade bridges by either widening for traffic capacity and safety or strengthening to improve carrying capacity. These aspects would generally be undertaken when structural replacement is required.

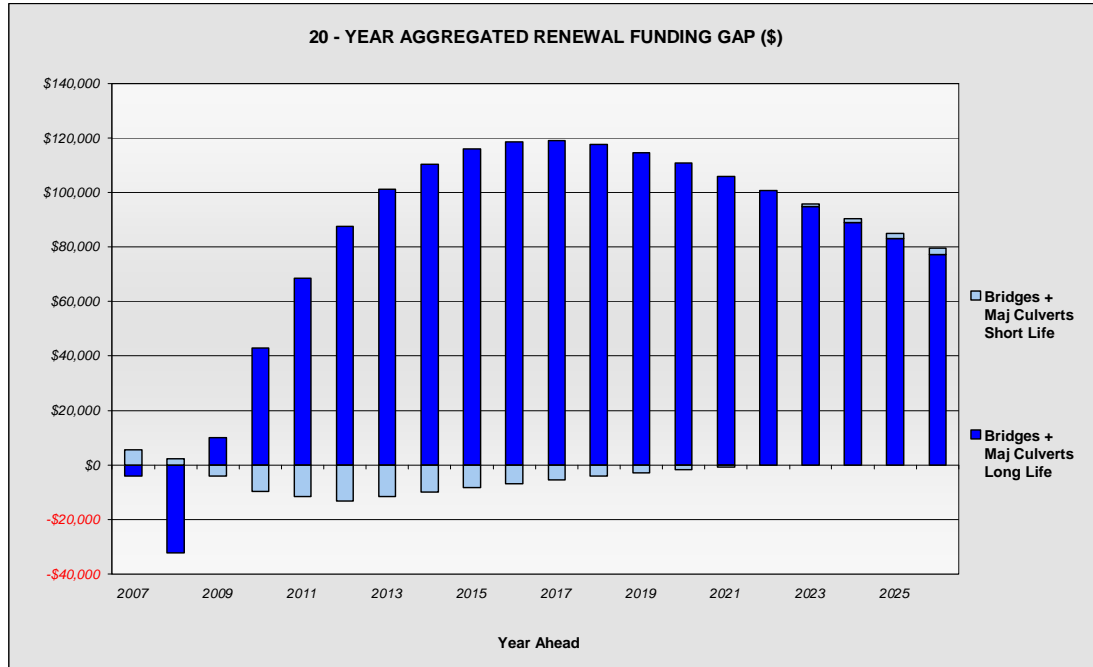


Figure 6.1 –Bridge Asset Renewal Funding Gap Profile

### 6.4 Funding Strategy

The aim of Council’s Strategic Resource Plan is to assist it in understanding the medium to long term implications of its policies and strategies which are proposed each year and subsequently adopted in the annual budget process. It is intended that the principles of the BrAMP are incorporated into the planning of future budgets.

The Strategic Resource Plan is closely aligned to the Council Plan and provides Council with a broader understanding of the financial implications of its strategic decisions. It guides Council and management in the preparation of future corporate strategies and associated allocation of budgets.

Council’s Annual Budget Process is based on the following principles:

1. Deliver the results sought by Council as specified in the outcome statements in each program area.
2. Deliver outcomes as identified in Council's Annual Plan.
3. Reflect Council's capital expenditure priorities as identified in the Five (5)-Year Capital Investment Program, including no new major capital projects.
4. Emphasise the implementation of adopted strategies and priorities identified in Business Plans.
5. Increase funding levels for infrastructure asset renewal and maintenance.
6. Increase working capital and cash reserves.
7. Minimise rates and charges increases.
8. Not exceed existing staff levels.
9. Undertake no new loan borrowing’s

## 6.5 Funding Sources

Sources for the funding of expenditure on municipal road assets include the following:

- Council rate revenue,
- Roads to Recovery and AusLink program funding from the Federal Government,
- Special Charge Schemes, and
- Other State or Federal government funding programs (when available) e.g. Black Spot, Better Roads Funding Programs

In order to meet the needs of its rapidly developing community, Council has a role to:

- Ensure that there is sufficient funding to sustain growing levels of road assets for which it is responsible; and
- Promote awareness and understanding of road funding needs within the community.

In general, Council has the following priorities with respect to expenditure on bridge assets:

- Maintain the existing network in a “reasonable condition”, approximating the present general condition of the network. These maintenance activities include:
  - Asset maintenance activities, and
  - Asset renewal activities.
- Accept donated assets from subdividers to extend the network and to similarly maintain those assets.
- Upgrading of existing road assets to meet the demands of changing population, traffic patterns, traffic volumes and traffic type.

Strategies for asset maintenance and renewal are discussed below.

Maintaining bridge and major drainage assets requires a definition of the levels of service for each activity. Sufficient funding is also required to retain those levels of service; otherwise the condition of the network will deteriorate.

Any contemplated reduction in levels of service requires careful consideration to avoid compromising road user safety and causing unfavourable community reaction.

### 6.5.1 Funding of Asset Maintenance

Asset maintenance activities for bridge assets include minor deck repair including tightening, painting of railing, repair/replacement of damaged bridge furniture (e.g. signage, delineators, etc), repair/replacement of damaged guardrail, repairs to bridge approaches, cleaning of scuppers, waterway maintenance, and similar activities.

These activities aim to maintain public safety and keep road assets in reasonable condition for the user and to prevent further accelerated deterioration.

Maintenance activities are not only important to ensuring the maximum ‘useful’ life of an asset is achieved, but also impacts directly on aspects of risk management and the delivery of expected levels of service to the community.

Bridges deteriorate as a result of repeated traffic loading and environmental influences. Maintenance is a ‘day to day’ activity required to provide an acceptable level of service for the road user and allow these assets to continue to function as built.

In most cases, the commencement of a maintenance or operational activity is triggered by the asset showing certain measurable defects or conditions. This trigger is termed the Maintenance Performance Criteria. Examples of these defects include size of potholes or

corrugations in a road, or the length of grass on a roadside.

Budget constraints may result in undesirable asset deterioration. Council is responsible to ensure that budget funding levels are allocated adequately to ensure undesirable asset deterioration does not occur.

Funding for bridge maintenance, both major and minor, must compete against a wide range of services that Council delivers. The following factors are considered by Council during its annual budget process to determine and review its maintenance funding levels:

- The ability to meet the specified levels of service in regards to its adopted maintenance performance criteria within the limitations of funding levels,
- Maximisation of asset life and reduction in whole of life costs,
- Priorities for maintenance are consistent with the objectives of the Road Management Plan,
- All relevant information relating to the gap between what maintenance works are funded by Council and listings of any deferred maintenance required to be completed, and
- Annual Community Satisfaction Survey outcomes (Council Plan – performance indicators)

Table 6.0 details expenditures on the routine maintenance of bridge infrastructure as provided in Council's 2007-08 Budget.

In terms of future funding for maintenance activities:

- Funding availability in maintenance programs requires adjustment in successive years due to asset growth. Growth will immediately impact some expenditure areas whilst others will 'lag', pending future deterioration,
- Funding allocations based on providing a level of service require flexibility for 'changing priorities,
- Work method improvements,
- Effects of some plant replacement on unit costs, and
- Research towards better funding prediction could be based on performance / deterioration indicators

## **6.5.2 Funding of Capital Works**

Capital Works can be defined as expenditure that either creates a new asset or improves or restores the current function of an existing asset, for example, reconstruction of a road or bridge.

Capital Works may be split into three distinct categories, Renewal, Upgrade, and Expansion.

Funding for Capital Works is viewed as an essential component of the Five (5)-year Capital Investment Plan. Traditionally, Council's approach to Capital Works and other major non-recurrent expenditure have been to include funding in the Capital Investment Plan where identifiable. Identifiable Capital Works funding is regularly incorporated for most Infrastructure expenditure.

### **6.5.2.1 Renewal**

Capital renewal expenditure returns the service potential or the life of the asset up to that which it had originally. Renewal spending is periodically required expenditure, relatively large (material) in value compared with the value of the components or subcomponents of the asset being renewed.

As renewal investment reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time.



Examples of such renewal activities are:

- Resurfacing or resheeting part of a road network
- Reconstruction of a failed section of sealed pavement

### **6.5.2.2 Upgrade**

Capital upgrade expenditure enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally.

For example widening the sealed area of an existing road, or completing structural improvements to a bridge to increase carrying capacity can be both defined as capital upgrade projects.

Upgrade projects improve service delivery to the community; however, consideration must be given to their long-term sustainability. Most of the projects that fall into this category are fully or partially funded by external contributions.

Capital upgrade expenditure increases future operating and maintenance expenditure as this investment type increases the extent of council's asset base.

### **6.5.2.3 Expansion**

Capital expansion expenditure may be best described as the creation of new assets, to the same standard as is currently enjoyed by residents, to service new ratepayers.

An example of this would be the construction of new infrastructure (e.g. roads, footpaths, drainage, etc) as part of a new subdivision development.

All expansion work is externally funded, and in some cases, can be termed as 'donated assets'. Long term operation, maintenance and renewal of these assets may be of concern because, as the asset portfolio increases, the annual cost of sustaining that portfolio increases respectively.

Funding of new assets can come from:

- Developer contributions,
- Rate revenue and
- Special Charge Schemes targeted at specific improvements for property owners who gain special benefit from those improvements.

Whilst donated assets do not in themselves create a capital cost the increase in the asset base will increase future operating, and maintenance expenses which need to be considered in Council's long-term finance allocations.

Table 6.0 details both historical and proposed capital expenditure on Council's bridge stock as provided in the Capital Works Program.

Prioritised programs are developed in support of the budget. In the development of these programs, consideration is given to the following factors:

- Asset condition assessments,
- Asset hierarchy,
- Analysis of maintenance costs,
- Relative risk to the travelling public, and
- Available funding

Additional funding for asset renewal is available from Roads to Recovery funding. This is designed to bring forward renewal programs which would otherwise be difficult to fund. This program has previously been used for rehabilitation of failed road pavements and replacement of bridges having a low load bearing capacity.

These funds could also be used to contribute to the upgrade of assets which could otherwise become backlog items. This is especially important where network capacity improvements are required to accommodate the effects of growth and demand changes.

### **6.5.3 Summary**

All three classifications of Capital Investment, Renewal, Upgrade and Expansion are warranted in differing circumstances:

- Renewal works maintain assets,
- Upgrade works satisfy changes in demand or rectify assets that are perceived as insufficient in meeting community needs, and
- Expansion projects accommodate growth

Council has a current budget strategy that responds to community demand and asset renewal requirements. Council's current emphasis is on asset renewal expenditure rather than asset development.

## **6.6 Evaluation of Capital Works**

Council's Capital Evaluation Process provides the framework for an objective evaluation process for all projects to be considered for the Capital Works Program.

This process enables projects of competing priority being considered for inclusion within the Capital Investment Program to be evaluated in a coordinated approach involving the collation of project information, costings and business case assessments.

The outcome of this process provides a prioritised list of projects forming the basis of the Annual Capital Works Program and future years within the Five (5) -Year Capital Investment Program. Capital Works Projects are assessed on the following criteria:

- Council plan, asset management plan or other strategy references
- Timing or project
- Population benefiting
- Revenue opportunities
- Future annual costs
- Future demands on other council resources
- Alternative investment opportunities
- Risk level
- Health and safety issues
- Capital investment type (i.e. renewal, upgrade, expansion)

## 7.0 ASSET MANAGEMENT PRACTICES

This section outlines the nature and sophistication of current practices used for Asset Management decision-making.

### 7.1 Accounting/Financial Systems

The primary issues in the accounting of infrastructure assets relate to valuation and the change in service potential associated with depreciation and renewals. Council's financial systems must be sufficiently robust and have the capacity to provide the required statutory and regulatory reporting requirements.

Non-current, or infrastructure, assets are those community facilities that provide for the delivery of services and sustained standards of living. They primarily comprise Council's fixed utility systems including roads, footpaths, kerb & channel, and bridges.

Infrastructure assets are deemed to have the following attributes:

- They are large networks comprising of sub components.
- They have long economic (useful) lives.
- They provide a benefit and/or social service rather than a commercial service, i.e. the assets are used by the community, both servicing the municipality's residents and visitors. These assets are not usually capable of subdivision for ready disposal, due to legal or other restrictions, and consequently are not readily disposable within the commercial sector.
- The network of assets is not normally depleted as their service potential is maintained in perpetuity, i.e. they are expected to have an indefinite life if adequately maintained although portions of the network will be replaced from time to time.

#### 7.1.1 Asset Revaluation Policy

Council's Asset Revaluation Policy establishes a definitive revaluation program for Council's non-current assets that complies with Australian Accounting Standards and assists in the allocation of resources to future valuations. The policy has been developed to take into account issues such as; current Australian Accounting Standards, Victorian Local Government best practice and Council's corporate objectives.

The introduction of the *Local Government (Reporting and Accounting) Regulations 1992* resulted in the application of Australian Accounting Standards to local government financial reporting.

Australian Accounting Standards AAS27 Financial Reporting by Local Governments, among other things, requires:

- The recognition of all non-current assets acquired on or after 1 October 1992 at the date of acquisition, and also
- The recognition of all non-current assets acquired on or before 30 September 1992

Additionally, the policy is cognisant of other mandatory reporting requirements, including the requirements of the *Local Government Act 1989*, and *Local Government (Finance and Reporting) Regulations 2004*, and other industry standards and guidelines.

Colac Otway Shire's financial systems utilise fair value valuation for non-current assets, and depreciation is recognised on a straight line basis.

## 7.2 Asset Management Systems

An asset management system is a combination of processes, data, and software applied to provide the essential information outputs for effective management of risk and optimum infrastructure maintenance and renewals needs.

Council currently has a number software systems and data sources relating to asset management.

2000Plus and the BizeAsset Asset Management System are the two primary systems utilised for data storage and asset registers. These systems contribute to the overall management of the long term planning of Council's infrastructure assets in order to:

- Know what and where the assets are that the organisation owns or is responsible for;
- Know the condition of assets;
- Establish suitable operational, maintenance and renewal regimes to suit the assets and level of services required of them by present and future customers;
- Establish asset function and asset maintenance to meet the needs of the present and future customers;
- Review maintenance practices and optimising operational procedures;
- Implement management strategies for resources and work programs;
- Improve risk management techniques; and
- Identify the true cost of operations and maintenance and predict future capital investments and maintenance expenditure required to optimise the asset function and lifecycle.

Asset management systems using software have become an essential tool for the management of Council's infrastructure assets. 2000Plus and BizeAsset are independent software systems.

Asset management draws on the information contained in these systems, which are briefly outlined below.

### 7.2.1 Information Systems

#### 7.2.1.1 2000Plus

The 2000Plus system is Councils finance and property and rates management systems which has a number of general purpose or specific purpose general ledgers with their own unique user defined account structure. These include:

- General Ledgers,
- Accounts Receivable Ledgers,
- Accounts Payable Ledgers,
- Budgets Ledgers,
- Forecast Ledgers, and
- Commitments Ledgers.

#### 7.2.1.2 BizeAsset

The BizeAsset system is designated as the prime asset management system. The BizeAsset AMS is a web based asset management system which utilises the power of the latest GIS technology. Council's GIS is used to display the spatial aspect of the asset data.

BizeAsset has broad asset management functionality incorporating an asset register, asset valuation and depreciation tools, maintenance management, predictive analysis and reporting.

Some of the key aspects of the BizeAsset system are:

- BizeAsset has been developed by using MapInfo functionally. MapInfo is the Graphical Information System used to provide linkage with corporate information (i.e. property and asset information) to Council's digital map base.
- BizeAsset comes in a package with separate modules for roads and footpaths, bridges, signs, buildings, recreation facilities, and drainage assets.

BizeAsset has a number advanced asset management tools including:

- Valuations (and monthly depreciation calculator). These calculations include tracking additions, disposals, revaluing assets (based on condition calculated remaining lives or asset age), residual values, asset sales. BizeAsset also allows the user to track changes (audit trail) that have occurred between the current database and a previous valuation.
- Tools for easy data editing and maintenance.
- Tracking maintenance history and reporting maintenance history through a mapping interface that includes dynamic links between maps, graphs and reports.
- Predictive analysis that shows the user (through maps, graphs and tables) where assets need to be replaced, how much it is going to cost to replace them and when it is most prudent to do so. This can be used to generate a program of works.
- A Contract Management system.
- Functionality to generate asset related works orders (including linking customer service requests and contracts to works orders, progress payments of works orders, multiple tasks, etc.)
- Customer Service Request system.
- Asset Inspection system that allows the user to produce a user defined overall condition and performance index and remaining life index.
- An efficient and user friendly mapping interface.

System improvement activities currently in progress include the ongoing implementation of the BizeAsset AMS.

### **7.2.1.3 Bridgit**

Managing all the data associated with bridges is a complex task ideally suited to a computerised system, Council's Bridgit Bridge Asset Management System provides the repository for, and a means of managing, all data pertaining to Council's bridges and major drainage assets.

This is a simple database system that is used to store inventory and inspection data. This system also provides the functionality to undertake asset valuations in accordance with the relevant statutory reporting requirements. This database also has linkages to the Council's asset management system and GIS which permits the graphical representation of data and queries.

### **7.2.1.4 Customer Request System Description**

Requests for maintenance of Council's infrastructure assets are recorded on Council's customer request system, MERIT. These requests are generally made by the public, Councilors, and Council staff. Each request is inspected to meet the established response time as detailed for that particular request type.

The MERIT system records each action associated with a particular customer request and is able to show a complete history through to finalisation. For those request that require a maintenance response, the costs, location, date, and nature of the work completed are recorded within Council's financial systems.

The customer request system described above is able to provide management with measures of effectiveness by providing valuable data on the workload and the level of service being achieved in a given time period. MERIT provides the ability to report on:

- Time taken to complete inspection,
- Priority allocation made at inspection,
- An indication of the number of requests received for a particular locality,
- Number of requests complete,
- Average number of days to completion,
- Requests for each maintenance activity, and
- Responsiveness

The 2000Plus, MERIT and BizeAsset systems are all important corporate systems; however there currently exists no integration between them.

The following issues have been identified:

- Some systems are not being used to their full potential,
- The systems lack integration, therefore duplication of effort is often required,
- Linkage between customer request systems and asset data,
- Sophisticated asset management functionality such as predictive modelling is yet to be implemented.

Council is currently in the process of linking financial and request based information, as it relates to asset maintenance, to its asset data to enable improved management and capital investment decisions.

### **7.2.1.5 Other Systems**

The available asset management data includes:

- Road data available in MapInfo and other database/spreadsheet sources,
- Footpath information, with condition data, available in MapInfo and other spreadsheet sources,
- Bridge data in MapInfo, VicRoads Bridge Inspection Database, and other data sources,
- Drainage asset information is available in BizeAsset

### **7.2.1.6 Systems Functionality**

BizeAsset in conjunction with the Maloney Asset Management modelling Tool allows the capacity to undertake advanced financial forecasting and modelling on any asset group to establish the 'appropriate life-cycle' based on required expenditure (condition intervention) and proposed expenditure (financial sustainability) over the life of the asset.

This assists in determining asset information for long-term capital and maintenance funding requirements to ensure that assets do not fall below their nominated minimum asset condition rating.

## **7.3 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 (Level 1 and Level 2 Bridge inspections),

- Request Inspections,
- Incident Inspections, and
- Condition Inspections (Level 3 Bridge Inspections)

### **7.3.1 Routine Inspections**

As stated previously the Colac Otway Shire has adopted the practices of the VicRoads Inspection Manual to monitor the condition of its bridges and major drainage structures. Routine monitoring involves the following hierarchy of inspections:

#### **7.3.1.1 Level 1 – Routine Maintenance Inspections**

Inspections of this type are general visual checks carried out by Council's bridge crew on an annual basis to check the general serviceability of the structure for road users and to identify emerging problems.

The scope of the inspection includes an assessment of the substructure and superstructure to identify routine maintenance work that does not require further engineering assessment.

#### **7.3.1.2 Level 2 – Bridge Condition Inspections**

Level 2 inspections are comprehensive visual inspections carried out by an accredited bridge inspector. These inspections are carried out on a certain frequency depending on the risk profile of the structure.

The main purpose of this level of inspection is to identify current maintenance needs, forecast future changes in condition. Information from these inspections can be used to estimate future budget requirements.

Bridge condition assessments are essential for proper management of bridge infrastructure, and in ensuring that Council fulfills its commitment in this regard. They identify the immediate and priority bridge works required and provide much of the background information for strategic decision making and future programming.

### **7.3.2 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 1 day of notification, dependant 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.

Council aims to obtain best value for its maintenance budget within the constraint of the resources made available. Maintenance works delivered under an 'Emergency Response' will inevitably cost more than maintenance delivered under the Routine or Periodic Maintenance Programs.

To ensure that the best value is obtained for the available maintenance dollar, work of the same nature must be grouped in a given area so that work is completed efficiently. Therefore, most maintenance work will be completed on the Routine and Periodic Maintenance Programs. Only true emergency works will be actioned immediately.

The benefit of adopting such a strategy means that for example, over a year, more potholes may be repaired from the limited funds available than if completed on a reactive basis. This provides an improved overall level of service and consequently reduces the risk to the community

If works identified are beyond what is considered maintenance, then the project will be referred to and be considered for inclusion in Council's 3-year Capital Investment Program. Council reviews projects for its Capital Investment Program annually, in conjunction with its budget planning process.

### **7.3.3 Incident Inspections**

If a person proposes to commence legal proceedings or wishes to make a claim for damages in relation to an incident arising from the condition of a public road or infrastructure on a public road then the person must give written notice of the incident to Council within 30 days of its occurrence. This notice must provide sufficient information to enable Council to undertake an inspection and prepare all reporting requirements.

Within 14 days of receipt of any report of an incident, an inspection of the road or associated infrastructure specified will be undertaken by the Asset Inspection Officer or suitably qualified Council Officer. A report is then prepared detailing the outcomes of this inspection, and provides the following:

- A description of the condition of the relevant section of the public road or infrastructure, providing adequate photographic evidence of the site of the incident,
- Reference to Council's Road Management Plan and in particular its construction and maintenance criteria relating to the public road or infrastructure,
- A summary of, or any reference to, any records relating to the condition of the road or infrastructure from previous inspections and reports, and
- A summary of inspections relating to the condition and maintenance of that part of the public road or infrastructure conducted in the 12 months prior to the incident.

A copy of this report is then filed in Council's Electronic Document Management System for future reference.

### **7.3.4 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 required level of service for the duration of its intended useful life.

Detailed engineering inspections and analysis (Level 3 Bridge Inspections) are undertaken when issues requiring further investigation are identified during the Level 2 inspection process. They are carried out by an accredited bridge inspector with the purpose of assessing the capacity of a structure, identifying and quantifying the current and projected deterioration of the structure, and recommending appropriate management options.

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.

## **7.4 Asset Data Management**

A vast array of bridge asset information is contained within Council's various data sources and systems. The minimum requirement to this point has been to ensure that sufficient detail is collected for each asset to quantify and value the asset portfolio.



The next improvement phase is to determine the extent of additional information required in order to manage, maintain and report on infrastructure assets, including bridges, to ensure optimal asset function and asset lifecycle as well as considering risk management.

**7.4.1 Data Collection**

A common asset data condition rating system has been established to assess the remaining life of an asset assuming regular maintenance and renewal continues for the life of the asset.

The performance of an asset is closely aligned to the level of service provided to the community and can be generally measured in terms of reliability, availability, capacity, and meeting customer demand and need.

A simple ranking (or rating) system defining the condition of assets has been adopted. The five (5) condition states for Council's bridges is detailed in Table 7.0. These condition ratings are determined based on the information collected from Level 2 Bridge Inspections.

| Asset Condition | Condition          | Condition Description                                                                                                                                                                                                             | Works Required                                                                                                   |
|-----------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1               | Excellent          | New or near new condition. Asset performing in a safe condition and as installed.                                                                                                                                                 | No work required. No change to inspection regime.                                                                |
| 2               | Good               | Very well maintained and in a sound condition. Asset exceeds minimum performance specification standards. Nil - Routine maintenance.                                                                                              | Minor work maybe required. No change to inspection regime.                                                       |
| 3               | Average            | Requires minimal maintenance. Asset meets minimum performance specification standards. Routine maintenance required.                                                                                                              | Some work required. No change to inspection regime.                                                              |
| 4               | Fair               | Asset useable but requires urgent remedial works to meet minimum performance standards. Possible - reactive maintenance. Renewal works planned within two to five years and scheduled for inclusion in the Capital Works program. | Some renewal or rehabilitation work needed within 2-5 years. Schedule further engineering inspection/assessment. |
| 5               | Poor/Unserviceable | Very poor condition with health or safety implications. Asset in an unsafe condition and requires immediate renewal works. Priority renewal item for Capital Works program. Failure imminent or has failed.                       | Urgent replacement/rehabilitation required. Requires management intervention to control risk.                    |

**Table 7.0 – Asset Condition Rating System**

Having a common condition rating system generally provides for improved asset reporting and monitoring.

**7.4.2 Data Maintenance**

One of the essential aspects of asset management is to maintain data records to ensure that they are current and accurate. The Asset Development Unit is responsible for updating and maintaining the asset data to meet the organisations operational and financial requirements in delivering efficient and effective asset management.

## 8.0 IMPROVEMENT STRATEGY AND MONITORING

### 8.1 Plan Review

Council's Bridge Asset Management Plan is based on current asset management practices and in some areas limited data.

The continuing development of asset management systems and data collection programs will enable Council to build on and expand on this plan and improve the accuracy of financial forecasts. To improve the quality of the output of this asset management plan, considerable work is still required.

The BrAMP is a living document which is relevant and integral to Council's asset management activities. To ensure the plan remains useful and relevant the following on-going process of AM plan monitoring and review activities are proposed to be undertaken.

- Formal adoption of the plan by Council.
- Review and formally adopt levels of service. Council will undertake a service level review (public consultation process) to determine an accurate understanding of both the current and future needs and expectations of customers. The explicit levels of service and performance measure defined will be formally adopted by Council.
- Revise the contents of the BrAMP annually to incorporate outcomes of service level review and new knowledge resulting from the asset management improvement program.
- Quality assurance audits of asset management information to ensure the integrity and cost effectiveness of data collected.

Table 8.0 details the activity and timetables adopted to achieve these objectives.

| Task                                  | Action                                                                                                                                                                                                                                          | Completion Date  |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>AMP Development</b>                | Annual update and enhancement of the plan, including the extension of the timeframe by one year                                                                                                                                                 | August each year |
| <b>AMP Plan Review</b>                | Annual review of plan context by AM Team: <ul style="list-style-type: none"> <li>- AM plan context</li> <li>- compliance with agreed AM improvement programs</li> <li>- effectiveness and adequacy of AM processes, systems and data</li> </ul> | August each year |
| <b>Levels of Service Review</b>       | Review levels of service targets (including public consultation) and formally adopt results                                                                                                                                                     | Tri annually     |
|                                       | Measure actual levels of service delivered                                                                                                                                                                                                      | Annually         |
| <b>Asset Management System Review</b> | Confirm data collection, entry standards and quality assurance processes not yet defined                                                                                                                                                        | June each year   |
|                                       | Undertake annual quality audits on data integrity and report on results                                                                                                                                                                         | Annually         |
|                                       | Annually review data collection, entry standards and quality assurance processes not yet defined                                                                                                                                                | Annually         |

**Table 8.0 - AM Plan Review Program**

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## 8.2 Performance Review

Council shall ensure that there is ongoing review of its asset management practices to ensure continued suitability and effectiveness having regard to:

- Asset performance following delivery of maintenance and construction programs,
- The level of achievement of Council's asset management improvement strategy, and
- The consideration of any external factors, including legislative requirements, ongoing development of Council Policies, Plans, and other major system implementations, that may effect the contents of the Bridge Asset Management Plan.

Records of any such reviews shall be maintained.

## 8.3 Improvement Strategy

This section summarises the asset management improvement strategies made by this plan. It is presented in table format to allow Council to consider the relative priorities of the various items. At this stage draft priorities and schedule completion dates have been assigned.

| Task                                   | Improvement Strategy                                                                                                                                                                  | Priority | Target Date   |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------|
| <b>Level of Service</b>                | Engage the community in discussing the true cost of assets and services. Match service levels with public expectations and willingness/ability to pay.                                | High     | December 2008 |
|                                        | Establish appropriate and measurable levels of service and performance measures, and monitor.                                                                                         | High     | March 2009    |
|                                        | Develop relationship between levels of service, demand and cost.                                                                                                                      | High     | April 2009    |
| <b>Information Management</b>          | Continue ongoing implementation of the BizeAsset Asset Management System.                                                                                                             | High     | Ongoing       |
|                                        | Investigate possible integration between AMS and other corporate systems including customer service and finance systems.                                                              | Medium   | In progress   |
|                                        | Investigate system to capture donated Asset information.                                                                                                                              | High     | In progress   |
|                                        | Review and establish asset classification systems (e.g. hierarchy) and apply to all bridges and major drainage structures.                                                            | High     | June 2008     |
|                                        | Establish and adopt suitable asset identification system for bridge stock. This includes identification plates installed structures.                                                  | Medium   | In progress   |
|                                        | On-going programme of condition & performance data collection based on risk, asset value and rate of decay for all assets in accordance with Road Management Plan.                    | Medium   | Ongoing       |
| <b>Asset Practices and Improvement</b> | Improve staff awareness of AM principles and practices (also a corporate issue). Commitment from all relevant staff required for continued implementation of the AM improvement plan. | High     | Ongoing       |
|                                        | Consider graphical display of overall/summary condition and performance of bridge network.                                                                                            | Medium   | Completed     |
|                                        | Continue long term renewals forecasting for bridge and major drainage assets.                                                                                                         | High     | Ongoing       |

| Task                            | Improvement Strategy                                                                                                                                                                                                                                                                | Priority | Target Date          |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|
| <b>Modelling</b>                | Continue current program of obtaining traffic count data to allow the modelling of future network demand and growth (predictive modelling).                                                                                                                                         | Medium   | Ongoing              |
|                                 | Maintain historical condition data to allow trend analysis and to develop deterioration profiles.                                                                                                                                                                                   | Medium   | Ongoing              |
|                                 | Establish understanding of bridge capacity needs, based on industry growth and development trends.                                                                                                                                                                                  | Medium   | December 2008        |
| <b>AMP Lifecycle Strategies</b> | Establish renewal strategies for key bridge/major drainage assets, including annual renewal programs.                                                                                                                                                                               | High     | March 2008           |
|                                 | Establish, document, and implement economic analysis tools to be utilised in Capital Works evaluation processes (e.g. cost/benefit analysis). This is to ensure that overall funding implications are considered so that resources are used effectively for their long term impact. | Medium   | Completed            |
|                                 | Enhance the availability of life-cycle cost data to provide historical location/cost/work type information.                                                                                                                                                                         | Medium   | Ongoing              |
| <b>Risk Management</b>          | Develop a risk management strategy to identify those bridges believed to provide the greatest risks to Council and the transport network.                                                                                                                                           | High     | December 2008        |
|                                 | Relevant staff to review the risk register to ensure all necessary risks associated with bridge infrastructure are included in the register, with risk ratings assigned for critical assets.                                                                                        | High     | Annually as required |
|                                 | Incorporate risk in AM decision making when identifying projects and annual programs.                                                                                                                                                                                               | High     | Annually as required |

| Task                             | Improvement Strategy                                                                                                                        | Priority | Target Date           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------|
| <b>Long Term Financial Plans</b> | Continue data capture improvement programmes to improve confidence in financial forecasts.                                                  | High     | Ongoing               |
|                                  | Undertake a revaluation of road infrastructure asset in accordance with Asset Revaluation Policy.                                           | High     | Annually as required  |
|                                  | Assign useful lives for all asset groups based on an assessment of condition profiles and renewal history.                                  | Medium   | Ongoing               |
|                                  | Complete assessment/review of asset useful lives in the asset register.                                                                     | High     | Annually as required  |
|                                  | Develop and document robust process to track annual updates based on actual work done – additions, disposals, renewals, etc.                | High     | April 2008            |
|                                  | Current life cycle costs recorded and analysed for all significant asset types.                                                             | Medium   | Ongoing               |
|                                  | Develop and adopt Capital Works Evaluation criteria for prioritising all project proposals.                                                 | High     | Completed             |
| <b>Maintenance Management</b>    | Historical maintenance tasks and costs recorded for significant individual assets in AM systems.                                            | Medium   | Ongoing               |
|                                  | Process for monitoring and reporting compliance with maintenance performance criteria and asset inspection schedules.                       | High     | Quarterly as required |
|                                  | Review the maintenance budgets taking into consideration the possibility of increasing programmed works with a reduction in reactive works. | High     | April 2008            |
|                                  | Review bridge infrastructure to identify assets that require upgrading to improve transport efficiency.                                     | Medium   | December 2008         |

# Appendix A

## Register of Municipal Bridges

# Municipal Bridge Register

| AssetID | Bridge No | Road Name                     | Locality        | Location                                      | Crossing                           | Construction Date | Age | Posted Load Limit | Maximum Span Length (m) | Beam/Slab Type                               | Beam/Slab Depth                   | Beam/Slab Spacing | Deck Type                                        | Culvert Structure Length (m) | Cell Diam (m) | Cell Width (m) | Width Along Invert (m) | Cell Height (m) | No. Cells | Bridge Length (m) | Bridge Width (m) | No. of Spans | No. Beams/Slabs | Traffic Width (m) | Type |              |
|---------|-----------|-------------------------------|-----------------|-----------------------------------------------|------------------------------------|-------------------|-----|-------------------|-------------------------|----------------------------------------------|-----------------------------------|-------------------|--------------------------------------------------|------------------------------|---------------|----------------|------------------------|-----------------|-----------|-------------------|------------------|--------------|-----------------|-------------------|------|--------------|
| 10      | CS010     | Carlisle Gellibrand Road      | Gellibrand      | 1km West Of Colac-Lavers Hill Rd              | Charleys Ck - Ccl No. 10           | 1950              | 57  | No Limit Posted   | 9.15 m                  | HSUS old 30's design - No skew               | 400 mm                            | Abutting          | Sealed HSUS                                      |                              |               |                |                        |                 |           |                   | 18.7             | 8.85         | 2               | 14                | 7.5  | Bridge       |
| 12      | CS012     | Binns Road                    | Beech Forest    | 2.6km From S Forrest Rd                       | Aire River                         | 1950              | 57  | 10 tonne          | 11.1 m                  | Timber girder                                | 560 mm                            | 1.2 m             | Timber deck                                      |                              |               |                |                        |                 |           |                   | 20.4             | 4.15         | 2               | 3                 | 3.85 | Bridge       |
| 17      | CS017     | Casino Avenue                 | Apollo Bay      | 0.1km From Tuxton St                          | Milford Creek                      | 1950              | 57  | No Limit Posted   | 7.2 m                   | 610 x 193 mm RSJ - No skew                   | 610 mm                            | 1.85 m            | Steel trough decking with RC infiller            |                              |               |                |                        |                 |           |                   | 7.2              | 6            | 1               | 4                 | 5.4  | Bridge       |
| 18      | CS018     | Barham River Road             | Apollo Bay      | 1.0 Km From Old Apollo Bay Post Office        | Andersons Creek                    | 1950              | 57  | No Limit Posted   | 8.1 m                   | HSU slab                                     | 400 mm                            | 610 mm            | Precast U-slab                                   |                              |               |                |                        |                 |           |                   | 8.1              | 8.3          | 1               | 13                | 6.8  | Bridge       |
| 19      | CS019     | Barham River Road             | Apollo Bay      | 2.2 Km From Old Apollo Bay Post Office        | Drain                              | 1965              | 42  | No Limit Posted   | 9.35 m                  | HSU slab                                     | 450 mm                            | 610 mm            | HSU slab deck                                    |                              |               |                |                        |                 |           |                   | 27.85            | 8.2          | 3               | 13                | 6.8  | Bridge       |
| 20      | CS020     | Barham River Road             | Apollo Bay      | 4.05 Km From Old Apollo Bay Post Office       | Barham River                       | 1950              | 57  | No Limit Posted   | 9.45 m                  | RC beam                                      | 720 mm                            | 1.4 m             | RC deck slab                                     |                              |               |                |                        |                 |           |                   | 18.9             | 5.5          | 2               | 4                 | 4.86 | Bridge       |
| 21      | CS021     | Barham River Road             | Apollo Bay      | 8.76 Km From Old Apollo Bay Post Office       | Barham River                       | 1950              | 57  | No Limit Posted   | 10.0 m                  | 2 No. 24inch x 7.5 inch RSJ @ 1.83m cts      | 210 mm                            | 1.83 m            | Timber transverse deck                           |                              |               |                |                        |                 |           |                   | 10               | 3.91         | 1               | 2                 | 3.7  | Bridge       |
| 22      | CS022     | Ugler Gellibrand Road         | Barramunga      | 4.4 Km From Colac Forest Rd                   | Roadrights Ck Ccl No 22            | 1950              | 57  | 5 tonne           | 8.25 m                  | 24 in x 7.5 in RSJs - no skew                | 610 mm                            | 2.3 m             | Longit 200 x 100 mm plank unsealed timber        |                              |               |                |                        |                 |           |                   | 24               | 4.05         | 3               | 2                 | 3.75 | Bridge       |
| 23      | CS023     | Herrigan Crescent             | Forrest         | 0.3 Km East Of Station St                     | Barwon River West Ccl No 23        | 1950              | 57  | No Limit Posted   | 19.8 m                  | PSC super T Beams - No Skew                  | 750 mm                            | 2.3 m             | RC Slab over Beams                               |                              |               |                |                        |                 |           |                   | 19.6             | 4.24         | 1               | 2                 | 4.04 | Bridge       |
| 24      | CS024     | Roadright Creek Road          | Forrest         | 0.2 Km South Of Colac - Forest Road           | Roadright Creek                    | 2005              | 2   | No Limit Posted   | 9.25 m                  | PSC longitudinal slabs 2.31 m wide - 0 skew  | 500 mm                            | Abutting          | PSC longitudinal slabs - 2 legs & integral kerb  |                              |               |                |                        |                 |           |                   | 9.25             | 4.62         | 1               | 2                 | 4.46 | Bridge       |
| 25      | CS025     | Boundary Road                 | Forrest         | 7 Km From Colac Forrest Rd                    | Barwon River (West) - Ccl No. 25   | 1950              | 57  | No Limit Posted   | 12.3 m                  | 3 NO 24 in x 7.5 in RSJ - No skew            | 610 mm                            | 1.55 m            | Concrete deck in transverse rail lines           |                              |               |                |                        |                 |           |                   | 12.3             | 4.46         | 1               | 3                 | 4.3  | Bridge       |
| 26      | CS026     | Wonga Road                    | Kawarran        | 0.12 Km Off Colac - Lavers Hill Road          | Love Creek                         | 1950              | 57  | No Limit Posted   | 0.08 m                  | PSC transversely stressed planks             | 300 mm                            | 610 mm            | PSC transversely stressed planks                 |                              |               |                |                        |                 |           |                   | 9.3              | 4.42         | 1               | 7                 | 3.67 | Bridge       |
| 27      | CS027     | Gellibrand East Road          | Gellibrand      | 0.65 Km East Of Colac Lavers Hill Road        | Lardners Creek                     | 1971              | 36  | No Limit Posted   | 0.15 m                  | HSU slab                                     | 340 mm                            | 610 mm            | HSU slab deck                                    |                              |               |                |                        |                 |           |                   | 21.85            | 6.8          | 3               | 11                | 6.2  | Bridge       |
| 29      | CS029     | Sand Road                     | Glenaire        | 5.8km From Gt Ocean Rd                        | Aire River                         | 1950              | 57  | 5 tonne           | 9.85 m                  | 350 to 550 mm dia hardwood                   | 350 to 550 mm                     | 1.2 m             | Transverse 200 x 100 HW unsealed- No skew        |                              |               |                |                        |                 |           |                   | 73.67            | 3.8          | 6               | 3                 | 3.5  | Bridge       |
| 30      | CS030     | Aire Settlement Road          | Johanna         | 1.5 Km Ne Of Great Ocean Road                 | Ford River                         | 1950              | 57  | No Limit Posted   | 8.75 m                  | Slab                                         | 300 mm                            | 0.2 m             | Rails in Concrete slab                           |                              |               |                |                        |                 |           |                   | 23.1             | 4.55         | 3               | 22                | 3.85 | Bridge       |
| 31      | CS031     | Red Johanna Road              | Johanna         | 4.7 Km From Great Ocean Road                  | Stafford Creek                     | 1950              | 57  | No Limit Posted   | 12.5 m                  | Waldren type decking                         | 650 mm                            | Abutting          | Unsealed deck slabs                              |                              |               |                |                        |                 |           |                   | 13               | 5            | 1               | 2                 | 4.54 | Bridge       |
| 38      | CS038     | Sand Pt Road                  | Chapple Vale    | 0.8km From Laver Hill-Cobden Rd               | Chapple Creek                      | 1950              | 57  | No Limit Posted   | 12.8 m                  | Precast U slab                               | 660 mm                            | 0                 | U slab deck                                      |                              |               |                |                        |                 |           |                   | 12.8             | 5.03         | 1               | 2                 | 4.5  | Bridge       |
| 41      | CS041     | Lyness Road                   | Carlisle River  | 1.5km From Colac Carlisk Rd                   | Gellibrand Rv                      | 1950              | 57  | 25 tonne          | 18.87 m                 | 610 x 300 mm Heavy Universal Beam - no skew  | 610 x 300 mm Heavy Universal Beam | 2.8 m             | Transverse Timber Deck                           |                              |               |                |                        |                 |           |                   | 18.87            | 4.2          | 1               | 3                 | 3.95 | Bridge       |
| 42      | CS042     | Hordern Vale Road             | Hordern Vale    | 2.1km From Gt Ocean Rd                        | Duck Creek - Ccl No 42             | 1950              | 57  | No Limit Posted   | 7.7 m                   | Prestressed Concrete U-Slab - No Skew        | 500 mm                            | Abutting          | Poorly sealed deck                               |                              |               |                |                        |                 |           |                   | 7.7              | 5            | 1               | 2                 | 4.5  | Bridge       |
| 43      | CS043     | Skenes Creek Road             | Skenes Creek    | 0.7km From Great Ocean Rd                     | Skenes Creek                       | 1950              | 57  | No Limit Posted   | 600 mm                  | RC pipe - 30 degree +ve skew                 | 0.6 m                             | 0.8 m             | RC deck slab - new floodway                      | 0.6                          | 0.6           | 3.67           | 0.6                    | 6               |           |                   |                  |              |                 |                   | 3.67 | Pipe Culvert |
| 44      | CS044     | Apollo Bay Recreation Reserve | Apollo Bay      | 0.1km From Rec Reserve Apollo Bay Entrance    | Barham River/Rec Res Apollo Bay    | 1950              | 57  | No Limit Posted   | 12 m                    | 2 No 24 x 7.5 in RSJs no X frame - No skew   | 610 mm                            | 1.8 m             | Transverse timber deck                           |                              |               |                |                        |                 |           |                   | 23.3             | 4.3          | 2               | 2                 | 4.1  | Bridge       |
| 45      | CS045     | McPees Access                 | Apollo Bay      | 4.0km From Po Apollo Bay                      | Barham River/McPees Access         | 1950              | 57  | No Limit Posted   | 9.15 m                  | HSU Slab - all spans 9.15 m. No skew         | 600 mm                            | 0.6 m             | HSU Slab                                         |                              |               |                |                        |                 |           |                   | 27.73            | 4.2          | 3               | 7                 | 3.7  | Bridge       |
| 46      | CS046     | Carlys Access                 | Apollo Bay      | 7.1km From Po Apollo Bay/0.1 Off Bv Rd        | Barhamcarrly's Access              | 1950              | 57  | No Limit Posted   | 16.62 m                 | 5 No 3.05 x 2.1 m crown unit cells - No skew | 2.1 m                             | Abutting          | RC slab over box culvert                         | 16.5                         | 3.05          | 3.18           | 2.1                    | 5               |           |                   |                  |              |                 |                   | 3.18 | Box Culvert  |
| 47      | CS047     | Pearces Access                | Apollo Bay      | 10.1km From Po Apollo Bay                     | Barham Rl. Pearce's Access         | 1950              | 57  | No Limit Posted   | 11.9 m                  | 24 in x 7.5 in RSJ - 20 degree +ve skew      | 610 mm                            | 1.85 m            | Diagonal timber deck                             |                              |               |                |                        |                 |           |                   | 11.9             | 2.93         | 1               | 2                 | 2.7  | Bridge       |
| 50      | CS050     | Kents Road                    | Barwon Downs    | 1.3km From Birregurra-Forrest Rd              | Barwon River (West)                | 1950              | 57  | No Limit Posted   | 8.6 m                   | Old rail lines                               | 200 mm                            | Abutting          | Unsealed concrete slab in railway lines          |                              |               |                |                        |                 |           |                   | 8.6              | 4.55         | 1               | 41                | 3.9  | Bridge       |
| 51      | CS051     | Rollings Access               | Kawarran        | 0.05km From Colac-Lavers Hill Rd              | Love's Creek                       | 1950              | 57  | No Limit Posted   | 12.5 m                  | 24 in x 7.5 in RSJ @ 2.3 m cts - No skew     | 610 mm                            | 2.2 m             | Transverse timber                                |                              |               |                |                        |                 |           |                   | 12.5             | 4.22         | 1               | 2                 | 4    | Bridge       |
| 52      | CS052     | Vesays Access                 | Kawarran        | 0.05km From Colac-Lavers Hill Rd              | Love's Creek                       | 1950              | 57  | No Limit Posted   | 11 m                    | 24 in x 7.5 in RSJ - No skew                 | 610 mm                            | 2 m               | Longitudinal timber deck                         |                              |               |                |                        |                 |           |                   | 11               | 2.4          | 1               | 2                 | 2.1  | Bridge       |
| 53      | CS053     | Daflys Lane                   | Gellibrand      | 0.4km From Old Beech Forest Rd                | Gellibrand River/Daflys Access     | 1950              | 57  | No Limit Posted   | 7.6 m                   | 610 mm x 190 mm RSJ - No skew                | 610 mm                            | 2.5m              | Transverse timber decking                        |                              |               |                |                        |                 |           |                   | 22.65            | 3.6          | 3               | 2                 | 3.35 | Bridge       |
| 54      | CS054     | Clancys Access                | Gellibrand      | 0.3 Km Off Lardners Track                     | Gellibrand River                   | 1950              | 57  | 20 tonne          | 13.45 m                 | 610 x 190 mm RSJ - No skew                   | 610 mm                            | 1.35 m            | Transverse timber deck                           |                              |               |                |                        |                 |           |                   | 13.45            | 3.73         | 1               | 3                 | 3.37 | Bridge       |
| 55      | CS055     | Rafferty's Road               | Gellibrand      | 0.12km From Gellibrand East Rd                | Gellibrand River/Rafferty's Access | 1950              | 57  | 10 tonne          | 7.4 m                   | 610 x 190 mm RSJ - No skew                   | 610 mm                            | 2.0 m             | Longitudinal timber decking                      |                              |               |                |                        |                 |           |                   | 18.85            | 3.26         | 3               | 2                 | 3.2  | Bridge       |
| 57      | CS057     | James Access                  | Gellibrand      | 0.3km From Lardners Track                     | Gellibrand River/James Access      | 1950              | 57  | No Limit Posted   | 8.0 m                   | Steel RSJ                                    | 610 mm                            | 1.45 m            | Transverse Timber Deck                           |                              |               |                |                        |                 |           |                   | 23.15            | 4.3          | 3               | 3                 | 3.95 | Bridge       |
| 58      | CS058     | Carlisle Valley Road          | Carlisle River  | 3.5km From Colac - Lavers Hill Rd             | Carlisle River                     | 1950              | 57  | No Limit Posted   | 11.5 m                  | 24 x 7.5 in RSJ - No skew                    | 610 mm                            | 2.0 m             | 200 x 100 longitudinal timber deck - always damp |                              |               |                |                        |                 |           |                   | 11.5             | 3.5          | 1               | 2                 | 3.25 | Bridge       |
| 59      | CS059     | Old Ocean Road                | Yuulong         | 4.0km From Gt Ocean Rd (0.3 Off Old Ocean Rd) | Ford River - Ccl No 59             | 1981              | 46  | No Limit Posted   | 7 m                     | 410 mm x 150 mm RSJs - No skew               | 410 mm                            | 2.1 m             | Longitudinal HW Deck 200 x 100 mm                |                              |               |                |                        |                 |           |                   | 17               | 3.95         | 3               | 2                 | 3.68 | Bridge       |
| 60      | CS060     | Scorais Access                | Johanna         | 5.4km From Gt Ocean Rd/Off Johanna Rd         | Johanna River                      | 1950              | 57  | No Limit Posted   | 9.7 m                   | 2 No 24inch x 7.5 inch RSJ @ 2.1 inch cts    | 610 mm                            | 2.1 m             | Timber Longitudinal deck                         |                              |               |                |                        |                 |           |                   | 9.7              | 3.95         | 1               | 2                 | 3.65 | Bridge       |
| 61      | CS061     | Barham River Road             | Apollo Bay      | 2.2 Km From Old Apollo Bay Post Office        | Drain                              | 1950              | 57  | No Limit Posted   | 600 mm                  | Culvert pipe                                 | 600 mm                            | 0                 | Sealed pavement                                  | 0.6                          | 0.6           | 9.3            | 0.6                    | 1               |           |                   |                  |              |                 |                   | 7    | Pipe Culvert |
| 62      | CS062     | Gellibrand East Road          | Gellibrand      |                                               | Creek                              | 1950              | 57  | No Limit Posted   | 900 mm                  | RC culvert                                   | 900 mm                            | 0                 | Unsealed gravel pavement                         | 0.9                          | 0.9           | 11             | 0.9                    | 1               |           |                   |                  |              |                 |                   | 7.8  | Pipe Culvert |
| 64      | CS064     | Walls & Skinners Access       | Carlisle River  | 0.2km From Colac- Carlisle Rd                 | Creek - Ccl No. 64                 | 1950              | 57  | No Limit Posted   | 1.8 m                   | 1.8 m dia cts RC Pipe - No skew              | 1.8 m                             | N/A               | Gravel pavement over top of culvert              | 1.8                          | 1.8           | 5              | 1.8                    | 1               |           |                   |                  |              |                 |                   | 5    | Pipe Culvert |
| 65      | CS065     | Ganes Access                  | Carlisle River  | 1.0km From Colac-Carlisle Rd                  | Gellibrand River                   | 1950              | 57  | 5 tonne           | 7.3 m (spans 6.5-       | 350 mm round timber stringers - No skew      | 350 mm                            | 1.4 m             | 200 x 110 longitudinal decking                   |                              |               |                |                        |                 |           |                   | 20.35            | 3.95         | 3               | 3                 | 3.65 | Bridge       |
| 66      | CS066     | Silks Access                  | Carlisle River  | 1.0km From Colac-Carlisle Rd                  | Gellibrand River                   | 2006              | 1   | No Limit Posted   | 8.95 m                  | 610 mm UB & RSJ - No skew                    | 610 mm                            | 2.15 m            | 200 x 110 mm longitudinal decking                |                              |               |                |                        |                 |           |                   | 17.7             | 3.53         | 2               | 2                 | 3.23 | Bridge       |
| 67      | CS067     | King Track                    | Chapple Vale    | 8 Km Off Gellibrand River Road                | Gellibrand River                   | 1950              | 57  | 25 tonne          | 10.3                    | RSJ 24 m x 7.5in - no skew                   | 610 mm                            | 2.2 m             | Transverse Timber Decking 200 x 120 mm           |                              |               |                |                        |                 |           |                   | 34.9             | 3.8          | 4               | 2                 | 3.5  | Bridge       |
| 69      | CS069     | Devondale Road                | Chapple Vale    | 6.5 Km South Of Colac Tree Road & D           | Nariel Creek                       | 1950              | 57  | No Limit Posted   | 1.2 m                   | 1.2 m dia. Corrugated galvanised steel pipe  | 1.2 m                             | NA                | Unsealed gravel pavement over pipe - no skew     | 6                            | 1.2           | 5              | 1.2                    | 1               |           |                   |                  |              |                 |                   | 5    | Pipe Culvert |
| 70      | CS070     | Devondale Road                | Chapple Vale    | 6.53 Km South Of Colac Tree Rd Junction       | Nariel Creek                       | 1950              | 57  | No Limit Posted   | 1.05 m                  | 1.05 m dia RC Pipe - 5 degree -ve skew       | 1.05 m                            | N/A               | Unsealed gravel pavement over pipe               | 4.8                          | 1.05          | 4.1            | 1.05                   | 1               |           |                   |                  |              |                 |                   | 4.1  | Pipe Culvert |
| 71      | CS071     | Devondale Road                | Chapple Vale    | 6.6 Km South Of Colac Tree Rd                 | Nariel Creek                       | 1950              | 57  | No Limit Posted   | 0.53 m                  | RC Pipe - No skew                            | 0.53 m                            | N/A               | Unsealed gravel pavement over pipe               | 4.8                          | 0.5           | 4.2            | 0.5                    | 1               |           |                   |                  |              |                 |                   | 4.2  | Pipe Culvert |
| 74      | CS074     | Skenes Creek Road             | Skenes Creek    | 0.5km From Gt Ocean Rd                        | Skenes Ckhollows Access            | 1950              | 57  | No Limit Posted   | 12.3 m                  | 24 in x 7.5 in RSJs                          | 610 mm                            | 1.96 m            | Transverse timber deck                           |                              |               |                |                        |                 |           |                   | 12.3             | 3.38         | 1               | 2                 | 3.18 | Bridge       |
| 75      | CS075     | Inrewwille Road               | Barongrook West | 50m South Of Forans Road                      | Unnamed - Ccl No 75a               | 1950              | 57  | No Limit Posted   | 1.2 m                   | RC Pipe - No skew                            | 1.2 m                             | N/A               | Sealed pavement over culvert                     | 20                           | 1.2           | 10.4           | 1.2                    | 1               |           |                   |                  |              |                 |                   | 10.4 | Pipe Culvert |
| 78      | CS078     | Swan Marsh Road               | Pirron Yallock  | 8.4km From Princess Hwy                       | Tirengower Ck                      | 1950              | 57  | No Limit Posted   | 1.2 m                   | RC box culvert                               | 900 mm                            | 1.2               | Sealed gravel pavement                           | 1.2                          | 1.2           | 11.1           | 0.9                    | 1               |           |                   |                  |              |                 |                   | 9    | Box Culvert  |
| 80      | CS080     | Carpentier Bungador Road      | Bungador        | 0.85 Km From Bungador School Road             | Creek                              | 1950              | 57  | No Limit Posted   | 1.2 m                   | Box culvert                                  | 0.9 m                             | 0.17 m            | Sealed gravel pavement                           | 9                            | 1.2           | 9.2            | 0.9                    | 6               |           |                   |                  |              |                 |                   | 7.4  | Box Culvert  |
| 81      | CS081     | Nalangi Road                  | Nalangi         | 3.5km From Colac Ballarat Rd                  | Diversion Channel                  | 1950              | 57  | No Limit Posted   | 12.2 m                  | Steel I-Beam                                 | 610 mm                            | 2.0 m             | Steel Trough Deck                                |                              |               |                |                        |                 |           |                   | 12.8             | 9.18         | 1               | 5                 | 9    | Bridge       |
| 82      | CS082     | Hearn Street                  | Colac           | 0.7km From Forest Rd                          | Barongrook Ck                      | 1950              | 57  | No Limit Posted   | 2.25 m                  | Precast Box culvert                          | 1.5 m                             | 300 mm            | Precast Box culvert                              | 4.9                          | 2.25          | 13.6           | 1.5                    | 2               |           |                   |                  |              |                 |                   | 8.8  | Box Culvert  |
| 83      | CS083     | Forest Street                 | Colac East      | 0.7km From Colac-Forrest Rd                   | Barongrook Ck                      | 1956              | 51  | No Limit Posted   | 6.98                    | RC beams                                     |                                   |                   |                                                  |                              |               |                |                        |                 |           |                   |                  |              |                 |                   |      |              |



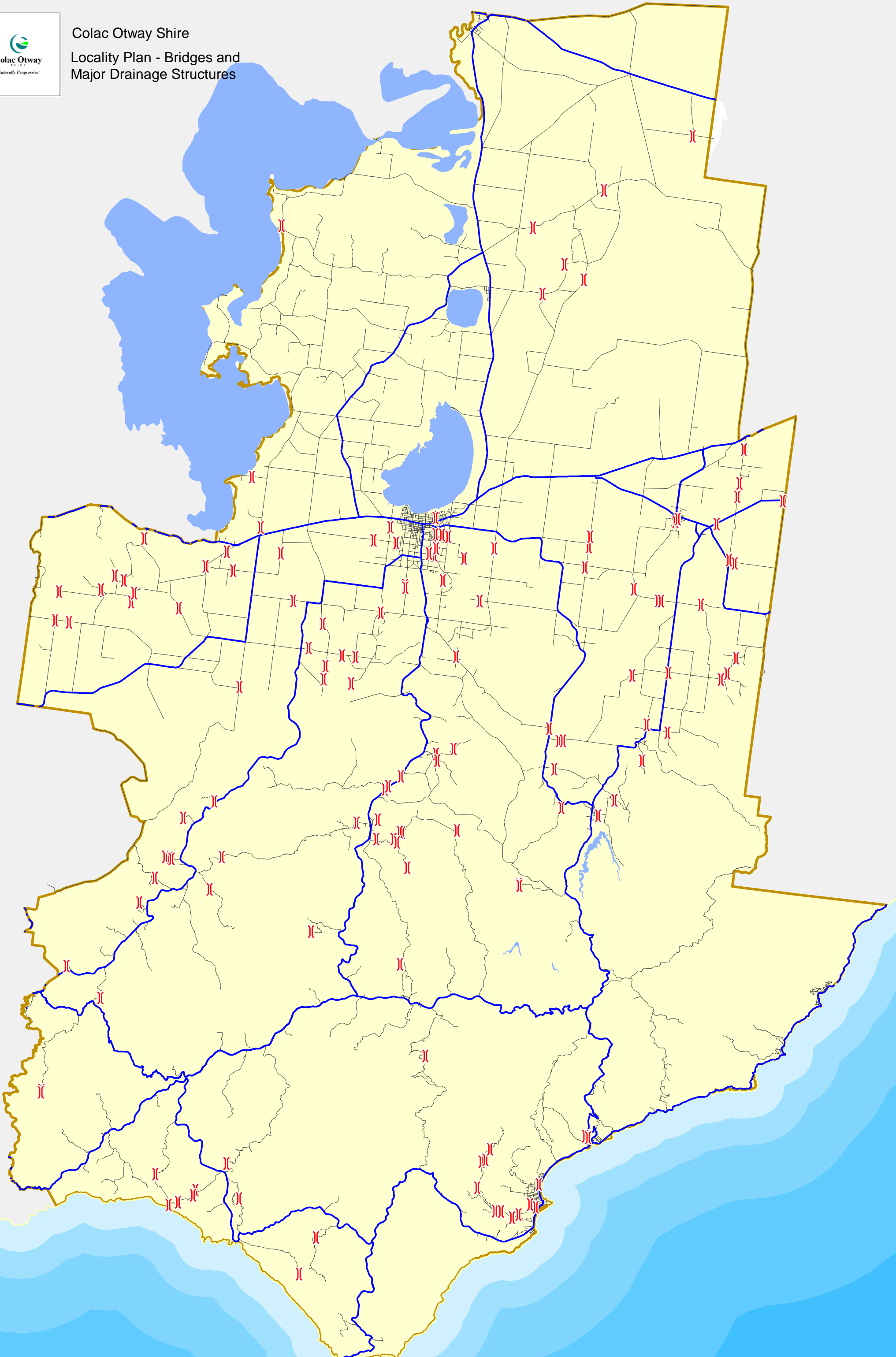
# Municipal Bridge Register

| AssetID | Bridge No | Road Name                | Locality         | Location                                     | Crossing                           | Construction Date | Age | Posted Load Limit | Maximum Span Length (m) | Beam/Slab Type                                 | Beam/Slab Depth | Beam/Slab Spacing | Deck Type                             | Culvert Structure Length (m) | Cell Diam (m) | Cell Width (m) | Width Along Invert (m) | Cell Height (m) | No. Cells | Bridge Length (m) | Bridge Width (m) | No. of Spans | No. Beams/Slabs | Traffic Width (m) | Type         |
|---------|-----------|--------------------------|------------------|----------------------------------------------|------------------------------------|-------------------|-----|-------------------|-------------------------|------------------------------------------------|-----------------|-------------------|---------------------------------------|------------------------------|---------------|----------------|------------------------|-----------------|-----------|-------------------|------------------|--------------|-----------------|-------------------|--------------|
| 161     | CS161     | Gellibrand East Road     | Gellibrand       | 3.37 Km Off Colac - Lavers Hill Road         | Creek                              | 1993              | 14  | No Limit Posted   | 2.1 m                   | PVC culvert                                    | 2.1 m           | 700 mm            | Sealed pavement                       | 8.5                          | 2.1           |                | 11.8                   | 2.1             | 3         |                   |                  |              |                 | 6.4               | Pipe Culvert |
| 163     | CS163     | Mingawalla Road          | Beecac           | 3.1 Km East Of Colac-Ballararat Road         | Calvert Lough                      | 1950              | 57  | No Limit Posted   | 0.6 m                   | 2 No / 600mm dia. pipe - No skew               | 0.6 m           | 0.25 m            | Sealed pavement over pipe             | 0.6                          | 0.6           |                | 8.5                    | 0.6             | 2         |                   |                  |              |                 | 8.5               | Pipe Culvert |
| 164     | CS164     | Eurack Road              | Beecac           | 4 Km East Of Beecac Road                     | Calvert Ough Overflow              | 1950              | 57  | No Limit Posted   | 1.2 m                   | 1.2 m dia RC pipe - Monitor cracking - No skew | 1.2 m           | n/a               | Sealed pavement over RC pipe          | 1.2                          | 1.2           |                | 8                      | 1.2             | 1         |                   |                  |              |                 | 8                 | Pipe Culvert |
| 165     | CS165     | Stones Road              | Larpent          | 2.92km Off Tomahawk Creek Road               | Creek                              | 1950              | 57  | No Limit Posted   | 2.15 m                  | cis box culvert                                | 2.4 m           | 200 mm            | Sealed cis box culvert                | 4.85                         |               | 2.15           | 6.6                    | 2.4             | 2         |                   |                  |              |                 | 6.44              | Box Culvert  |
| 167     | CS167     | Tuckers Orchard Road     | Carlisle River   | 1.4 Km From Gellibrand-Carlisle Rd           | Unknown                            | 1950              | 57  | No Limit Posted   | 1.2 m                   | 3 No. 1.2 dia. RC Box Culvert - no skew        | 0.6 m           | Abutting          | Unsealed Gravel Pavement              | 6                            | 1.2           |                | 5.6                    | 1.2             | 3         |                   |                  |              |                 | 5.6               | Pipe Culvert |
| 168     | CS168     | Meadowell Road           | Gerangamete      | 0.2 Km West Of Colac - Forrest Road          | Major Drain                        | 1950              | 57  | No Limit Posted   | 1.2 m                   | Precast RC box culvert                         | 1.2 m           | 900 mm            | Sealed surface                        | 2.8                          |               | 1.2            | 7.4                    | 0.9             | 2         |                   |                  |              |                 | 7                 | Box Culvert  |
| 169     | CS169     | Kents Access             | Kawarren         | 0.24 Km East Of Kawarren East Road           | Serpentine Creek                   | 1950              | 57  | No Limit Posted   | 910 m                   | Culvert pipe                                   | 910 mm          | 300 mm            | Unsealed gravel pavement              | 4                            | 0.91          |                | 8.7                    | 0.91            | 3         |                   |                  |              |                 | 5.6               | Pipe Culvert |
| 170     | CS170     | Ackerleys West Road      | Barongarook West | 0.62 Km Off Irwellipie Road                  | Creek                              | 1950              | 57  | No Limit Posted   | 900 mm                  | RC pipe culvert                                | 900 mm          | 250 mm            | Unsealed gravel Road                  | 2.7                          | 0.9           |                | 12.4                   | 0.9             | 2         |                   |                  |              |                 | 5.2               | Pipe Culvert |
| 174     | CS174     | Karwins Road             | Pirron Yallock   | 1.45 Km West Of Tomahawk Creek Road          | Drain                              | 1950              | 57  | No Limit Posted   | 2.0 m                   | RC pipe                                        | 2.0 m           | RC pipe           | Unsealed gravel                       | 2                            | 2             |                | 8.55                   | 2               | 5         |                   |                  |              |                 | 8                 | Pipe Culvert |
| 175     | CS175     | Swan Marsh Road          | Pirron Yallock   | 0.7 Km From Princes Hwy                      | Creek                              | 1950              | 57  | No Limit Posted   | 2.0 m                   | RC pipes                                       | 2.00 m          | 550 mm            | Sealed gravel pavement                | 15.3                         | 2             |                | 12.3                   | 2               | 6         |                   |                  |              |                 | 8.9               | Pipe Culvert |
| 177     | CS177     | Old Friends Road         | Yeo              | 0.52 Km Off Old Yeo Road                     | Creek                              | 1950              | 57  | No Limit Posted   | 6.9 m                   | Steel RSJs                                     | 450 mm          | 2.4 m             | Steel Trough Deck                     |                              |               |                |                        |                 |           | 6.9               | 4                | 1            | 2               | 3.8               | Bridge       |
| 178     | CS178     | Queen Street             | Elliminyt        | 0.1km North Of Aynes St                      | Unnamed                            | 1950              | 57  | No Limit Posted   | 1.85 m each span        | CIS Deck Span - no skew                        | 200 mm          | NA                | Sealed pavement over CIS Deck Slab    |                              |               |                |                        |                 |           | 3.7               | 7.4              | 2            | 1               | 6                 | Bridge       |
| 179     | CS179     | Alveys Street            | Elliminyt        | 0.34 Km East Of Queen's Street               | Creek                              | 1950              | 57  | No Limit Posted   | 2.44 m                  | Box culvert                                    | 1.83 m          | 360 mm            | Sealed concrete Box culvert           | 5.5                          |               | 2.44           | 8.65                   | 1.83            | 2         |                   |                  |              |                 | 8.2               | Box Culvert  |
| 180     | CS180     | Forest South Street      | Elliminyt        | 0.5km From Woodrovale Rd                     | Barongarook Crk - Ccl No. 180      | 1950              | 57  | No Limit Posted   | 0.75 m                  | 0.75 m dia. RC Pipe - no skew                  | 0.75 m          | N/A               | Gravel deck over RC Pipe              | 0.75                         | 0.75          |                | 6.4                    | 0.75            | 1         |                   |                  |              |                 | 6.4               | Pipe Culvert |
| 183     | CS183     | Mount Hesse Road         | Beecac           | 1.1km From Magawalla Rd                      | Beecac Drain                       | 1950              | 57  | No Limit Posted   | 4.4 m                   | U-Slab                                         | 350 mm          | 610 mm            | U-Slab deck                           |                              |               |                |                        |                 |           | 4.4               | 8.35             | 1            | 14              | 8.05              | Bridge       |
| 184     | CS184     | Warracott Cemetery Road  | Warracott        | 100 M Sth Of Colac Murroon Rd                | Aikins Creek                       | 1950              | 57  | No Limit Posted   | 1.2 m                   | 1.2 m dia. RC Pipe - no skew                   | 1.2 m           | NA                | Sealed Pavement over RC Pipe          | 6                            | 1.2           |                | 4.8                    | 1.2             | 1         |                   |                  |              |                 | 4.8               | Pipe Culvert |
| 190     | CS190     | Irwellipie Road          | Irwellipie East  | 0.52 Km From Carlisle -Colac                 | Spring Gully                       | 1950              | 57  | No Limit Posted   | 1.98 m                  | 5 No. RC pipe - No skew                        | 1.98            | 0.5 m             | Sealed pavement over culvert pipe     | 12.2                         | 2             |                | 7.1                    | 2               | 5         |                   |                  |              |                 | 7.1               | Pipe Culvert |
| 191     | CS191     | South Larpent Road       | Larpent          | 1.5 Km Off Colac - Carlisle Road             | Creek                              | 1946              | 61  | No Limit Posted   | 1.83                    | Twin cis Box culvert                           | 2.15 m          | 150 mm            | Unsealed gravel pavement              | 4                            |               | 1.83           | 7.94                   | 2.15            | 2         |                   |                  |              |                 | 7.65              | Box Culvert  |
| 192     | CS192     | South Larpent Road       | Barongarook West | 1.8 Km Off Colac - Carlisle Road             | Creek - Ccl No. 192                | 1950              | 57  | No Limit Posted   | 0.9                     | 2 cell pipe culvert - 600 mm & 900 mm dia      | 0.6 & 0.9 m     | 0.5 m - No skew   | Unsealed gravel pavement over pipes   | 10                           | 0.9           |                | 6.5                    | 0.9             | 2         |                   |                  |              |                 | 6.5               | Pipe Culvert |
| 196     | CS196     | Colac Lorne Road         | Yeodene          | 0.55 Km From Yeodene - Birregurra Road       | Major Drain                        | 1950              | 57  | No Limit Posted   | 15.5 m                  | Armo Pipe Culvert                              | 3.5 m           | N/A               | Gravel road                           | 3.5                          | 3.5           |                | 15.5                   | 3.5             | 1         |                   |                  |              |                 | 8.55              | Pipe Culvert |
| 198     | CS198     | Corangamite Lake Road    | Dreelite         | 1.36 Km North Of South Dreelite Road         | Creek                              | 1950              | 57  | No Limit Posted   | 600 mm                  | Pipe culvert                                   | 600 mm          | 300 mm            | Sealed pavement                       | 0.6                          | 0.6           |                | 15.3                   | 0.6             | 2         |                   |                  |              |                 | 8.5               | Pipe Culvert |
| 200     | CS200     | Silks Access             | Carlisle River   | 0.7km From Colac-Carlisle Rd                 | Creek                              | 1950              | 57  | No Limit Posted   | 1.35 m                  | 2 No. 1.35 m dia. RC pipe - 10 degree +ve skew | 1.35 m          | 0.8 m             | Gravel pavement over RC pipe          | 6                            | 1.35          |                | 3.8                    | 1.35            | 2         |                   |                  |              |                 | 3.8               | Pipe Culvert |
| 201     | CS201     | Cape Otway Road          | Birregurra       | 0.15 Km West Of Shire Boundary (East Side)   | Creek                              | 1950              | 57  | No Limit Posted   | 1200 mm                 | RC Box Culvert                                 | 900 mm          | 1.4 m             | Sealed pavement                       | 1.2                          |               | 1.2            | 7.75                   | 0.9             | 12        |                   |                  |              |                 | 7.2               | Box Culvert  |
| 202     | CS202     | Irwellipie Road          | Larpent          | 1 Km From East Of Larpent Road               | Unnamed - Ccl No. 75               | 1950              | 57  | No Limit Posted   | 1.2 m                   | 1.2 m dia RC pipe - 30 degree -ve skew         | 1.2 m           | n/a               | Sealed pavement over RC pipe          | 1.2                          | 1.2           |                | 9                      | 1.2             | 1         |                   |                  |              |                 | 9                 | Pipe Culvert |
| 203     | CS203     | South Larpent Road       | Larpent          | 0.9 Km South Of Irwellipie Road              | Unnamed - Ccl No. X01              | 1950              | 57  | No Limit Posted   | 1.06 m                  | 1.06 m dia Twin RC pipe - No skew              | 1.06 m          | 500 mm            | Unsealed pavement over culvert        | 2.5                          | 1.06          |                | 5.3                    | 1.06            | 2         |                   |                  |              |                 | 5.3               | Pipe Culvert |
| 213     | CS213     | Barunah South Road       | Wingeeel         | Cnr Barunah Sth Rd & Barunah Plains Rd       | Barunah Drain                      | 1950              | 57  | No Limit Posted   | 3.16 m                  | RC U slab                                      | 300 mm          | 610 mm            | HSU slab                              |                              |               |                |                        |                 |           | 6.32              | 6.55             | 2            | 11              | 6.25              | Bridge       |
| 214     | CS214     | Carpenters Bungador Road | Bungador         | 1.8 Km From Bungador School Road             | Creek                              | 1950              | 57  | No Limit Posted   | 0.91 m                  | Box culvert                                    | 600 mm          | 150 mm            | Sealed gravel pavement                | 4.4                          |               | 0.9            | 9.4                    | 0.6             | 4         |                   |                  |              |                 | 8.2               | Box Culvert  |
| 215     | CS215     | Gubbins Road             | Barongarook West | 1.6 Km Off Irwellipie Road                   | Creek                              | 1950              | 57  | No Limit Posted   | 6.9 m                   | Steel RSJ girder                               | 460 mm          | 2.4 m             | Steel Trough Deck                     |                              |               |                |                        |                 |           | 6.9               | 4                | 1            | 2               | 3.82              | Bridge       |
| 216     | CS216     | McDonalds Road           | Kawarren         | 0.36 Km                                      | Serpentine Creek - Ccl. No. X4     | 1973              | 34  | No Limit Posted   | 1.53 m                  | 4/1.53 m dia. pipe - no skew                   | 1.53            | 400 mm            | Unsealed gravel pavement over pipes   | 12.3                         | 1.53          |                | 6.7                    | 1.53            | 4         |                   |                  |              |                 | 6.7               | Pipe Culvert |
| 217     | CS217     | Tomahawk Creek Road      | Irwellipie       | 3.1 Km From Timboon-Colac Road               | Tomahawk Creek                     | 1950              | 57  | No Limit Posted   | 6.8 m                   | 2.3 x 3.15 m - 2 no. crown unit - No skew      | 2.3 m           | Abutting          | Sealed deck over box culvert          | 7.4                          |               | 3.15           | 6.7                    | 2.3             | 2         |                   |                  |              |                 | 6.7               | Box Culvert  |
| 220     | CS220     | Old Yeo Road             | Yeo              | 1.17 Km South Of Colac - Forrest Road        | Barongarook Creek Overflow         | 1950              | 57  | No Limit Posted   | 1.83                    | RC pipes                                       | 1.83 m          | 0.5 m             | Sealed gravel pavement                | 10                           |               | 1.83           | 8.55                   | 1.83            | 4         |                   |                  |              |                 | 6.7               | Box Culvert  |
| 225     | CS225     | Sindlers Lane            | Swan Marsh       | 0.5 Km From Marsh Road                       | Creek                              | 1950              | 57  | No Limit Posted   | 8.8 m                   | PSC slab                                       | 350 mm          | 1.0 m             | Unsealed PSC slab                     |                              |               |                |                        |                 |           | 8.8               | 4.35             | 1            | 4               | 4.1               | Bridge       |
| 226     | CS226     | Murroon Road             | Murroon          | 0.55 Km From Division Road                   | Major Drain                        | 1950              | 57  | No Limit Posted   | 900 mm                  | RC Pipe Culvert                                | 900 mm          | 0                 | RC pipe culvert                       | 0.9                          | 0.9           |                | 19                     | 0.9             | 1         |                   |                  |              |                 | 8.3               | Pipe Culvert |
| 227     | CS227     | Callahans Lane           | Barwon Downs     | 0.3 Km North Of Forrest Road                 | Creek                              | 1950              | 57  | No Limit Posted   | 1.9 m                   | RC cis arch culvert                            | 1.9 m           | 0                 | Unsealed granitic pavement            | 1.9                          | 1.9           |                | 11                     | 1.9             | 1         |                   |                  |              |                 | 7.2               | Pipe Culvert |
| 241     | CS241     | Christies Road           | Elliminyt        | 1.2 Km Off Harris Road                       | Deans Creek                        | 1950              | 57  | No Limit Posted   | 1.53 m                  | RC pipe culvert                                | 1.53 m          | 460 mm            | Unsealed gravel pavement              | 4                            | 1.5           |                | 6.15                   | 1.53            | 2         |                   |                  |              |                 | 5.6               | Pipe Culvert |
| 244     | CS244     | Stafford Road            | Johanna          | 0.6 Km North Of Johanna Red Road             | Drain                              | 1950              | 57  | No Limit Posted   | 900 mm                  | Pipe culvert                                   | 900 mm          | 0                 | Pipe culvert                          | 0.9                          | 0.9           |                | 10                     | 0.9             | 1         |                   |                  |              |                 | 3.5               | Pipe Culvert |
| 245     | CS245     | Red Johanna Road         | Johanna          | 2.62 Km West Of Great Ocean Road             | Drain                              | 1950              | 57  | No Limit Posted   | 1.35 m                  | Pipe culvert                                   | 1.35 m          | 0.55 m            | Sealed pavement                       | 5.2                          | 1.35          |                | 6.3                    | 1.35            | 2         |                   |                  |              |                 | 5.7               | Pipe Culvert |
| 246     | CS246     | McDonalds Road           | Kawarren         | 2 Km East Of Kawarren East Road              | Porcupine Creek - Ccl No 246       | 1950              | 57  | No Limit Posted   | 1.2 m                   | 4 no. 1.2 m 0.9 m box culvert - No skew        | 0.9 m           | N/A               | Gravel pavement over box culvert      | 6.1                          |               | 1.2            | 5.6                    | 0.9             | 4         |                   |                  |              |                 | 5.6               | Box Culvert  |
| 249     | CS249     | Upper Gellibrand Road    | Barramunga       | 4.5 Km From                                  | Gallibrand River                   | 1950              | 57  | No Limit Posted   | 9.6 m & 6.6             | 24 in x 7.5 in RSJ @ 1.1 m cts - No skew       | 610 mm          | 1.1 m             | Transverse timber deck                |                              |               |                |                        |                 |           | 16.2              | 4                | 2            | 3               | 3.6               | Bridge       |
| 250     | CS250     | Strachan Street          | Birregurra       | 0.1km From Warracott-Birregurra Rd           | Railway Dam Ck - Ccl No 106        | 1950              | 57  | No Limit Posted   | 10.4 m                  | Heavy 22in x 8in RSJ- 35 degree -ve skew       | 560 mm          | 1.55 m            | Asphalt filled steel trough decking   |                              |               |                |                        |                 |           | 10.4              | 7.45             | 1            | 5               | 7.25              | Bridge       |
| 252     | CS252     | Carlisle Gellibrand Road | Carlisle River   | 3.18 Km East Of Colac-Carlisle Road          | Carlisle River                     | 1950              | 57  | No Limit Posted   | 1.83 m                  | 1.83 m dia. RC pipe - 20 degree -ve skew       | 1.83 m          | 300 mm            | Unsealed gravel road over pipe        | 6.2                          | 1.83          |                | 7.2                    | 1.83            | 3         |                   |                  |              |                 | 7.2               | Pipe Culvert |
| 253     | CS253     | Mahers Road              | Barwon Downs     | 0.7 Km From Birregurra-Forrest Road          | Callahans Creek - Ccl No. 253      | 1950              | 57  | No Limit Posted   | 1.22 m                  | Twin RC pipe - 1.22 m dia. - No skew           | 1.22 m          | 0.5 m             | Unsealed pavement over RC pipe        | 7.2                          | 1.22          |                | 6                      | 1.22            | 2         |                   |                  |              |                 | 6                 | Pipe Culvert |
| 254     | CS254     | Jacksons Track           | Gellibrand       | 1.14 Km Old Lardner's Track                  | Lardner's Creek Tributary          | 1950              | 57  | No Limit Posted   | 11.7 m                  | 2 No. 24" x 7.5" RSJ                           | 610 mm          | 2.13 m            | Timber transverse decking             |                              |               |                |                        |                 |           | 11.7              | 3.91             | 1            | 2               | 3.67              | Bridge       |
| 255     | CS255     | Zapell's Access          | Beech Forrest    | 3.35 Km Nth Of Beech Forest Junction Main Rd | Martins G Xing - Ccl No. 255       | 2004              | 3   | No Limit Posted   | 0.915 m                 | RC pipe - no skew                              | 0.915 m         | N/A               | Dir track 2 m over pipe               | 7.2                          | 0.9           |                | 3.2                    | 0.9             | 1         |                   |                  |              |                 | 3.2               | Pipe Culvert |
| 257     | CS257     | Hennigan Crescent        | Forrest          | 0.4 Km East Of Station Street Forest         | Barwon River Floodway - Ccl No 257 | 1950              | 57  | No Limit Posted   | 1.0 m                   | 7 cell 1 m dia RC Pipes - No skew              | 1.0 m           | 0.2 m             | Unsealed gravel pavement over pipes   | 9.6                          | 1             |                | 6.5                    | 1               | 7         |                   |                  |              |                 | 6.5               | Pipe Culvert |
| 258     | CS258     | Wilson Street            | Colac            | 0.7 Km East Of Queen's Street                | Barongarook Creek                  | 1961              | 46  | No Limit Posted   | 9.15 m                  | PSC transversely stressed deck                 | 220 mm          | 610 mm            | PSC transversely stressed deck planks |                              |               |                |                        |                 |           | 21.3              | 8.24             | 3            | 13              | 6.84              | Bridge       |



Colac Otway Shire

Locality Plan - Bridges and Major Drainage Structures



# Appendix B

## Maintenance Performance Criteria & Response

## Defects Response Codes

| Response Code | Target Response Time                                                                                                                                                                                                 | Action, Response & Control                                     |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 2D            | Within <b>2 working days</b> of defect identification via inspection or notification                                                                                                                                 | Inspect and rectify defect within defined target response time |
| 10D           | Within <b>10 working days</b> of defect identification via inspection or notification                                                                                                                                | Inspect and rectify defect within defined target response time |
| 15D           | Within <b>15 working days</b> of defect identification via inspection or notification                                                                                                                                | Inspect and rectify defect within defined target response time |
| 20D           | Within <b>20 working days</b> of defect identification via inspection or notification                                                                                                                                | Inspect and rectify defect within defined target response time |
| 1W            | Within <b>1 week</b> of defect identification via inspection or notification                                                                                                                                         | Inspect and rectify defect within defined target response time |
| 2W            | Within <b>2 weeks</b> of defect identification via inspection or notification                                                                                                                                        | Inspect and rectify defect within defined target response time |
| 3W            | Within <b>3 weeks</b> of defect identification via inspection or notification                                                                                                                                        | Inspect and rectify defect within defined target response time |
| 1M            | Within <b>1 month</b> of defect identification via inspection or notification                                                                                                                                        | Inspect and rectify defect within defined target response time |
| 2M            | Within <b>2 months</b> of defect identification via inspection or notification                                                                                                                                       | Inspect and rectify defect within defined target response time |
| 3M            | Within <b>3 months</b> of defect identification via inspection or notification                                                                                                                                       | Inspect and rectify defect within defined target response time |
| AP            | Maintenance works to be considered within <b>annual programs</b> having regard to competing priorities, available resources and budget limitations.                                                                  |                                                                |
| N/A           | Not Applicable                                                                                                                                                                                                       |                                                                |
| *             | Appropriate response within <b>1 working day</b> 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 (eg. 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.

INFRASTRUCTURE DEPARTMENT

Mission: To effectively manage infrastructure and provide Best Value community services.



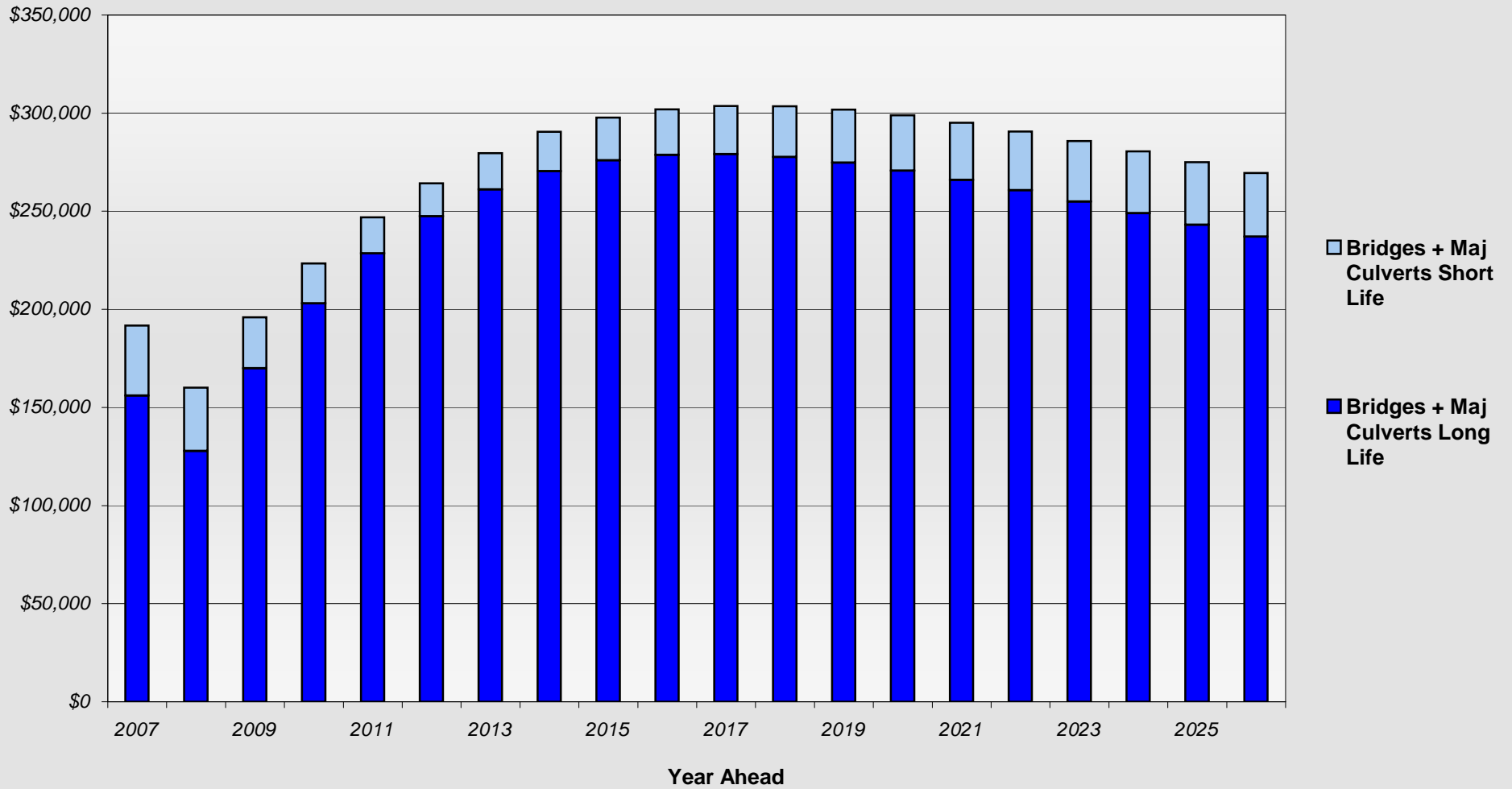
| ACTIVITY                                            | DEFINITION / DESCRIPTION                                                                                                                        | LEVEL OF SERVICE                                                                                                                                                       | TARGET RESPONSE TIMES |           |        |       |           |        |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|--------|-------|-----------|--------|
|                                                     |                                                                                                                                                 |                                                                                                                                                                        | Urban                 |           |        | Rural |           |        |
|                                                     |                                                                                                                                                 |                                                                                                                                                                        | Link                  | Collector | Access | Link  | Collector | Access |
| <b>BRIDGE AND STRUCTURES MAINTENANCE</b>            |                                                                                                                                                 |                                                                                                                                                                        |                       |           |        |       |           |        |
| <b>Routine Maintenance – Deck Cleaning</b>          | Cleaning and clearing of deck, expansion joints, drainage scuppers, etc.                                                                        | Clear and clean when any accumulation of material causes interruption to the escape of drainage water or the operation of expansion joints.                            | AP*                   | AP*       | AP*    | AP*   | AP*       | AP*    |
| <b>Routine Maintenance – Substructure Clearance</b> | Cleaning and clearing of dirt and debris from superstructure and substructure, and vegetation from in and around bridge.                        | Clear and clean when stream flows are obstructed at structure.                                                                                                         | AP*                   | AP*       | AP*    | AP*   | AP*       | AP*    |
| <b>Minor Repair / Painting</b>                      | Minor repair and minor painting, including repair of spalled posts and parapets. Includes repair, tightening and painting of railing.           | Undertake minor repair or replacement, painting, etc to ensure safe and effective condition of bridge components.                                                      | AP*                   | AP*       | AP*    | AP*   | AP*       | AP*    |
| <b>Running Deck Repair</b>                          | Treatment of timber running planks rotted at the ends or edges, severely split and/or cracked through significantly loose or highly weathered.  | Repair deck when timber running planks very loose, defective or missing to ensure safe running surface. Includes retightening of coach screws or re-driving of spikes. | AP*                   | AP*       | AP*    | AP*   | AP*       | AP*    |
| <b>Major Repairs</b>                                | Replace or undertake major repairs or replacement when structure condition suggests that infrastructure is beyond repair and/or non- functional | Structure in dangerous condition, not serviceable, structurally unsound or unsafe.                                                                                     | AP*                   | AP*       | AP*    | AP*   | AP*       | AP*    |

# Appendix C

## Renewal Funding Requirement Projection

| Asset Group   | Asset Type                            | Year No                                   | Year 1           | Year 2           | Year 3           | Year 4           | Year 5           | Year 6           | Year 7           | Year 8           | Year 9           | Year 10          | Year 11          | Year 12          | Year 13          | Year 14          | Year 15          | Year 16          | Year 17          | Year 18          | Year 19          | Year 20          |
|---------------|---------------------------------------|-------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|               |                                       | Year Date                                 | 2007             | 2008             | 2009             | 2010             | 2011             | 2012             | 2013             | 2014             | 2015             | 2016             | 2017             | 2018             | 2019             | 2020             | 2021             | 2022             | 2023             | 2024             | 2025             | 2026             |
| Bridges Group | Bridges + Major Culverts - Long Life  | Required Capital Expenditure              | \$156,056        | \$127,802        | \$169,963        | \$203,048        | \$228,470        | \$247,466        | \$261,114        | \$270,350        | \$275,976        | \$278,682        | \$279,054        | \$277,585        | \$274,692        | \$270,721        | \$265,959        | \$260,641        | \$254,958        | \$249,063        | \$243,077        | \$237,097        |
|               |                                       | Predicted Maint. Requirement              | \$40,169         | \$40,559         | \$40,728         | \$40,722         | \$40,580         | \$40,332         | \$40,006         | \$39,624         | \$39,203         | \$38,759         | \$38,304         | \$37,846         | \$37,394         | \$36,953         | \$36,527         | \$36,119         | \$35,733         | \$35,368         | \$35,027         | \$34,708         |
|               |                                       | <b>Total Required Capital Expenditure</b> | <b>\$156,056</b> | <b>\$127,802</b> | <b>\$169,963</b> | <b>\$203,048</b> | <b>\$228,470</b> | <b>\$247,466</b> | <b>\$261,114</b> | <b>\$270,350</b> | <b>\$275,976</b> | <b>\$278,682</b> | <b>\$279,054</b> | <b>\$277,585</b> | <b>\$274,692</b> | <b>\$270,721</b> | <b>\$265,959</b> | <b>\$260,641</b> | <b>\$254,958</b> | <b>\$249,063</b> | <b>\$243,077</b> | <b>\$237,097</b> |
|               | Bridges + Major Culverts - Short Life | Required Capital Expenditure              | \$35,695         | \$32,357         | \$25,982         | \$20,339         | \$18,442         | \$16,740         | \$18,436         | \$20,113         | \$21,721         | \$23,235         | \$24,642         | \$25,937         | \$27,119         | \$28,190         | \$29,152         | \$30,007         | \$30,757         | \$31,406         | \$31,955         | \$32,407         |
|               |                                       | Predicted Maint. Requirement              | \$99,605         | \$101,740        | \$103,940        | \$106,068        | \$108,046        | \$109,830        | \$111,400        | \$112,751        | \$113,886        | \$114,812        | \$115,540        | \$116,082        | \$116,450        | \$116,656        | \$116,712        | \$116,630        | \$116,423        | \$116,101        | \$115,677        | \$115,163        |
|               |                                       | <b>Total Required Capital Expenditure</b> | <b>\$35,695</b>  | <b>\$32,357</b>  | <b>\$25,982</b>  | <b>\$20,339</b>  | <b>\$18,442</b>  | <b>\$16,740</b>  | <b>\$18,436</b>  | <b>\$20,113</b>  | <b>\$21,721</b>  | <b>\$23,235</b>  | <b>\$24,642</b>  | <b>\$25,937</b>  | <b>\$27,119</b>  | <b>\$28,190</b>  | <b>\$29,152</b>  | <b>\$30,007</b>  | <b>\$30,757</b>  | <b>\$31,406</b>  | <b>\$31,955</b>  | <b>\$32,407</b>  |

### 20-YEAR AGGREGATED RENEWAL FUNDING REQUIREMENT (\$)



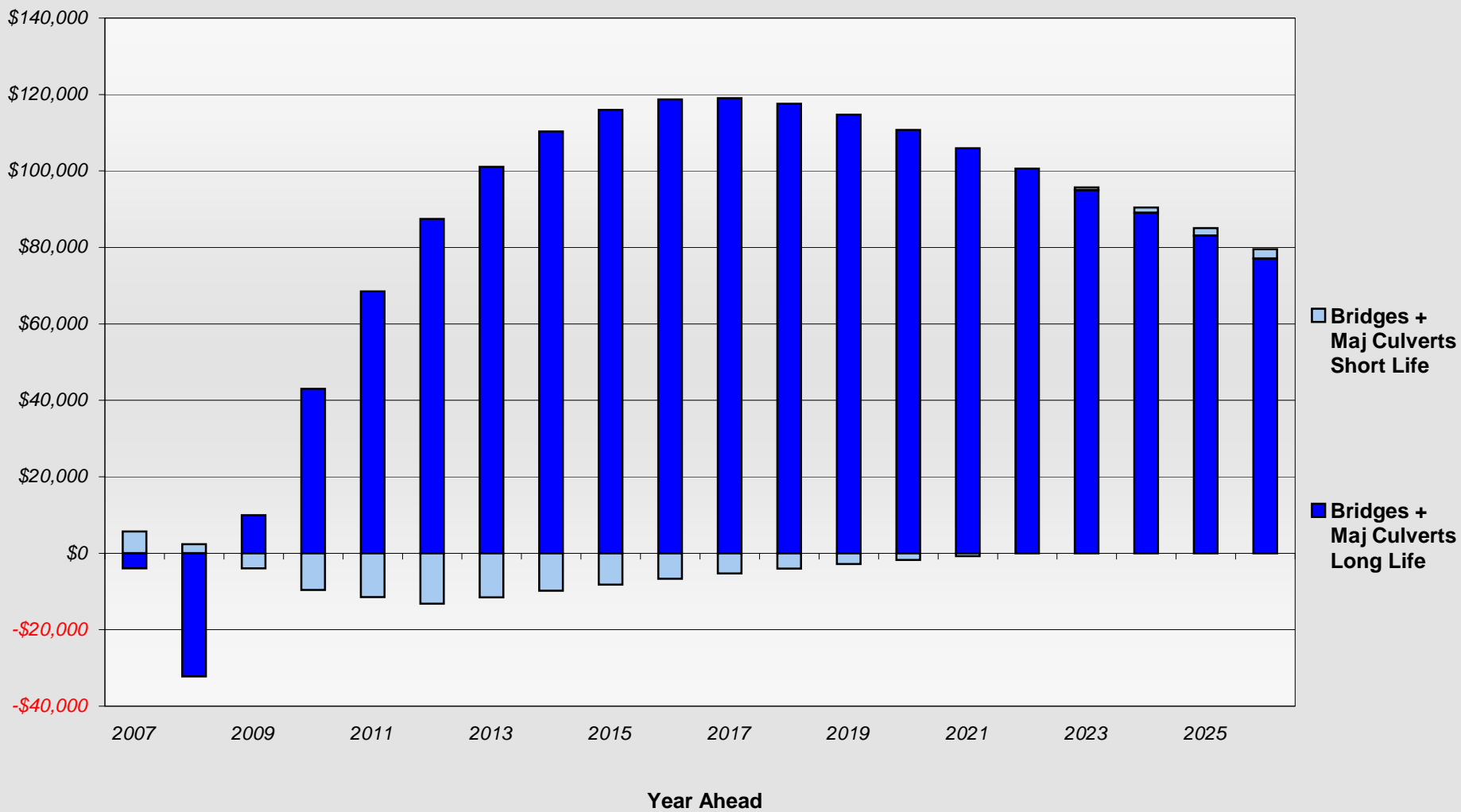


# Appendix D

## Renewal Funding Gap Projection

| Asset Group   | Asset Type                           | Year No                 | Year 1   | Year 2    | Year 3   | Year 4   | Year 5    | Year 6    | Year 7    | Year 8    | Year 9    | Year 10   | Year 11   | Year 12   | Year 13   | Year 14   | Year 15   | Year 16   | Year 17   | Year 18   | Year 19   | Year 20  |
|---------------|--------------------------------------|-------------------------|----------|-----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|
|               |                                      | Year Date               | 2007     | 2008      | 2009     | 2010     | 2011      | 2012      | 2013      | 2014      | 2015      | 2016      | 2017      | 2018      | 2019      | 2020      | 2021      | 2022      | 2023      | 2024      | 2025      | 2026     |
| Bridges Group | Bridges + Maj Culverts - Long Life   | Capital Funding Gap     | \$-3,944 | \$-32,198 | \$9,963  | \$43,048 | \$68,470  | \$87,466  | \$101,114 | \$110,350 | \$115,976 | \$118,682 | \$119,054 | \$117,585 | \$114,692 | \$110,721 | \$105,959 | \$100,641 | \$94,958  | \$89,063  | \$83,077  | \$77,097 |
|               |                                      | Maintenance Funding Gap | \$-18    | \$-165    | \$-114   | \$116    | \$481     | \$945     | \$1,477   | \$2,067   | \$2,716   | \$3,389   | \$4,084   | \$4,806   | \$5,511   | \$6,189   | \$6,833   | \$7,441   | \$8,009   | \$8,535   | \$9,020   | \$9,462  |
|               | Bridges + Maj Culverts - Short Life  | Capital Funding Gap     | \$5,695  | \$2,357   | \$-4,018 | \$-9,661 | \$-11,558 | \$-13,260 | \$-11,564 | \$-9,887  | \$-8,279  | \$-6,765  | \$-5,358  | \$-4,063  | \$-2,881  | \$-1,810  | \$-848    | \$7       | \$757     | \$1,406   | \$1,955   | \$2,407  |
|               |                                      | Maintenance Funding Gap | \$9,670  | \$6,063   | \$2,419  | \$-519   | \$-2,742  | \$-4,693  | \$-6,367  | \$-7,773  | \$-8,922  | \$-9,833  | \$-10,525 | \$-11,015 | \$-11,323 | \$-11,467 | \$-11,465 | \$-11,333 | \$-11,089 | \$-10,747 | \$-10,324 | \$-9,835 |
|               | <b>Total Capital Funding Gap</b>     |                         | \$1,751  | \$-29,841 | \$5,945  | \$33,387 | \$56,912  | \$74,205  | \$89,551  | \$100,462 | \$107,697 | \$111,917 | \$113,695 | \$113,522 | \$111,811 | \$108,912 | \$105,111 | \$100,648 | \$95,715  | \$90,468  | \$85,032  | \$79,504 |
|               | <b>Total Maintenance Funding Gap</b> |                         | \$1,733  | \$-30,006 | \$5,831  | \$33,504 | \$57,393  | \$75,150  | \$91,028  | \$102,530 | \$110,413 | \$115,306 | \$117,779 | \$118,328 | \$117,322 | \$115,100 | \$111,945 | \$108,089 | \$103,724 | \$99,004  | \$94,052  | \$88,966 |

### 20 - YEAR AGGREGATED RENEWAL FUNDING GAP (\$)



**OM082204-13 PROPOSED COMMUNITY ENGAGEMENT FOR REVIEW OF ROAD SERVICE LEVELS**

AUTHOR: Julie Jagot  
DEPARTMENT: Infrastructure

ENDORSED: Gary Dolan  
FILE REF: GEN0007-General

**Purpose**

To outline the consultation undertaken to date and the proposed community engagement strategy as part of the review of the Road Asset Management Plan, particularly in regard to levels of service and road maintenance requirements.

**Background**

The business plan for the Asset Development Unit included specific actions in relation to components of the existing adopted Road Asset Management Plan.

The Road Asset Management Plan is the key strategic document that guides Council in ensuring that the road infrastructure is managed in an efficient, effective and sustainable manner.

The actions identified in the 2007/08 Asset Development Unit business plan have been incorporated into the following objectives:

- Review the existing Road Asset Management Plan with specific focus on:
  - Road Standards and Service Levels -
    - Consult with the community, Council and industry stakeholders and examine empirical evidence to determine appropriate criteria for Council consideration including a cost benefit analysis of various options, and
  - Road Maintenance Works -
    - Develop a program to assess the quality of road maintenance works provided and cost effectiveness of these works.

It can be seen that the first task associated with Road Standards and Service levels, requires consultation with the community. In line with Council's "Community Consultation and Engagement Planning Toolkit" work has been undertaken to prepare for this consultation to ensure that the input, feedback and outcomes support the review of this important strategic document.

**Corporate Plan/Other Strategies/Policy**

The review of road service levels links to the following corporate documents -

- Council's Corporate Plan to 2005 - 2009 -
  - "Ageing Infrastructure - by far the most significant challenge we face is the need to replace our ageing infrastructure (roads, drainage systems and bridges) in an environment where there are additional pressures being placed on our existing infrastructure from coastal development, heavy transport and tourism growth.....we will also spend a higher proportion of our capital works budget on renewing our ageing infrastructure, particularly roads and footpaths";
- Asset Management Policy;
- Strategic Asset Management Plan;
- Road Asset Management Plan; and
- Road Management Plan.

**Issues/Options**

It is important to distinguish the difference between the Road Management Plan and the Road Asset Management Plan.

The Road Management Plan is a document prepared in response to the Road Management Act 2004 and was first adopted by Council in October 2004 and amended in April 2006.

The purpose of the Road Management Plan is to:

- Outline Council's role and responsibility to care for and manage the municipal road network;
- Outline the community obligation of a road user;
- Document Council's road asset management processes;
- Provide a response to the requirements of the Road Management Act 2004 and provide a "Policy Defence" to any issues that may arise and require Council to legally defend its position should a claim be made following an accident or other issue on a road; and
- Outline the Council's road management and maintenance "levels of service" necessary for Council to provide a safe and functional road network.

A Road Asset Management Plan was prepared and adopted by Council in July 2006 and:

- Is a plan developed for the management of the road infrastructure assets;
- Outlines the various management techniques including technical and financial over the life cycle of the asset in the most cost-effective manner to provide a specified level of service; and
- Has as a significant component, the long-term cash flow projections for the various road asset activities.

Council's Road Infrastructure assets include:

- Surfacing;
  - Spray seal
  - Asphalt
- Road Pavements;
  - Sealed
  - Unsealed
- Kerb and Channel;
- Footpaths; and
- Miscellaneous;
  - Signage
  - Guard rail
  - Bus Shelters
  - etc.

Council has a significant investment in road infrastructure assets with their total replacement cost being almost \$140 million.

This includes:

- 3,238,837 square metres of road surfacing (spray seal or asphalt);
- 1074km of unsealed road pavement;
  - equivalent to a gravel road from Colac to Tamworth, NSW.
- 559km of sealed road pavement;
  - equivalent to a sealed road from Colac to Canberra, ACT.
- 202km of kerb and channel;
  - equivalent to a length of kerb & channel from Colac to Bendigo.

- 121km of footpaths;
  - equivalent of a footpath from Colac to Werribee.

When looking at levels of service for assets they can be categorised into two types -

- Community or Customer service levels; and
- Technical service levels.

The Customer and Technical levels of service descriptions need to be linked to strategic community outcomes. The table below, extracted from the International Infrastructure Management Manual, Version 3 - 2006, provides an example of this linkage and the difference between Customer and Technical levels of service for Footpaths, one of the road infrastructure asset components.

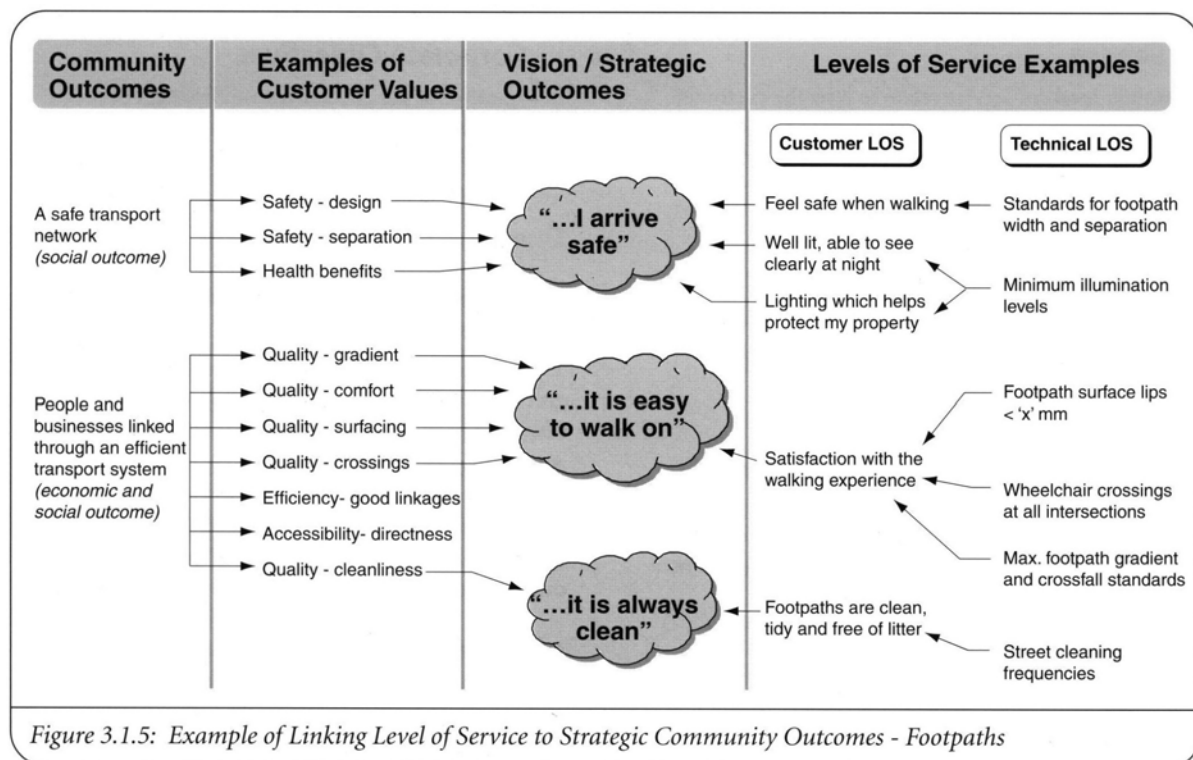


Figure 3.1.5: Example of Linking Level of Service to Strategic Community Outcomes - Footpaths

The Road Management Plan and subsequent Road Asset Management Plan have been prepared using historical levels of service and based on technical level of service descriptions. It is important now to develop the customer levels of service which are linked to strategic community outcomes. Defining customer levels of service will need to be done via a carefully determined Community Engagement process.

As part of the process of establishing an appropriate community engagement program, it is necessary to first examine existing available information.

There are two key sources of information in relation to the community's satisfaction with Council's performance in delivering road services. These are:

- 2006-07 Annual Community Satisfaction Survey. This survey is conducted on an annual basis and involves Councils across the State. Colac Otway Shire has been participating in this service since 1998. Analysis of the results of the survey data indicate:

- Of all the services examined within the survey, Local Roads and Footpaths was ranked the lowest in performance for the last two years;
- The importance of local roads on footpaths dropped in the last survey, but is still a key area for improvement;
- Specific issues identified; -
  - More frequent/better surfacing of roads,
  - Improve/fix/repair uneven surfaces of footpaths,
  - Improve/more frequent grading etc of unsealed roads,
  - More frequent/better slashing of roadside verges,
  - Improve the quality of maintenance on roads on footpaths,
  - Improve the standard of unsealed roads (loose gravel, dust and corrugations), and
  - Fix/improve unsafe sections of roads.
- The 2007-08 Super 11 Roads Maintenance Benchmarking Survey - this survey has been carried out on an annual basis since 2002. Results of the survey indicate -
  - In terms of overall satisfaction, the 2007-08 results are generally consistent with those received for the 2006-07 period. Minor score increases were recorded for the resheeting of gravel roads, maintenance of guideposts and signs, maintenance of shoulders, with a relatively large score increase for Street Sweeping activities. Score decreases were registered in all other road maintenance categories;
  - In general, based on the results received, there appears to be a low level of satisfaction amongst the community with Council's performance in managing and maintaining its roads;
  - One of the lowest scoring road maintenance aspects was the repair of potholes in sealed roads; and
  - A report to the March 2008 Roads Committee meeting concluded that "An improved perception of road asset management can be achieved through developing optimum service standards that are based on community expectations and the willingness to pay and better awareness amongst the community of Council's road management systems."

Based on the feedback from these two surveys, and looking at the information with the view to focusing on Council's effort, it would seem the key areas to be targeted for more detailed analysis and improvement are:

- Sealed Roads;
  - Surfacing
  - Potholes
- Unsealed Roads;
  - Resheeting
  - Grading maintenance

The issues associated with the above objective as identified through the internal consultation process undertaken to date include:

- The Road Asset Management Plan was prepared using historical Levels of Service (LOS) and based on technical LOS description;
- There is a need to consult with the community to determine appropriate Customer Levels of Service;
- Council is not meeting the community's perceived LOS in relation to local roads and footpaths;
- Council is achieving between 98 and 100% compliance with the adopted levels of service within the Road Asset Management Plan and the adopted Road Management Plan;

- Based on the results of various community satisfaction surveys there appears to be a gap between the community's expectations and the adopted level of services being delivered;
- It is important for the community to understand the link between increased levels of service and increased costs;
- The 2006-07 Annual Community Satisfaction Survey and the 2007-08 Super 11 Roads Maintenance Benchmarking Survey provide guidance on community issues with roads and footpaths, and the associated levels of service expectations;
- These surveys do not take into account the potentially different levels of effort and expenditure applied by the participating Councils;
- There is potential confusion within the community in differentiating between local roads (Council responsibility), state arterial roads (VicRoads) and other state roads (Parks and DSE); and
- The priority areas for improvement need to be identified and action focused on say three or four key areas that will give the greatest cost benefit improvement and at the same time achieve improvements in community satisfaction.

### **Proposal**

The feedback from recent available community surveys identifies a broad range of items to be addressed, and it is proposed to implement a process to identify community priority areas for focused action.

As outlined in the communication strategy/consultation section below, it is proposed to undertake a series of community focus group meetings during which the group will be provided with briefing information on roads and their associated existing levels of service. This will enable them to provide informed feedback on key options for Council to consider in addressing those priority items when undertaking the review of the Road Asset Management Plan as required by the objective stated at the start of this report.

The relevant sections of the Road Asset Management Plan will be reviewed and updated, based on recent feedback from the consultation workshop involving a cross functional group of internal staff associated with the roads, the Annual Community Satisfaction Survey and the 2007-08 Roads Maintenance Survey and any outcomes of the community focus group meetings.

The revised Road Asset Management Plan will then be presented to Council for consideration, along with a recommendation for a period of public exhibition of the plan. After considering any submissions, the draft amended Road Asset Management Plan will be presented to Council for adoption.

### **Financial and other Resource Implications**

Depending on the adopted method/s of engagement with the community, there will be costs associated with the use of an independent facilitator and/or the need to allocate senior management resources to this consultation phase of the project.

An external consultant has been engaged to conduct a review of existing road maintenance standards and effectiveness of current road maintenance practices. This work is directly linked with this community engagement process and as previously reported the costs associated with this consulting support will be met within existing operational budgets.



Council Officer time will also be required in order to collate relevant information associated with existing service levels, provide more detailed analysis of community feedback and assistance in preparation of the background information necessary to inform the community on current service levels, etc as part of and prior to the formal community engagement.

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

The existing Road Asset Management Plan incorporates technical levels of service derived from the Road Management Plan. Council's Road Management plan is a response to be Road Management Act 2004 and provides Council with a robust framework for managing risks associated with its road infrastructure.

It is therefore extremely important to ensure compliance with the adopted Road Management Plan. Regular reports, which are provided to both Council's Roads and Audit Committees, indicate a 98-100% achieved compliance with the standards included in the Road Management Plan.

This indicates that the adopted levels of service defined within the Road Asset Management Plan and the Road Management Plan, and funded via annual budgets are being met within the resources applied. Should Council wish to increase levels of service on roads and footpaths to close the gap on the community's level of service expectations, it will be necessary to adopt community levels of service and applicable supporting technical levels of service. These will then need to be incorporated in a revised Road Asset Management Plan and reflected in the Road Management Plan.

It will then be critical that appropriate additional funding and resources are provided to match any new increased levels of service.

### **Environmental Considerations**

Some aspects and levels of service defined within the Road Asset Management Plan will have implications on the environment and care should be taken to ensure that levels of service are cognisant of this fact.

### **Communication Strategy/Consultation**

The consultation workshop involving a cross functional group of internal staff associated with roads, identified the following stakeholders:

- Transport Industry;
  - Timber
  - Dairy
  - Stockfeed
  - Building
- Tourists;
- Residents / Ratepayers (permanent/non-permanent);
- Events (organisers);
- VicRoads;
- Emergency Services (Police, Ambulance, CFA, SES);
- Waste Industry (Garbage trucks);
- Victorian Farmers Federation (VFF);
- Schools - School Bus Coordinator;
- Utilities;
  - Power,
  - Water,
  - Gas,
  - Telecommunications, and
- Progress Associations.

The consultation workshop also examined possible community engagement methods:

- Specific surveys to obtain further detail on existing feedback;
  - Phone,
  - Postal,
  - Web Page,
- Public Meetings;
- On-hold message reference to survey questionnaire;
- Focus Groups;
  - Area specific -
    - Apollo Bay (coastal),
    - Colac (urban),
    - Colac (rural),
    - Otway.
  - Facilitation -
    - Independent facilitator vs internal staff,
    - Staff/Councillor attendance?,
    - How to deal with "local knowledge" questions,
    - Backup mechanism to cover non attendees.

In summary, following extensive discussion, the internal working group recommended that four (4) area based focus group consultation meetings be held using an independent facilitator without attendance by Council staff or Councillors to ensure unimpeded feedback.

The aim of the four area based focus groups is to ensure that the various demographic and topographical areas of the Shire are covered in relation to roads. Whilst there are other ways to consider and establish focus groups across the Shire, the workshop felt that the area based method was the most appropriate when discussing the levels of service associated with the roads.

In general terms, focus groups are discussion groups of around 15 to 20 people, usually led by a trained person or appropriate staff member. The participants are invited because they are residents or because of a particular interest, involvement or stake in the subject being discussed. The group may be made up of professionals and/or residents with particular skills and competencies relevant to the issue. The purpose is to find out the range of options that exist on a particular topic. Focus groups are not designed to measure how widely those various opinions are held within the community.

Applying this concept to the consultation proposed for roads, the participants for each focus group will choose from the list of stakeholders above, taking into account any particular issue that may exist within each of the four area based groups, to ensure appropriate representation.

A range of options would be put to each group to determine feedback and to see if there are other alternatives which Council should consider.

Following the focus group meetings is proposed to consider the issues and options raised and then further review the need for additional community consultation and/or feedback. The engagement method used at this point (if required) is unlikely to be further focus group meetings, but may be specific survey work via either written or telephone surveys.

It is also proposed to take into account, and potentially undertake, some of the relevant actions identified in the recent report presented to the Roads Committee at its meeting of 5 March 2008 providing detail as to the results of the 2007-08 Road Maintenance Survey.

The key issues the focus groups are proposed to be consulted upon will be the review of the top four road issues and the development of community levels of service options for consideration within the review of the Road Asset Management Plan. Community expectations and the degree to which the community is willing to contribute towards improved road service standards will also be a key issue for discussion.

It will be necessary to communicate to the stakeholders involved in the individual focus group meetings appropriate information to ensure they are in a position to provide informed feedback. It is proposed to provide a concise informative presentation, at the start of the focus group meeting, to impart the required information and to allow a short question-and-answer period to ensure stakeholders are comfortable with the subject they are about to provide feedback on.

Information provided to the focus group is expected to include:

- The objective Council is trying to achieve;
- What is a Road Asset Management Plan and the link to the Road Management Plan;
- Clarification and delineation of which roads and carparks Council has responsibility for maintenance, including advice on "Local vs Arterial" roads;
- The concept of "Level of Service", "Intervention Levels" and the associated costs of a particular choice;
- Examples using photos of Roads in various conditions to assist visualisation and interpretation of various Levels of Service and Intervention levels;
- Road Hierarchy and typical Road Standards;
- The current Level of Service provided; and
- Road maintenance methods.

Key messages that will be imparted will be:

- The purpose of forum is that Colac Otway Shire (COS) is interested in community feedback on priority road issues;
- That COS recognises that a gap exists between the current level of service and the community's experience;
- That the consultation is aimed at providing COS with an understanding of these expectations on priority road issues;
- That there is a direct link between increased customer expectations on levels of service applied to roads and costs of the provision of that increased level of service;
- That COS is wanting to establish the degree to which the community is willing to contribute additional funding towards improved road service standards;
- The difference in funding and management of arterial, local and other state roads;
- That all feedback will be considered and used in the review of the Road Asset Management Plan; and
- That a further opportunity will be available for public comment on the amended draft Road Asset Management Plan, prior to adoption by Council.

### **Implementation**

Subject to adoption by Council of this consultation and engagement strategy, it is expected that specific stakeholder representatives would be identified and contacted requesting their attendance, advising of the purpose of the focus groups and the proposed meeting dates, locations and times.

The focus group presentation would be developed and fine tuned during this period and the focus group meetings would be held over a period of one or two weeks.

All feedback from the various focus group meetings would be documented and using the internal staff group review of the relevant sections of the Road Asset Management Plan.

As indicated earlier, the revised Road Asset Management Plan will then be presented to Council for consideration, along with a recommendation for a period of public exhibition of the Plan. After considering any submissions, the draft amended Road Asset Management Plan will be presented to Council for adoption.

### **Conclusion**

The proposed Consultation Engagement Strategy outlined above will provide relevant community feedback to allow a considered review of the Road Asset Management Plan and the achievement of the key objectives outlined at the start of this report.

### **Attachments**

Nil

### **Recommendation(s)**

***That Council resolve to:***

- 1. Note the actions already undertaken to develop the proposed Community Engagement process associated with the review of the Road Asset Management Plan; and***
- 2. Endorse the proposed community engagement strategy, and that the community feedback be incorporated into a draft revised Road Asset Management Plan.***

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OM082204-14 COMMUNITY CONSULTATION PLAN - WASTE MANAGEMENT, BEST VALUE REVIEW

AUTHOR: Ranjani Jha
DEPARTMENT: Infrastructure

ENDORSED: Gary Dolan
FILE REF: GEN01712

Purpose

The purpose of this report is to seek Council's endorsement on Community Consultation and Engagement Plan for the Waste Management Services Best Value Review.

Background

The Waste Management services has been selected for a Best Value Review in 2008 considering that the current waste management contract comes to an end on 5 September 2009, and new tender document needs to be prepared and contract awarded for continuation of this service beyond 5 September 2009. The regional landfill at Corio which is currently being utilised for disposal of residential and industrial waste is also approaching the end of its lifecycle in December 2009 and a regional waste management tendering process is currently underway. There can be scope for improvements and efficiency gains in the area of waste management services. Accordingly, it is the ideal time to undertake the Best Value Review in the waste management area.

Corporate Plan/Other Strategies/Policy

The Council Plan 2005-09 emphasises the need to work closely with the community for environmental sustainability. Waste Management is an environmentally sensitive area and proper planning and delivery of waste management services will greatly enhance the local environment by the way of less waste going to landfill sites, reduction in greenhouse gas emissions, increase in recycling and reuse activities, control and safe disposal of hazardous waste etc. Council's waste management services also has a link to the Barwon Regional Waste Management Plan so that the entire region can work together for achieving the common goal of efficient waste management services and environmental sustainability. Council's waste management services is also in line with strategic direction set by Sustainability Victoria, Victoria Sustainability Accord and Zero Waste.

During the Best Value Review process, there is a need to consult with the community and seek valuable feedback for making improvements in service delivery, therefore Council's Community Consultation and Engagement Policy has been referred to for developing a consultation mechanism for this review.

Issues/Options

The consultation will need to be undertaken with a number of groups, such as Council's waste management staff and those staff who work closely with the waste management group, the existing contractors, councillors, residents and ratepayers of Colac Otway Shire and regional group representatives etc. In order to undertake the wide consultation with the various stakeholder groups, there is a need for a systematic approach so that consultation can be completed in a timely manner with positive outcomes. Once the consultation process is complete a review committee will have useful information/feedback to understand the areas of improvements and proposing innovative alternatives for bringing about improvements.

To date a number of consultative meetings have already been carried out as follows:

1. Conducting Strategic Direction survey incorporating Councillor feedback;

2. Presentation to Council explaining the scope of the Waste Management Best Value Review;
3. Consultation within the Best Value Review Committee consisting of:
 - General Manager Infrastructure & Services
 - Manager Major Contracts
 - Waste Management Officer,
 - Senior Accountant,
 - Corporate Support Officer,
 - Facilitator and consultant,
 - CEO - Barwon Region Waste Management Group, and
4. Discussion with the current Waste Management Contractor.

The discussions held so far have resulted in useful information being gained towards the review process. There is now the need to commence community consultation at a wider level.

Proposal

A Community Consultation and Engagement Plan has been specifically developed and is attached with this report detailing the intended consultation mechanism and is attached for information.

Financial and other Resource Implications

The Waste Management Best Value Review is currently funded through funds which are used for other similar Best Value Reviews. As the Best Value Review will be followed with development of a new tender document and specification, provision will be made in 2008-09 Waste Management Operational Budget to meet the further expenditure.

Risk Management & Compliance Issues

The Best Value Review will enable open discussions on current waste management practices associated with activities such as kerbside waste collection and disposal, operation at transfer station and drop off facilities, landfill management and transport. During the review process, whenever any likely risks will become apparent, methods will be analysed for risk removal, reduction or substitution. As the proposed Best Value Review will lead to development of a new tender and specification, focus will be paid on incorporating the latest Occupational Health & Safety Act, EPA Act and Risk Management Principles for reducing Council's risks.

Environmental Considerations

Waste Management practices have a direct effect on the environment and with improved practices; positive impact can be made to the environment. Waste minimisation strategies and increased recycling will increase the life of landfill and decrease the risk of groundwater and environmental pollution. An increase in recycling and reuse activities will result in decreased manufacturing activities, assisting with greenhouse reduction. Therefore emphasis will also be paid on how environmental improvements can be made during this Review.

Communication Strategy/Consultation

A proposal has been prepared and attached with this report providing detailed information on the proposed Community Consultation and Community Engagement methodology. A Gantt Chart has also been developed indicating timeframes for the various activities involved ensuring that the consultation process is carried out in a systematic manner.

The attached Community Consultation Plan indicates the steps that would be involved in the consultation process, likely to be completed by June 2008. To date consultation has been undertaken with councillors, concerned staff and the contractors and it is proposed that now we start consultation with the "Focus Group" that would comprise of members from the community groups located within Colac and coastal areas.

It is also proposed to conduct a community survey and evaluate results prior to further discussions within the steering committee and preparation of Best Value Report for presentation to Council. This will be followed with advice to all participants on the Best Value Review outcome and displaying the information on Council's website.

The following stakeholders have been identified:

- **Primary Stakeholders:**
 - 9000 Colac Otway Shire Residents (mainly within townships) who receive the collection service;
 - All Colac Otway Shire Residents who receive and may use the Transfer Stations, Drop Off facilities and Street Litter Bins;
 - Local Businesses;
 - Rental Property Managers;
 - Councillors;
 - Council Staff - Customer Service, Finance and Infrastructure & Services, Environment;
 - Waste Services Contractors; and
 - Reival and Processing Contractors.

- **Secondary Stakeholders**
 - Barwon Regional Waste Management Group (BRWMG);
 - Visitors;
 - Tourists; and
 - State Government Agencies (EPA, Sustainability Victoria, DSE).

Implementation

It is expected that the Waste Management Best Value Review process will be completed by June 2008. This will be followed with development of tender document and specification based on the findings of Review process, between the period July 2008 - December 2008, assisting with the selection of suitable contractor/s.

Conclusion

Waste Management is a key service being delivered by the Council directly associated with Council's image depending on how efficiently the services are being delivered. It is a constantly evolving area with new waste streams being identified and innovative work practices developed for maximizing productivity. The State Government, through its "Zero Waste" initiative has an aim of continuously minimising the volume of waste going to the landfill sites, maximising the life span of landfills. The Colac Otway Shire's Waste Management service delivery methods have to be responsive to changing community needs and emerging technologies. Therefore the proposed Community Consultation and Engagement Plan will play a vital role in gaining useful feedback for diagnosing the level of satisfaction and making improvements in order to fulfil the community expectations and keep abreast with changing waste management industry standards.

Attachments

- Waste Management Services Best Value Review - Community Consultation & Engagement Plan 2008 *(prepared by Gilbert Consulting Pty Ltd)*
- Waste Management Services Best Value & Strategic Review Community Consultation & Engagement Program 2008/09 - Attachment 1

Recommendation(s)

That Council :

- 1. Endorse the actions already taken towards the Waste Management Best Value Review;***
- 2. Endorse the Community Consultation and Engagement Plan as detailed in the attachment to commence the community consultation process.***

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Colac Otway
SHIRE

Naturally Progressive

Waste Management Services Best Value Review

Community Consultation and Engagement Plan

2008

*

Community Consultation and Engagement Plan

Waste Management Services

1. Back ground

The Waste Management Services provided by Council include the collection, transport, receipt and processing of waste from kerbside (Mobile Bins, Litter Bins and Hard waste), and management of transfer stations, drop off facilities and landfill including bulk haul of materials.

The following components of the Waste Services are subject to a Best Value Review this financial year:

- **Kerbside collection** and transport of Garbage & Organics from a 240l 'divided' Mobile Bin and Recyclables from a 240L Mobile Bin, from the designated 'Declared Waste Service Areas' and along roads accessing the different areas, for disposal to nominated sites;
- **Litter collection** and transport from designated locations for disposal to nominated sites;
- **Management of Transfer Stations at Alvie, Apollo Bay and Birregurra, & Landfill at Alvie** and Bulk Haulage of materials for disposal to nominated sites; and
- **Management of 'Drop Off' Facilities** at Gellibrand, Beech Forest, Lavers Hill and Carlisle River, and transport of materials for disposal to nominated sites.

These components of the Waste Services are currently provided under contract by:

- Barton Bros. Waste of Warrnambool provide the kerbside & litter collection, management of transfer stations and landfill and bulk haulage of materials; and
- RG & JA Spence of Dreeite provides the drop off facilities.

2. Need for Community Consultation and Engagement (Research Phase)

The current Waste Management Service for the above components contract expires on 5 September 2009 and new tender documents need to be prepared and new contract or contracts awarded in sufficient time to allow the new contractor to build the necessary vehicles to commence the service on 6 September 2009.

The community must be engaged as part of the Best Value review. However this also provides the opportunity to examine the way the services are currently provided and to identify improvements that that can be incorporated into the next generation of contract/s.

It should be recognised other components of the Waste Services are not subject to the Best Value Review, and are provided under separate contracts. These include:

- **Receipt and Processing** of Recyclables, Organics and Garbage.
- **Pre-sorting Organics**
- **Hard Waste Collection**
- **Landfill Rehabilitation**

3. Purpose of Waste Services

Council provides Waste Services:

- To collect and dispose of waste in an environmentally sustainable and sensitive manner; and
- To fulfil its obligations under legislation pertaining to waste management and to ensure the Service is customer focused, equitable, responsive and effective for residents in the Colac Otway Shire.

The council ensures the Waste Services:

- are cost effective;
- are regular, safe, reliable and economically sustainable;
- reduces the amount of waste disposed to landfill by encouraging recycling and waste minimisation.

4. Objectives for Community Engagement

The purpose and specific aims of the consultation are to establish a framework for the next generation of waste contracts. Specific issues to be addressed and expected outcomes are included in the table that follows. The listed items should not be seen as definitive as other issues may arise during the consultation process.

| Objective | Outcome |
|---|---|
| Collection Service | |
| Undertake SWOT Analysis of current service | Understanding of community attitude to present service, whether it meets expectations and identify areas for improvement |
| Meeting and if at all possible exceeding the State Government's 'Towards Zero Waste' 2014 recovery targets of 65% and the interim target of 45% Municipal waste by 2008/09. | Agreement to adopt the State Targets and the provision of a collection service that facilitates reaching the targets |
| Review the Bin system currently in use | A decision on whether the current two Bin system supports the State Targets and meets users needs. |
| Examine the introduction of a three Bin system. | An understanding of the pros' and cons of a three Bin system and if it is preferred in comparison with the current two Bin system |

| Objective | Outcome |
|--|--|
| Examine alternatives for the supply of the three Bins and collection frequency for each of the three Bins. | Consensus on the preferred method of providing the three bins (inclusive of utilising existing Bins) and the preferred collection frequency of each Bin. |
| Review current non standard collection services such as 'garbage' only (in lieu of the Divided Bin) collected from some coastal towns, and fortnightly collection of the Divided Bin in some northern areas. | Consensus on continuing/ expanding/withdrawing the non standard collections. |
| Review provision of Collection services to Commercial properties, particularly in reference to making recycling compulsory. | Consensus on adequacy of present arrangement or an alteration that promotes recycling e.g. compulsory that all commercial properties have recycling Bins |
| Examine the introduction of extra collections in coastal areas during holiday periods and cost implications | Consensus on either providing or not providing the extra service. |
| Examine the fee structure for extra Bins if requested | Consensus on methodology for the provision of extra Bins |
| Examine extension of the Collection Service to rural properties | Consensus on whether the Declared Waste Collection Areas should be extended to include rural properties. |
| Litter Bins | |
| Review the number and location of Litter Bins | Consensus on whether to retain, reduce, extend the number of Litter Bins |
| Examine provision of more public place Recycling Bins | Consensus on success or otherwise of Public Place recycling and whether it should be extended. |
| Transfer Stations | |
| Examine the number and location of Transfer Stations including private Transfer Stations | Consensus on whether to retain, reduce, extend the number of transfer stations |
| Review the days and hours of operation | Consensus on preferred opening hours |
| Examine options of improving the recovery of materials | Consensus on preferred option to increase the recovery of materials deposited at the Transfer Stations. |
| Drop Off Facilities | |
| Examine the number and location of Drop Off Facilities including private Transfer Stations | Consensus on whether to retain, reduce, extend the number of transfer stations |
| Review the days and hours of operation | Consensus on preferred opening hours |
| Examine options of improving the recovery of materials | Consensus on preferred option to increase the recovery of materials deposited at the Drop Off Centres |
| Consider alternative infrastructure for the provision of the Drop Off service | Consensus on preferred method of providing the Drop Off service |

5. Stakeholders

The following stakeholders have been identified:

Primary Stakeholders:

- 9000 Colac Otway Shire Residents (mainly within townships) who receive the collection service

- All Colac Otway Shire Residents who receive and may use the Transfer Stations, Drop Off facilities and Street litter Bins
- Local Businesses
- Rental Property Managers
- Councillors
- Council Staff – Customer Service, Finance and Infrastructure & Environmental Services
- Waste Services Contractors
- Receivable & Processing Contractors.

Secondary Stakeholders

- Barwon Regional Waste Management Group (BRWMG),
- Visitors
- Tourist
- State Government Agencies (EPA, Sustainability Victoria, DSE)

6. Engagement Methods

The proposed methods of engaging the stakeholders are detailed in the table following:

| Objective | Engagement Method | Stakeholder |
|---|------------------------------|---|
| Obtain Councillor feedback from knowledge gained through representing the community | Strategic Direction Survey | Councillors |
| Obtain input from people with an interest in the delivery of the waste services. | Workshop 1 | Steering Committee inclusive of Staff and BRWMG |
| Obtain input from those providing the contracted services | Workshop 2 | Contractors |
| Obtain input from users of the service in the Colac area | Focus Group 1 | Colac Area Residents |
| Obtain input from users of the service in the Coastal areas | Focus Group 2 | Coastal Area Residents |
| Obtain specific feedback on the current level of service and service options for the next generation of contracts | Written Survey | 500 residents from Colac & Coastal |
| Consideration of Options | Councillor Workshop/Briefing | Councillor s |
| Adoption of Preferred option | Council Meeting | Councillors |
| Feedback to Participants in Workshops, Focus Groups and Survey | Letter | Participants in Review |
| Feedback to the general community | Website | General Public |

Note 1. Focus Group participants will be selected from persons registering an interest in response to an advertisement placed in the local newspapers, and by invitation sent to

persons considered as having an particular interest in the Service and/or influence in the local community.

Note 2. Due to the nature of the Service and the engagement model proposed, a further ‘Public Exhibition’ of the adopted option is not considered necessary.

Note 3. The recommendations adopted will be included into the new contract documentation for the next generation of Waste Services Contracts.

7. Key Messages

With a **new contract** for the Waste Services due to be in place and ready for commencement by **September 2009** we are using the Best Value process to identify improvements to include in the development of the framework for the **new** Waste Services contract specifications.

This provides the community and Council with a unique opportunity to respond immediately to identified opportunities and to encapsulate them into a new contract ensuring improved services levels are put into practice.

8. Timeline

Timelines for community consultation and engagement are detailed in **Attachment 1**.

9. Evaluation of the Consultation Process

Successful achievement of each of the objectives set out in Section 6 will be measured by evaluating the outcomes against the indicators detailed in the table that follows.

| Objective | Performance Indicator | Base Line Data Required | Tactics for getting data to measure performance |
|---|---|---|--|
| Obtain Councillor feedback from knowledge gained through representing the community | Return of completed Survey from each Councillor | Return from at least 50% of Councillors | Encouragement to councillors to completed Survey |
| Obtain input from people with an interest in the delivery of the waste services. | Each of the Outcomes detailed in the Table to Section 4 are considered | Consensus is obtained to the Outcomes detailed in Table to Section 4 | Consensus by Show of hands and recording results on whiteboard at Workshops/Focus groups |
| Obtain input from those providing the contracted services | Each of the Outcomes detailed in the Table to Section 4 are considered | Consensus is obtained to the Outcomes detailed in Table to Section 4 | Consensus by Show of hands and recording results on whiteboard at Workshops/Focus groups |
| Obtain input from users of the service in the Colac area | Each of the Outcomes detailed in the Table to Section 4 are | Consensus is obtained to the Outcomes detailed in Table to | Consensus by Show of hands and recording results on whiteboard |

Colac Otway Shire
Waste Management Services – Community Consultation and Engagement Plan

| Objective | Performance Indicator | Base Line Data Required | Tactics for getting data to measure performance |
|---|---|---|--|
| | considered | Section 4 | at Workshops/Focus groups |
| Obtain input from users of the service in the Coastal areas | Each of the Outcomes detailed in the Table to Section 4 are considered | Consensus is obtained to the Outcomes detailed in Table to Section 4 | Consensus by Show of hands and recording results on whiteboard at Workshops/Focus groups |
| Obtain specific feedback on the current level of service and service options for the next generation of contracts | Return of Survey forms | Return of at least 20% of the survey forms | Offer a 'Prize" as an incentive to return completed forms |
| Consideration of Options | Councillors agree to preferred option/s | All issue identified are considered and resolved | Detailed information provided on options and workshopped until agreement to options |
| Adoption of Preferred option | Council adopts preferred options | All options adopted by council | Mandatory that council make a decision |
| Feedback to Participants in Workshops, Focus Groups and Survey | Letters sent to all participants | All participants notified of outcome | Non required |
| Feedback to the general community | Information placed on Website | Website accessed for information | Hits on Website |

OM082204-15 CONTRACT APPROVAL : CONTRACT - PROPERTY VALUATION SERVICES

AUTHOR: Roger Fox
DEPARTMENT: Infrastructure

ENDORSED: Ranjani Jha
FILE REF: Con 0802

Purpose

Council approval is required in the awarding of Contract 0802 - Property Valuation Services for which tenders have been received.

Background

Tenders closed on 5 March, 2008, for the provision of property valuation services to Colac Otway Shire for 2010 and 2012 with a Council approved option for an additional term for 2014. The service is an important activity of Council, required by legislation to determine property rates.

The Contract includes general valuations for rateable and non-rateable assessments, asset valuations and includes some provisional items of supplementary valuations, objections and appeals. Estimated quantities have been included in the pricing schedule which may be adjusted to allow for variations of the actual numbers of assessments undertaken.

The contract provides for a penalty to the Contractor where a non-allowed valuation error is found to be the fault of the Contractor (the Valuer). Previous contracts did not incorporate this clause, which is included to address concerns raised by Council regarding payment of successful valuation objections.

The following lump sum tender was received:-

| Tenderer | 2010 Cost
\$ | 2012 Cost
\$ |
|-------------------------------------|-----------------|-----------------|
| Southern Cross
Property Services | 266,760 | 286,740 |

Prices do not include GST

Corporate Plan/Other Strategies/Policy

The valuation service for rates is a requirement under Council's functions and powers and is necessary to carry out collection of rates.

The submitted tender was evaluated in accordance with Council's *Tendering and Contracts Policy*.

Issues/Options

The tender submission from Southern Cross Property Services is considered of reasonable value and is not overpriced for this type of work.

The *Local Government Act, 1989*, requires contracts over \$100,000 to be tendered and this contract matches these circumstances. It is unlikely that any further submissions will be received if the contract is re-tendered so Council will need to accept this tender and award the contract to Southern Cross Property Services in order to continue the valuation service.

Proposal

It is proposed to accept the tender and engage Southern Cross Property Services to undertake the works.

Financial and other Resource Implications

The tender was checked for accuracy and whether or not the price is of reasonable value for the proposed service. The tender price is considered to be reasonable when compared to

prices expected for this valuation service and when considering the cost of the previous service to Council.

The Southern Cross Property Services submission is staged over time and sufficient funds are required to be allocated (\$119,000 in 2008/09 and \$152,000 in 2009/10 on an approximate basis).

Council needs to provide appropriate budgets in subsequent financial years to fund this necessary function.

Risk Management & Compliance Issues

There have been no documented Occupational Health and Safety issues associated with the contractor when completing work with Colac Otway Shire.

The tender submission adequately addressed occupational health and safety requirements.

The Contractor is required to provide documentation for occupational health and safety prior to commencing work on this contract and has to provide adequate public liability and professional indemnity insurances. Council can be confident that Southern Cross Property Services will minimise its exposure to risk in occupational health and safety issues and non-compliance of the contract.

Environmental Considerations

Environmental considerations are not applicable.

Communication Strategy/Consultation

The tender was advertised in the Colac Herald on 8 February, 2008, the Geelong Advertiser, Ballarat Courier, Warrnambool Standard and The Age on 9 February, 2008.

Relevant Council personnel will be notified of the engagement of the Contractor when the contract is awarded.

Implementation

Upon Council's approval the Contract will be awarded and works will be programmed to commence. All necessary liaison with the Contractor's personnel will occur.

Conclusion

A recommendation is made by the Tender Evaluation Panel to award the contract to Southern Cross Property Services Pty Ltd at their tendered price of \$266,760 (excluding GST) for the 2010 valuation and \$286,740 (excluding GST) for the 2012 valuation.

Southern Cross Property Services submitted the only tender. Council will probably not receive additional submissions or interest from others if the contract is re-tendered. Southern Cross Property Services has submitted a tender which complies with Council's requirements and is of a price expected for this service and when compared to the cost of the existing service.

The tendered price represents a small increase over the present cost of the existing service (10.3 percent over the next four years for the major component, ie. general revaluation).

Attachments

No attachments

Recommendation(s)

That Council awards Contract No. 0802 for the Property Valuation Services to Southern Cross Property Services at the lump sum tender price of \$266,760 (excluding GST) for the 2010 valuation and \$286,740 (excluding GST) for the 2012 valuation and at the schedule of rates submitted.

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**OM082204-16 CONTRACT APPROVAL : CONTRACT 0505 - CLEANING SERVICES  
(EXTENSION OF CONTRACT)**

AUTHOR: Roger Fox  
DEPARTMENT: Infrastructure

ENDORSED: Ranjani Jha  
FILE REF: Con 0509

**Purpose**

The purpose of this report is to present to Council the option of extending the contract period for Contract 0509 - Cleaning Services which includes cleaning of municipal building, toilets and barbeques.

**Background**

The Cleaning Services contract was awarded in June 2005 to Colac Cleaning and Property Services for a term of three years from 1 July 2005 to 30 June 2008. The Contract may be extended by another two years. Colac Cleaning and Property Services have previously undertaken the work over the past fifteen years and have agreed to extend the contract period by another two years this time.

Three tenders were received for this contract in 2005 with the lowest priced tender being from Colac Cleaning and Property Services. These are listed below.

|                         |           |                        |
|-------------------------|-----------|------------------------|
| Colac Cleaning Services | \$171,921 |                        |
| Wayne Cleaning Systems  | \$232,144 |                        |
| Cloverdale Group        | \$390,789 | All prices exclude GST |

**Contract**

The current contract price is \$185,732 (excluding GST).

(The current contract price reflects an increase on the original sum due to consumer price index rises and additional services for Blue Water Fitness Centre and a new service for Rossmoyne Road Animal Pound.)

The Contract specifies a service to clean and maintain Council facilities including buildings, public toilets and barbeques. Included for cleaning is COPACC (not the Cinema area and History Centre) and Blue Water Fitness Centre. It is a lump sum price with provision for automatic rise and fall price adjustments every year in line with the consumer price index.

The contract may be extended by a further two years until 30 June, 2010 in accordance with the following condition.

*The Principal may, with the consent of the Contractor, extend the Contract Period by the term stated in the Annexure, in which case the provisions of this agreement shall continue to apply subject to adjustments agreed to by the parties (if any). The Principal, however, reserves the right to not extend this contract for any reason.*

**Contractor's Agreement**

Colac Cleaning and Property Services has agreed to the contract extension for a further two years provided there is an increase in the contract price for work performed on weekends and public holidays.

The Contractor claims that with the change in Federal Government and the abolishment of Work Place Agreements they have been forced to change the structure of wage payments for weekends and public holidays. This change in Federal Government policy was not considered in their original tender.

The following variation is requested (based on current rates to 30 June, 2008) :-

| <b>Location</b>                   | <b>Cleans per annum</b> | <b>Additional Cost per annum \$</b> |
|-----------------------------------|-------------------------|-------------------------------------|
| <b>Tourist Information Centre</b> |                         |                                     |
| - Apollo Bay (centre)             | 364                     | 3,494.42                            |
| - Apollo Bay (toilets)            | 364                     |                                     |
| <b>Public Toilets</b>             |                         |                                     |
| - Lions Park                      | 730                     | 1,722.09                            |
| - Memorial Square                 | 1825                    | 4,821.51                            |
| - Lake Colac Launching Ramp       | 365                     | 861.04                              |
| - Hesse St Comfort Station        | 365                     | 1,182.49                            |
| <b>TOTAL COST OF VARIATION</b>    |                         | <b>\$12,081.55</b>                  |

Price excludes GST

The Contractor has said that they have minimised the impact of this additional cost by reducing their standard rates for weekends and public holidays to lower the impact of the variation. The variation represents an increase of 6.5% on the current contract price and will be subject to rise and fall in accordance with the consumer price index each year.

#### Contractor's Performance

Colac Cleaning and Property Services has undertaken the works in a manner which is consistent with the requirements of Colac Otway Shire. The company has been responsive to Council needs with immediate action taken on any requests. Overall, the Contractor has provided a service of above average performance which has been more than adequate but on a few occasions has been asked to raise the level of service where it had dropped. In most areas the performance has been excellent.

Colac Cleaning and Property Services is a local contractor who employs local staff with knowledge of Council facilities and Council requirements.

#### **Corporate Plan/Other Strategies/Policy**

This contract is consistent with the Council Plan where these services are provided to the community and where funding has been allocated to enable various Council operations to function.

#### **Issues/Options**

One option is to terminate the cleaning contract at the end of the current term on 30 June, 2008, and re-tender the contract or the other option is to extend the contract for two years in accordance with the Contract Conditions.

The Contract does not allow for the extension of the contract period by a further one year only, however, this may be achieved by negotiation with the Contractor.

The Contractor has requested an additional variation of \$12,081.55 (6.5% of current contract price) as a condition of extending the Contract for another two years.

**Proposal**

It is proposed to extend the existing contract for a further two years, providing Council agrees to the additional costs attributed to weekend and public holiday penalty rates.

**Financial and other Resource Implications**

Currently, cleaning services are being undertaken within Council's allocated overall budget for the works. An appropriate budget should be allocated for 2008/2009 where an increase is on 2007/08 is necessary for consumer price index increases and variation cost if the contract is extended. Otherwise the budget will need to reflect a new contract service costs.

**Risk Management & Compliance Issues**

The Contractor is required to provide documentation for occupational health and safety. Evidence of the services undertaken by Colac Cleaning and Property Services have shown that Council can be confident that this contractor will minimise its exposure to risk in occupational health and safety issues and non-compliance of the contract.

Occupational health and safety issues and compliance with the Occupational Health and Safety Act are managed through administration of the contract.

**Environmental Considerations**

The Contractor is required to provide suitable appropriate systems to deal with environmental "incidents" which are identified through administration of the contract. There have been no environmental issue relating to this contract.

**Communication Strategy/Consultation**

Various organisations and stakeholders will be advised of the outcome of an extension to the cleaning contract term.

**Implementation**

Upon Council's approval the Contractor will be notified of the extension to the contract period or rejection of their offer to extend the contract.

**Conclusion**

Colac Cleaning and Property Services has put forward a request to extend the contract providing additional costs are met by the Council. They have provided a good service and at a competitive price over the past three years for the current contract. It is expected that cleaning will continue in a similar manner and with no disruption to service if the contract period is extended.

Re-tendering may not yield any significantly different outcome and may be more financially onerous on Council.

**Attachments**

No attachments

**Recommendation(s)**

***That Council agrees to the price increase of \$12,081.55 per annum requested by Colac Cleaning and Property Services (based on current rates to 30 June, 2008) and extends the contract period of Contract 0509 - Cleaning Services by a further two years from 1 July 2008 until 30 June, 2010, in accordance with the Contract.***

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CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM | D | W |
|---|---|---|
| <u>SUSTAINABLE PLANNING AND DEVELOPMENT</u> | | |
| <u>OM082204-17 AMENDMENT C29 (GREAT OCEAN GREEN)</u>
<u>- CONSIDERATION FOR ADOPTION</u> | | |
| Department: Sustainable Planning and Development | | |
| <u>Recommendation(s)</u> | | |
| <i>That Council:</i> | | |
| <ol style="list-style-type: none"> 1. <i>Adopt the report titled "Amendment C29: Consideration of and Responses to Panel Report" as Council's consideration of and response to the Panel Report.</i> 2. <i>Adopt, with changes, Amendment C29 to the Colac Otway Planning Scheme which now proposes to:</i> <ul style="list-style-type: none"> • <i>Amend the Municipal Strategic Statement to provide a strategic framework for the future use and development of the land for an integrated recreation and residential development,</i> • <i>Rezone land from Rural Conservation Zone and Public Park and Recreation Zone to Comprehensive Development Zone and incorporate a Comprehensive Development Plan,</i> • <i>Apply an ESO to manage the impact of acid sulfate soils on infrastructure and the environment,</i> • <i>Schedule permitted works within a Public Conservation and Resource Zone to enable revegetation and access works to be undertaken along land adjoining the Barham River Flats,</i> • <i>Schedule exclusions to the provisions of the Land Subject to Inundation Overlay so that no permit is needed for dwellings built 600 mm above the 1 in 100 year flood level and which have flood free access,</i> | | |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> • <i>Schedule exemptions from permit requirements for the removal of native vegetation if it is in accordance with an approved Environmental Management Plan, and</i> • <i>Remove the Erosion Management Overlay from the Great Ocean Green Development Area.</i> | | |
| <p><u>OM082204-18 AMENDMENT C27 (HERITAGE STUDY) - ADOPTION OF PART B (HERITAGE PRECINCTS AND LOCAL POLICY)</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation(s)</u></p> <p><i>That:</i></p> <ol style="list-style-type: none"> 1. <i>Council adopts Part B of Amendment C27 (Heritage Overlay) to the Colac Otway Planning Scheme, which applies heritage controls to heritage areas and introduces two new local policies into the Colac Otway Planning Scheme.</i> 2. <i>HO94 (Elliminook) be removed from the Amendment and be considered for inclusion in any future amendment to the Heritage Overlay.</i> | | |
| <p><u>OM082204-19 LAKE COLAC COORDINATING COMMITTEE TERMS OF REFERENCE</u></p> <p>Department: Sustainable Planning and Development</p> <p><u>Recommendation(s)</u></p> <p><i>That Council endorse the Terms of Reference for the Lake Colac Coordinating Committee.</i></p> | | |

Recommendation

That recommendations to items listed in the Consent Calendar, with the exception of items, be adopted.

MOVED

SECONDED

OM082204-17 AMENDMENT C29 (GREAT OCEAN GREEN) - CONSIDERATION FOR ADOPTION

AUTHOR: Jeff Morgan
DEPARTMENT: Sustainable Planning and Development

ENDORSED: Jack Green
FILE REF: Amendment C29

Purpose

To present the Panel report for Amendment C29 (Great Ocean Green) to Council for consideration and to recommend that a decision be made to adopt the amendment.

Background

The proponents, Urban Property Corporation (Great Ocean Green) Pty Ltd, submitted an application to amend the Colac Otway Planning Scheme with Council on the 4 April 2003. The application for rezoning and supporting documents in the exhibited form were received on 13 August 2004. At the Ordinary Meeting of Council held on 25th August 2004, Council resolved to place amendment C29 on exhibition for a period of 3 months. Amendment C29 (Great Ocean Green) to the Colac Otway Planning Scheme was prepared and exhibited from 18 November 2004 until 18 February 2005.

The amendment, as exhibited, proposed to:

- Amend Clause 21.04-3 to the Municipal Strategic Statement to provide a strategic framework for the future use and development of the land for an integrated recreation and residential development.
- Insert a new Apollo Bay Local Structure Plan within the Colac Otway Municipal Strategic Statement to update the existing Structure plan to accord with relevant directions from the Colac Otway Masterplan – Apollo Bay Structure Plan, to be implemented through this amendment and supported in the development proposal. The new plan also corrects an anomaly of the existing Structure Plan by correctly notating the area for harbour side improvements;
- Rezone land from Environmental Rural Zone and Public Park and Recreation Zone to Comprehensive Development Zone. In doing so the amendment introduces both the Comprehensive Development Zone and Schedule 1 Comprehensive Development Plan to the Colac Otway Planning Scheme;
- Schedule permitted works within a Public Conservation and Resource Zone to enable revegetation and access works to be undertaken along land adjoining the Barham River Flats;
- Schedule exclusions to the provisions of the Land Subject to Inundation Overlay;
- Schedule exemptions from permit requirements for the removal of native vegetation if they are in accordance with an approved Environmental Management Plan.
- Remove the Erosion Management Overlay from the Great Ocean Green Development Area, and;
- Incorporate a Comprehensive Development Plan into the Colac Otway Planning Scheme.

Council's Planning Committee formally considered submissions at its meeting held on 16 June 2005 and following the resolution of the Committee on 19 October 2005 referred submissions to an independent Panel appointed by the Minister for Planning.

A Panel to consider the Amendment was subsequently appointed on 29 November 2005 and comprised Lester Townsend (Chair), Michael Kirsch and Pat Meehan.

Directions hearings were held on 20 December 2005 and 14 March 2006. Panel hearings were held between 5 June and 16 June 2006 in Apollo Bay with a further directions hearing held on 17 August 2006. The Panel released its interim directions report in September 2006. A further directions hearing was held on 18 December 2006.

The September 2006 Directions report recommended that the proposed planning provisions be revised in accordance with the Panel's directions. This occurred with the revised provisions being presented to the Panel in February 2007 which were the subject of the April 2007 Panel hearing.

The Panel hearing reconvened between 10 April and 17 April 2007 in Apollo Bay, with the Panel hearing formally closing on 4 June 2007. Planning Panels Victoria released the Panel Report to Council on 16 July 2007. Council received the report for information and resolved to make it publicly available at its meeting held on 25 July 2007.

Note also that in accordance with the *Planning and Environment Act 1987*, Amendment C29 was due to lapse on 18 November 2006 but following a request by Council the Minister for Planning granted a one year extension in which to consider the amendment. Following a Councillor workshop held on 13 June 2007 a further request for extension was submitted to the Minister for Planning. This extension was also granted and expires on 18 November 2008.

Amendment C29 was put to the Ordinary meeting of Council held on 24 October 2007 and a Special Call of the Council meeting held on 29 October 2007 for consideration to adopt the Amendment. At both meetings the Amendment was not considered by Council as there was no quorum.

Subsequent to these meetings two new Councillors were appointed in December 2007 and a third Councillor elected via a by-election held in March 2008. Additional workshops have been held with Council on this Amendment including a site inspection held on 5 February 2008, workshops on 12 and 19 February and 8 April 2008. These workshops have provided an opportunity to Councillors to familiarise themselves with the various aspects of the Amendment. Various matters have been raised by Councillors in these workshops that have resulted in further refinement of the Schedule to the Comprehensive Development Zone. This further refinement relates to the forecast impacts of climate change, staging of the development, timing of the construction of the golf course and clubhouse and screening of residential development between the Barham River and Great Ocean Road.

Over 700 letters were received by Council over March and April this year titled "Help Save Apollo Bay Golf Club" – on the letterhead of the golf club requesting that Council support Great Ocean Green.

Corporate Plan/Other Strategies/Policy

The Apollo Bay Structure Plan (April 2007) identifies the land subject to Amendment C29 as suitable for a mix of open space, recreational and residential development. Part of the land subject to Amendment C29 is identified as within the coastal settlement boundary while the land between the Barham River and Great Ocean Road is shown as outside the settlement boundary, however the text within the Apollo Bay Structure Plan identifies that if residential development is to occur within this location, it should be single story and have a 60% building site coverage.

There is therefore the expectation in the Apollo Bay Structure Plan that development could occur in the area between the Barham River and Great Ocean Road.

Note that the adoption of the Apollo Bay Structure Plan had no bearing on the Panel recommending that Amendment C29 be adopted by Council as the Panel report only referenced the draft Apollo Bay Structure Plan. Amendment C29 is however consistent with Council's strategic vision for the future growth of Apollo Bay as articulated in the Apollo Bay Structure Plan.

Issues/Options

In accordance with section 27(1) of the *Planning and Environment Act 1987*, Council must consider the Panel's report before deciding whether or not to adopt the amendment. This report comprises Council's formal consideration of the Panel report in accordance with the Act.

The Panel Report is at **Attachment 1** and a detailed assessment of the Panel report (officer assessment) is at **Attachment 2**. The officer assessment at **Attachment 2** includes detailed discussion and recommended responses in relation to all issues raised in submissions and addressed in the Panel report including flooding, sea level rise and storm surge, coastline recession, compressibility of soils, landscape character impact, water supply and open space.

The Panel has recommended that Amendment C29 be adopted generally as revised in February 2007, subject to a range of detailed recommendations.

Following Council's receipt of the Panel report for information at the Council meeting held on 25 July 2007, a Councillor workshop was held on 8 August 2007 to enable Councillors to review the Panel report in detail and further review the detail of the proposed planning provisions. The purposes of the workshop were to:

- Provide a detailed review of Panel report;
- Provide a detailed outline of the proposed planning provisions including future permit requirements if C29 is adopted; and
- Outline steps to be taken by officers to enable a report to be prepared to assist Council in finalising its consideration of the Panel report and make a decision about the amendment in accordance with the Act.

The following additional information was prepared and obtained to assist Council in making a decision about the amendment.

- Independent peer review of the Panel report process and officer assessment report obtained from Trevor Budge, a senior Victorian Planner. (**Attachment 3**)
- Legal advice obtained from Council's solicitors on the detail of the proposed planning provisions and the robustness of Panel report & officer assessment - specifically whether issues raised by Council have been adequately addressed in terms of an insurance / liability point of view and if Amendment C29 is approved, has Council discharged its responsibilities in an appropriate manner and raised and responded to all relevant issues and considered all relevant information. (**Attachment 4**)
- Comment from Council's insurers on the Panel report, officer assessment, independent peer review and legal advice. (**Attachment 5**)
- Further advice from the CSIRO to confirm whether the advice they previously provided in March 2007 in relation to climate change and sea level rise was still valid (**Attachment 6**)

- Advice from Barwon Water in relation to their view on whether the Amendment can be adopted, given the uncertainty regarding water supply. (**Attachment 7**)
- Advice from the State Government Department of Sustainability and Environment – Future Coasts Project. (**Attachment 8**)

In addition to this information, the Corangamite Catchment Management Authority also obtained an independent assessment of flood modelling it had undertaken for the proposal. This report is at **Attachment 9**.

The following is a summary of the conclusions/recommendations of each piece of advice received by Council.

Independent peer review of the Panel process by Trevor Budge

Trevor Budge is a senior planner in Victorian and is the immediate past President of the Victorian Division of the Planning Institute of Australia. Trevor has declared that he has no personal involvement in any aspect of the preparation, evaluation or consideration of the proposal that led to the amendment or the Panel Hearing, nor has he any involvement in any planning matters with the Colac Otway Shire, the site or the Apollo Bay area.

The conclusions of the independent peer review by Trevor Budge are:

- *“On the basis of examining the Panel Report I conclude that the Panel has met the requirements of the Act and in good faith has considered all the submissions referred to it.*
- *On the basis of examining the Panel Report I conclude that the Panel has met its requirements in respect of considering the provisions of the Colac Otway Planning Scheme.*
- *Despite raising some issues I have formed the view that the Panel has met its requirements in respect of considering Ministerial Directions and Planning Practice Notes.*
- *On the basis of examining the Officer’s Report I conclude that the Report provides Council with a comprehensive and competent report such that Council can have confidence in using the Panel Report and its conclusions to form a view on the Amendment and whether it should be adopted.”*

Legal advice from Council’s solicitors – Harwood Andrews Lawyers

Two letters were provided by Harwood Andrews in response to the request for legal advice. The first letter, dated 23 August 2007 responded to the request for specific comment on the proposed planning provisions, including the recommended changes arising out of the draft officer assessment report. The officer assessment report at **Attachment 2** and the proposed provisions have been modified based on the legal advice received. The advice concludes by stating that the recommendations made in the officer report, subject to the legal advice received, are satisfactory.

The second letter, dated 31 August 2007 responded to the request to review the independent peer review and the robustness of the officer assessment and Panel report and more particularly Council’s position if the amendment proceeds in terms of liability and the discharge of Council’s responsibilities.

The advice concludes that *“On this issue I can find no reason to be concerned that the Council has not to date discharged its statutory and other legal obligations in relation to the amendment”* and *“In conclusion, I believe Council has discharged its statutory and other legal obligations in relation to the consideration and processing of the amendment to date.”*

Advice from Council's insurers – Civic Mutual Plus

Civic Mutual Plus (CMP) advised that it is beyond their expertise to provide comment on such expert and technical advice and that they are also not qualified to comment on the types of reports, consultants and entities that have been chosen to comment on the advice.

CMP further advised that due to their lack of expertise, they must put it back to Council to determine if all the right consultants, reports and their interpretation by Council has been deployed, for the purpose of Council's decision making process. With regard to this comment, CMP strongly urged Council to seek legal advice, which Council has obtained.

In conclusion, CMP advised that *"if in hindsight, in the event that a loss did occur, it was proven that all precautions were taken, all professional advice and opinions were sought and acted on, all calculations and computations were taken into account and therefore believed flooding would not occur, then CMP's liability policy would respond to protect Council, subject to the policy terms and conditions."*

By undertaking a detailed officer assessment, obtaining a peer review of the Panel process from Trevor Budge, obtaining legal advice from Harwood Andrews Lawyers, seeking further advice from the CSIRO and considering the independent review of the CCMA flood study, it is considered that Council is taking all reasonable precautions and seeking and acting on all professional advice and opinions in relation to the risks posed by this proposal.

Advice from the CSIRO

The CSIRO have advised that whilst climate change and sea level rise has been a consideration in the planning profession for more than a decade, only recently has it gained the attention of the mainstream media and broader community. In response to the ever growing media attention on sea level rise and storm surge, particularly recent media articles, Council officers requested that the CSIRO review the advice they previously provided to Council in March 2007 to consider whether the body of scientific knowledge in relation to sea level rise had changed in the past 6 months to the extent that the CSIRO would revise their previous advice.

The CSIRO advice, provided by Dr Benjamin Preston in October 2007, is largely unchanged from the March 2007 advice in that the recommended allowance to cover the largest number of possible futures is at least 1 metre, while 50cm would be appropriate to ensure development remains risk free for 50 years. The only change in the advice provided compared to the March advice was the recommendation that beach recession must also be considered. The officer assessment has clearly considered and responded to beach recession and this issue is considered to have been adequately resolved (see **Attachment 2**). It is also worth noting that the recently exhibited draft Victorian Coastal Strategy recommends that a range of between 0.4 and 0.8 metres for sea level rise be utilised.

Advice from the State Government – Future Coasts Project

The State Government is currently undertaking a project called *Future Coasts*. This project is seeking to provide a comprehensive vulnerability assessment of the risk of climate change to the Victorian coastline by 2009. This will be achieved by preparing a detailed digital elevation model for the entire coastline and sea depths and sea level rise and storm surge predictions.

Officers have sought comment from the *Future Coasts* project manager in relation to the steps taken by Council to ensure that climate change issues have been appropriately addressed and the measures put in place to ensure that climate change will continue to be properly considered in the approval process as the development is constructed (if Council adopts the Amendment). All relevant reports were provided to the Future Coasts project manager to assist him in providing a response.

The Future Coasts project manager advised (**Attachment 8**) that the Department of Sustainability and Environment, within which the Future Coasts project sits, would expect to see:

- *'precautionary sea level rise figures factored into flood modelling;*
- *best available terrain modelling; and*
- *the ability to deal with uncertainty and new information as it becomes available.'*

Future Coasts advised that:

'Taking these expectations into account, it appears that the information on potential climate change impacts that has been made available to decision makers here is reasonably comprehensive.'

Future Coasts also advised that:

'The Future Coasts project aims to develop high (10-50cm) resolution coastal terrain and bathymetric models and an analysis of coastal vulnerability based on sea level rise and storm surge projections. It is expected that Future Coasts would add information and detail to that which is currently available, which may or may not change the outcome of flood modelling for the site, and it is important that any planning provisions are sufficiently flexible to take into account such new information as it becomes available.'

The planning provisions proposed to be introduced by Amendment C29 are sufficiently flexible to take into account new information as it becomes available at each and every stage of future development of the site, therefore being consistent with the comments from Future Coasts. Given the statements made by Future Coasts, and that there has been significant site specific flood modelling of the subject land as described in this report, there is no reason to delay a decision about this amendment in order to wait for the outcomes of the Future Coasts project.

Advice from Barwon Water

The Apollo Bay Structure Plan contains a specific strategy to:

- *"In consultation with Barwon Water, ensure that an adequate water supply capacity is available prior to the consideration or approval of rezoning applications for further expansion of urban areas within the identified coastal settlement boundary."*

To resolve this issue, Barwon Water was contacted to determine its position in regard to adopting amendment C29. As indicated in the letter at **Attachment 7**, Barwon Water does not object to Council adopting Amendment C29 subject to modification to the planning provisions to ensure a subdivision permit cannot be granted until water supply issues are resolved to the satisfaction of Barwon Water. Therefore this strategy of the Structure Plan has been satisfied.

Independent review of CCMA flood study – Professor Russell Mein

The independent assessment was undertaken by Professor Russell Mein, former Director of the Cooperative Research Centre for Catchment Hydrology from 1995 until 2002 and with 35 years of experience in hydrological research and modelling. The findings of the independent review of the CCMA flood study were:

- The hydrologic work has been competently done, and generally accords with best practice.
- The minor issues raised in this review are unlikely to lead to a much different result [they would decrease, rather than increase, the design flows (if anything)]. Thus, the calculated design flood peaks are, if anything, likely to be conservative.
- The assumed sea level rise (80 cm by 2100) for the Study, although at the upper end of the IPCC scenario ranges, is considered a reasonable figure to adopt in view of its uncertainties. A sensitivity study to assess the effect of design sea-level value should be considered. Sensitivity checks on the effect of extreme sea level rise would be requested during the detail design phase (subdivision permit application) to ensure the proposed residential developments have sufficient freeboard above applicable flood levels.
- It is the opinion of the CCMA that sufficient modelling has been undertaken and further modelling is not required at this stage to confirm the impact of tide boundary conditions on the proposed C29 development.

Furthermore, concern has been expressed by a submitter that the tide boundary conditions of the CCMA flood study underestimated tide height by 0.5 metres. The CCMA has responded to this concern (see letter in **Attachment 9**) by explaining that the assumption made by the submitter was incorrect and the correct tide heights have been utilised in the flood models.

In response to concern about rising sea levels, the proponent engaged WBM to undertake additional flood modelling to allow for a 1.4 metre sea level rise. This is 0.5m higher than the upper IPCC forecast and 0.6m higher than the Draft Victorian Coastal Strategy recommended upper range allowance. This modelling was forwarded to the CCMA for comment. The CCMA concluded in recent correspondence to Council that:

‘The analysis confirms that the design levels of the residential pods proposed by the GoG developer can with stand a sea level rise of at least 1.4m over the next 100 years assuming that the Great Ocean Road and bridge is maintained in its current form over this period.’

This gives further assurance to Council that the modelling undertaken for the project is conservative relating to longer term potential for future sea level rise, and that adequate consideration has been given to its potential impact relating to this site.

Officer assessment

The Officer Assessment Report April 2008 (**Attachment 2**) is a rigorous assessment of the Panel report and provides detailed discussion and recommendations. The officer assessment report agrees with the conclusions and recommendations of the Panel, subject to an additional number of recommended modifications to the planning provisions that go above and beyond the Panel recommendations to ensure that issues related to the forecast impacts of climate change, staging of the development, timing and construction standards of the golf course and clubhouse and screening of residential development between the Barham River and Great Ocean Road are addressed and subject to stringent planning controls. These conditions are cutting edge in their scope, and have been agreed to by the proponent.

These recommendations are:

1. Update the exhibited Apollo Bay Framework Plan in Clause 21.04-10 to be consistent with the adopted Apollo Bay Structure Plan, as it relates to land affected by amendment C29.
2. Amend the schedule to the Comprehensive Development Zone to ensure that any residential subdivision on the C29 site is considered within the context of the growth scenarios of the Apollo Bay Structure Plan. Specifically insert an additional decision guideline into clause 3 of the schedule to the CDZ that *“Whether the timing of the proposed subdivision is consistent with the residential growth scenarios envisaged by the Apollo Bay Structure Plan.”*
3. To implement the conclusion that *“Consideration of the Amendment should continue but a permit for subdivision to create residential lots should not proceed until water supply issues are resolved”*, a sentence should be added to clause 3 (Subdivision) of the schedule to the CDZ that states: *“No subdivision creating residential lots shall occur until a reticulated potable water supply capable of servicing the lots is fully investigated and resolved to the satisfaction of the Responsible Authority and the Barwon Region Water Corporation.”*
4. The Comprehensive Development Plan be amended so that the opportunities and constraints map identify or refer to Acid Sulfate Soils.
5. While initial assessment of the appropriate degree of settlement was that a reference should be made to “appropriate settlement” or “Australian standards”, legal advice from Harwood Andrews and discussions with Council’s Municipal Building Surveyor recommended the clause relating to this matter be unchanged as specifying a 5cm maximum settlement with time enables anyone preparing the engineering specifications to make provision for maximum settlement not exceeding 5cm. With knowledge that maximum settlement will not exceed 5cm, this standard can be provided to those preparing designs for dwellings which will enable them to accommodate a maximum settlement not exceeding 5cm.
6. Amend the wording of the Land Management Plan section of the schedule to the CDZ from *“Measures taken to identify and treat Acid Sulfate Soils”* to *“Measures taken to identify and treat Acid Sulfate Soils and ensure long term integrity of infrastructure assets.”*
7. Amend the wording of the Infrastructure Management Plan section of the schedule to the CDZ from *“The location and nature of infrastructure services to be provided”* to *“The location and nature of infrastructure services to be provided, including, but not limited to, specifications of infrastructure services relating to their long term structural integrity in compressible soils.”*
8. In section 4.1 – Infrastructure – of the Comprehensive Development Plan, insert a new requirement that states *“Infrastructure services designed and constructed to a standard to ensure long term structural integrity in compressible soils.”*
9. In section 4.11 – Residential Design Principles (Precinct 2) – of the Comprehensive Development Plan, insert a new General Design requirement that states *“each dwelling requires engineer designed footings or slab that responds to the engineering specifications of the residential pod it is on.”*

10. Amend the wording of the Construction Management Plan from *“The truck routes to be used for the importing of fill and for other construction activities”* to *“The truck routes to be used for the importing of fill and for other construction activities and any necessary maintenance, management or upgrade of the existing local road network in response to the importing of fill and other construction activities. This must include the preparation of a Dilapidation Report in respect of road pavements prior to the commencement of works.”*
11. Amend the wording of the Construction Management Plan from *“The truck routes to be used for the importing of fill must be to the satisfaction of Vic Roads”* to *“The truck routes to be used for the importing of fill must also be to the satisfaction of Vic Roads”*.
12. Amend the wording of the Application Requirements (Subdivision) in the Schedule to the CDZ from *“The provision of all necessary infrastructure including access to surrounding roads”* to *“The provision of all necessary infrastructure including access to surrounding roads and any necessary intersection upgrades”*.
13. The planning provisions be modified to provide for the possible future establishment of the Apollo Bay Pony Club in the north west corner of the site, specifically by making outdoor recreation a “permit required” use in the Schedule to the CDZ.
14. Modifications to the part of the clause relating to the Section 173 Agreement providing for details of the timing and construction standards of the golf course and club house, as proposed in the Officer Assessment Report – Updated April 2008.
15. The schedule to the Comprehensive Development Zone and the Comprehensive Development Plan be altered to restrict dwellings between the Great Ocean Road and Barham River to a maximum of 4.5 metres height and 60% site coverage. It is recommended that this occur in section 4.0 of the Schedule to the CDZ by amending *“A dwelling must not exceed 8.5 metres in height above finished ground level in Precinct 2 of the Great Ocean Green Comprehensive Development Plan”* to *“A dwelling must not exceed 8.5 metres in height above finished ground level in Precinct 2 of the Great Ocean Green Comprehensive Development Plan except for land within Precinct 2 of the Great Ocean Green Comprehensive Development Plan that is between the Great Ocean Road and Barham River where a dwelling must be single storey and must not exceed 4.5 metres in height above finished ground level and a site coverage of 60%.”* The building envelope section of the Comprehensive Development Plan must also be altered to reflect this recommendation.
16. The rezoning (and application of overlays) exclude the Garrett and Lindsey properties.
17. The Comprehensive Development Plan be amended to include an unambiguous plan depicting the extent of each precinct.
18. The Comprehensive Development Plan be reviewed to tighten expression and to improve the legibility of maps reducing the prominence of the golf course layout on the base plan.
19. Insert in the “Purpose”:
“....protects buildings and works from environmental effects,....”
The purpose includes protection of the environment. Inserting these additional words identifies that protection of the development from environmental effects is also a key purpose / consideration.
20. Insert in Clause 3.0 Subdivision:

“A planning permit for subdivision must not be granted until the plans and guidelines listed in Clause 4.0 have been approved by the authorities specified as approval authorities for each plan in that Clause.”

The trigger for preparation of these plans is buildings and works that require a permit, not subdivision. Clause 3.0 does however state that subdivision must generally be in accordance with any plan prepared in accordance with Clause 4.0, but if the plan has not yet been prepared it may not have to be considered.

However, the trigger for the plans is a permit required for buildings and works – which the clubhouse will require. Given this will be one of the first components of the development, the plans will be prepared very early on in the process. While it is not entirely necessary to include this provision in Clause 3.0, it does provide further clarification about when these plans must be prepared.

21. Insert in Clause 3.0 Subdivision:

“Staging of subdivision must be in accordance with the numbered sequencing of the staging plan included in the Great Ocean Green Comprehensive Development Plan, unless varied with the consent of the Responsible Authority.”

The staging plan in the Great Ocean Green Comprehensive Development Plan indicates stages 1 through to 8. The common understanding throughout the Panel process and consideration by Council has been that staging will be sequenced in accordance with the numbering, i.e. stage 1 will occur first, stage 2 will occur second and so on. There is nothing in the provisions that actually specifies this. By inserting this clause, the staging must occur in this order unless a variation in staging is agreed to by Council.

22. Insert in Clause 3.0 Subdivision:

“Any permit for subdivision which creates residential lots shall contain a condition that where any works for any subdivision stage will commence greater than 2 years after the date of certification of the plan of subdivision for the corresponding stage, then prior to the commencement of such works the permit holder must demonstrate to the satisfaction of the Corangamite Catchment Management Authority and the Responsible Authority that the proposed subdivision can appropriately proceed having regard to the forecast impacts of climate change.”

This suggested new paragraph deals with the scenario where the plan of subdivision for a stage may be certified but works not commence for greater than two years during which climate forecasts may change. After 2 years, before works commencing, the permit holder must demonstrate that the development still responds adequately to the forecast impacts of climate change. When combined with the requirements of Clause 5.0 Section 173 agreement, this issue is considered to be adequately addressed.

23. In Clause 3.0 Subdivision Application Requirements, insert:

“A report that demonstrates to the satisfaction of the Corangamite Catchment Management Authority and the Responsible Authority that the development responds to the forecast impacts of climate change.”

This ensures that a report, to the satisfaction of the Corangamite Catchment Management Authority and the Responsible Authority, must be submitted with any planning permit application for subdivision that demonstrates that the development responds to the forecast impacts of climate change.

This would be required to be submitted with applications for each stage of the development where a permit application is required and would be considered the “benchmark” report on this issue which would then also be signed off again at the certification of plan of subdivision stage.

24. In Clause 4.0 - Buildings and works - The Plans - 1. Land Management Plan, change the incorrect reference to the Department of Planning and Community Development to the Department of Sustainability and Environment.
25. In Clause 4.0 - Buildings and works - The Plans - 2. Flood and Inundation Management Plan, change the reference to the Lindsay property to the lot details (Lot 3 PS429486).
26. In Clause 4.0 - Buildings and works - The Plans - 2. Flood and Inundation Management Plan, insert:

“How the development responds to the forecast impacts of climate change.”

While the flood and inundation plan provisions already require that all aspects of flooding must be addressed to the satisfaction of the CCMA and Council, this makes it explicit that the development must respond to the forecast impacts of climate change.

27. In Clause 4.0 - Buildings and works - The Plans - Landscape Management Plan, insert:

“The establishment of landscaping works that will provide adequate screening of the residential components of stages 7 and 8 (as identified in the staging plan of the Great Ocean Green Comprehensive Development Plan) prior to construction of residential development in those stages when viewed from the Great Ocean Road generally to the east of the site.”

This provision will provide further strength to ensure that residential development of stages 7 and 8 is adequately screened to maintain the ‘green break’. This builds on the requirements of the Comprehensive Development Plan:

- To ensure the Great Ocean Green development retains a visual separation between the settlements of Apollo Bay and Marengo; and
- A discernable break must be provided between Marengo and Apollo Bay that maintains the separate identities of these settlements.

28. In Clause 4.0 - Buildings and works - The Plans - 8. Construction Management Plan, change the incorrect reference to the Department of Planning and Community Development to the Department of Sustainability and Environment.
29. In Clause 5.0 Section 173 agreement, the provision for a section 173 agreement detailing timing and construction standards of the golf course and clubhouse should be amended to state:
 - Prior to a Statement of Compliance being issued for any residential lot, the first nine holes of the golf course and clubhouse must be completed to a final, finished standard; or substantially constructed **and** a bank guarantee in an amount that is to the satisfaction of the Responsible Authority which reflects the cost of any buildings and works required to bring the golf course and club house to final completion to the satisfaction of the Responsible Authority. The bank guarantee will be returned upon the completion of the construction to a final, finished standard of the first nine holes and clubhouse.

- Prior to a Statement of Compliance being issued for the 250th or greater lot the first nine holes of the golf course and clubhouse must be completed to a final, finished standard and the remaining nine holes of the golf course must be completed to final, finished standard; or substantially constructed **and** a bank guarantee in an amount that is to the satisfaction of the Responsible Authority which reflects the cost of any buildings and works required to bring the golf course to final completion to the satisfaction of the Responsible Authority.

The bank guarantee will be returned upon the completion of the construction to a final, finished standard of the second nine holes.

This provides two options in relation to course and clubhouse construction. Firstly, before a statement of compliance for any residential lot being issued, the first nine holes of the golf course and clubhouse must be completed to final, finished standard. This option does not include the ability to pay a bond. Secondly, before a statement of compliance for any residential lot being issued, the first nine holes of the golf course and clubhouse must be substantially constructed and a bank guarantee in an amount that is to the satisfaction of Council which reflects the cost of any buildings and works required to bring the golf course and club house to final completion to a standard satisfactory to Council.

This would cover the scenario for example where the course construction was completed but grass had not grown, or where the clubhouse was undergoing internal fit out but stage 1 residential component was ready. Both of these options will guarantee that the first nine holes and clubhouse is developed. The same options are built into the second nine holes. In terms of the amount of the bank guarantee, this would be determined based on the value of any buildings and works required to bring the golf course and club house to final completion to a standard satisfactory to Council. The amount of the guarantee is also to be to the satisfaction of Council.

- 30.** In Clause 5.0 Section 173 agreement, insert:

“A requirement that prior to the certification of any plan of subdivision which creates residential lots, the applicant must demonstrate to the satisfaction of the Corangamite Catchment Management Authority and the Responsible Authority that the development responds to the forecast impacts of climate change.”

This ensures that at each stage of subdivision, prior to certification of plans, the applicant has to demonstrate that the development still responds to the forecast impacts of climate change (ie sea level rise). This will occur by referring to the benchmark flood study undertaken and assessing its currency against the latest forecast impacts of climate change. This ensures that if a permit is issued but is not acted on for several years, Council will have the opportunity to review the development against the latest forecast impacts of climate change.

- 31.** In Clause 5.0 Section 173 agreement, insert:

“A requirement that where works for any subdivision stage will commence greater than 2 years after the date of certification of the plan of subdivision for that stage, then prior to the commencement of such works the applicant must demonstrate to the satisfaction of the Corangamite Catchment Management Authority and the Responsible Authority that the proposed subdivision can appropriately proceed having regard to the forecast impacts of climate change.”

Again, this suggested new paragraph deals with the scenario where the plan of subdivision for a stage may be certified but works not commence for greater than two years during which climate forecasts may change. After 2 years, before works commencing, the permit holder must demonstrate that the development still responds adequately to the forecast impacts of climate change. When combined with the requirements of Clause 5.0 Section 173 agreement, this issue is considered to be adequately addressed.

32. In Clause 5.0 Section 173 agreement, insert:

“The payment of fees in lieu of the planning permit fees in order to recompense the Responsible Authority for time spent considering various plans which the planning scheme provisions require to be assessed and approved.”

If amendment C29 is approved, the assessment of future planning permit applications will be resource intensive. The Planning Permit application fee for the proposal provided for by the Planning and Environment Regulations is estimated to be \$15,204. It is estimated that this would not cover all of the costs involved in assessing the permit application. By including the above provision, Council will be able to levy a fee that will adequately cover the costs involved in assessing future permit applications.

The above recommended changes have been included in the revised planning provisions at **Attachment 10**.

Options

In accordance with the provisions of the *Planning and Environment Act 1987*, four options have been identified for Council's consideration.

Option 1: Adopt the amendment – without changes

Council has the option of adopting the amendment as exhibited. The Panel report at **Attachment 1** and the officer assessment report at **Attachment 2** both identify reasons why the amendment should be adopted by Council, but have also identified that a number of changes to the amendment documents are necessary prior to adoption. **This is not the recommended option.**

Option 2: Adopt the amendment with changes

Council has the option of adopting the amendment with changes. Based on the conclusions and recommendations discussed in the officer assessment report at **Attachment 2**, the recommendation of the Panel to adopt the amendment with changes is supported.

As stated in the Panel report:

“The proposal is supported by local and state planning policy and there are no policy reasons for not proceeding with the amendment. In particular the proposal is consistent with the Great Ocean Road Region Strategy and the Coastal Spaces Strategy. The risks to the proposal from rising sea levels due to global warming have been assessed and are within acceptable limits.

The Amendment provides the first step in a detailed approval process that also involves:

- *the preparation of detailed management plans covering a range of environmental issues, and*
- *the application for a planning permit.*

On balance the proposal represents a significant net community benefit for Apollo Bay and is a creative solution to a number of issues confronting the town. We are confident that the development can deliver significant environmental benefits and will improve an ecologically degraded landscape. It is appropriate that the land is rezoned to allow for more detailed planning and investigation work to be undertaken.”

Both the Panel report and officer assessment reports have identified a number of necessary changes to the amendment documents, which have been included in the revised planning provisions at **Attachment 10**. The amendment, as revised, proposes to:

- Amend the Municipal Strategic Statement to provide a strategic framework for the future use and development of the land for an integrated recreation and residential development,
- Rezone land from Rural Conservation Zone and Public Park and Recreation Zone to Comprehensive Development Zone and incorporate a Comprehensive Development Plan,
- Apply an Environmental Significance Overlay (ESO) to manage the impact of acid sulfate soils on infrastructure and the environment,
- Schedule permitted works within a Public Conservation and Resource Zone to enable revegetation and access works to be undertaken along land adjoining the Barham River Flats,
- Schedule exclusions to the provisions of the Land Subject to Inundation Overlay so that no permit is needed for dwellings built 600 mm above the 1 in 100 year flood level and which have flood free access,
- Schedule exemptions from the removal of native vegetation if they are in accordance with an approved Environmental Management Plan, and
- Remove the Erosion Management Overlay from the Great Ocean Green Development Area.

It is recommended that the amendment be adopted with these recommended changes. **This is the recommended option.**

Option 3: Abandon the amendment

Council has the option of abandoning the amendment. However, both the Panel report and officer assessment report recommend the amendment be adopted and the additional advice obtained by Council confirms that the Panel report and officer assessment report provide a sound basis for making a decision about the amendment. Furthermore no policy or planning basis has been identified to abandon the amendment. At each stage where Council has sought further information and referred reports to independent parties for comment, those independent parties have had the opportunity to review the Amendment and relevant reports and advise Council that the work undertaken has not been sound or the development should be abandoned. Such advice has not been provided.

In relation to Amendment C55 and the Apollo Bay Structure Plan, Council has the option of abandoning amendment C29 but retaining in Amendment C55 and the Apollo Bay Structure Plan that the land subject to Amendment C29 still be identified as suitable for a mix of residential, recreational and open space development. However given the assessment of Amendment C29 has essentially “ticked every box” in terms of addressing all planning issues on the site, it is difficult to foresee a development that would improve on what is proposed by Amendment C29 and not be affected by the same planning issues to the same degree.

Furthermore abandoning the Amendment C29 site would hamper the town's ability to meet the growth expectations forecast by the State Government through the Coastal Spaces project and Great Ocean Road Region Strategy. This would ultimately require a review of the Apollo Bay Structure Plan. **Abandoning the amendment is not the recommended option.**

Option 4: Delay making a decision about the amendment

Some community members have expressed the view that Council should not make a decision about Amendment C29 until it has finalised consideration of Amendment C55 (Planning Scheme Review). This would involve delaying making a decision about Amendment C29.

Amendment C29 is a site specific amendment subject to its own, detailed assessment process. The Panel for this amendment in recommending that it be adopted by Council looked at both the detailed, site specific issues as well as the broader strategic justification contained in the draft Apollo Bay Structure Plan.

Amendment C55, by contrast, is a "planning scheme review" or "strategic" type amendment that is still early in the amendment process. It does not address the C29 site in any more detail than the C29 amendment does.

Independent advice sought from a respected town planner Trevor Budge states that "*land use and development are not static situations. It is not appropriate for Councils to adopt an approach that proposals for use and development, whether they require a planning permit or an amendment to the planning scheme, should be placed on hold pending updating the planning scheme*". This is consistent with Council's approach to Amendment C17 (Marriners Vue), adopted by Council in September 2007, an amendment that was consistent with the Apollo Bay Structure Plan.

In assessing Amendment C29, Council can be satisfied that all relevant issues have been considered and addressed, both site specific and broader strategic justification. Amendment C55 has just commenced the amendment process and is unlikely to provide any more detailed guidance than currently exists, and the independent Panel recommended that C29 be adopted by Council.

Furthermore, it has been suggested that the decision about the amendment be delayed pending completion of the State Government's Future Coasts project. As noted above, advice has been sought from the Future Coasts project manager and based on this advice, there is no reason to delay making a decision about Amendment C29 until the Future Coasts project is completed.

There is no reason to delay making a decision about this amendment, Council is not awaiting any further information. For these reasons, **delaying making a decision about the amendment is not the recommended option.**

Proposal

It is proposed that Amendment C29 to the Colac Otway Planning Scheme be adopted with changes outlined in this report. Through the Panel process, consideration of issues raised in submissions, the detailed officer assessment, further advice obtained from Trevor Budge, Harwood Andrews, Council's Insurers, CSIRO, CCMA (independent review of their flood study) and Barwon Water, and additional Councillor workshops held in January, February and April 2008, all outstanding issues and concerns of Council have been addressed in the proposal.

The revisions made to the planning provisions as a result of the Panel report and further refinement undertaken by Officers have ensured a stringent set of planning controls will be implemented that will protect against the forecast impacts of climate change, will appropriately manage the timing and staging of the development (including golf course and clubhouse) and control the manner in which works are carried out. Importantly, the refinement to the controls will ensure that at every stage of the development the proponent will continually be required to satisfy Council and the Corangamite Catchment Management Authority that it is able to respond to any changes in the forecast impacts of climate change that might arise.

Financial and other Resource Implications

If amendment C29 is approved, the assessment of future planning permit applications will be resource intensive. The Planning Permit application fee for the proposal provided for by the Planning and Environment Regulations is estimated to be \$15,204. It is estimated that this would not cover all of the costs involved in assessing the permit application. By including a provision requiring *“payment of fees in lieu of the planning permit fees in order to recompense Council for time spent considering various plans which the planning scheme provisions require to be assessed and approved”*, Council will be able to recover costs involved with assessing future planning permit applications.

Risk Management & Compliance Issues

In accordance with section 27(1) of the *Planning and Environment Act 1987*, Council (the planning authority) must consider the panel's report before deciding whether or not to adopt the amendment. This report satisfies Council's obligations under section 27(1) of the Act.

In accordance with section 29(1) of the *Planning and Environment Act 1987*, after complying with Divisions 1 and 2 in respect of an amendment or any part of it, Council (the planning authority) may adopt the amendment or that part with or without changes. Note that Divisions 1 and 2 have been complied with.

There has been significant concern raised by community members and through the media about the risk of proceeding with coastal developments (subject to inundation) in light of the rapid unfolding of the awareness of the impacts of climate change. While there is certainly a rapidly unfolding of the awareness of these impacts, the forecast for sea level rise has not changed significantly. The IPCC (Intergovernmental Panel on Climate Change) forecasts for sea level rise to 2100 have been 0.09 – 0.88 metres (2001 forecast) and 0.18 – 0.76 metres (2007 forecast). The understanding of the causes of these rises and degree of confidence has improved between the 2001 and 2007 reports.

In light of this, the independent Panel considered the effects of climate change and found that they could be managed and houses would be above the 1 in 100 year flood level (allowing for 0.8 metres sea level rise and storm surge). It should be noted that 0.4 – 0.8 metres is the recommended allowance for sea level rise in the draft Victorian Coastal Strategy. Furthermore, more recent modelling by the applicant based on a sea level rise of 1.4m has shown that this outcome would still be achieved should projected sea level rise be higher than 0.8m.

The risk management approach for this development is to allow for any future uncertainty about climate change by requiring the developers to respond to new climate change forecasts prior to commencing each and every stage of the development.

Stringent provisions that would be implemented by this amendment's proposed Comprehensive Development Plan and Section 173 agreement requirements seek to protect Council, the community and the developers against possible future changes in knowledge about climate change impacts. This means Council could stop a stage proceeding if, for example sea levels were predicted to rise more than 0.8 metres and the development could not safely respond to this.

The risk management approach proposed aims to ensure the safety of this site for 100+ years.

Advice from Council's insurers, Civic Mutual Plus and Council's solicitors, Harwood Andrews and the response to this advice has been discussed previously in this report. As required by Council's insurers, Council has taken the appropriate steps and sought relevant advice to properly consider the amendment and has put in place risk management mechanisms in the form of stringent planning controls.

Environmental Considerations

A detailed assessment of the environmental effects of the proposal has been undertaken as part of the planning scheme amendment process.

The Minister for Planning considered the proposed development and determined an EES was not required as the potential environmental impacts of the project are not of a magnitude or significance that would necessitate an EES. The Minister also advised that key environmental impacts of the project can be adequately documented and assessed through the planning scheme amendment process under the Planning and Environment Act 1987. The Panel and Council have no ability to reverse this decision.

It must also be noted that an environmental effects statement considers the effects of the development on the environment. In this case the environment consists of a landscape degraded by over a century of agricultural use. Notwithstanding this point, the fact that an environmental effects statement was not required has not reduced the robustness of the assessment of environmental issues related to this proposal.

The independent peer review of the Panel process by Trevor Budge also concluded that all relevant environmental effects have been covered in the list of issues in the Panel Report.

The Panel has identified that on balance, the proposal will deliver clear environmental benefits to the land.

The proposed planning provisions including the schedule to the Comprehensive Development Zone will ensure that a series of further investigations are completed and a range of detailed management plans are required, to the satisfaction of Council, the CCMA, DSE and EPA prior to any subdivision, use, and/or development of land. Importantly, the revisions made to the Schedule to the Comprehensive Zone as a result of the Councillor workshops held in January and February 2008 will strengthen Council's ability to consider issues in relation to the forecast impacts of climate change, staging of the development, timing of the construction of the golf course and clubhouse and screening of residential development between the Barham River and Great Ocean Road at the time of any future planning permit application.

If Council adopts the amendment and the Minister for Planning subsequently approves the amendment, no development will occur on the site until a planning permit application is lodged with and approved by Council. This will give Council, as the Responsible Authority, further opportunity to assess environmental impacts and management plans that respond to potential impacts.

Communication Strategy/Consultation

Consultation on Amendment C29 has been in accordance with the requirements of the *Planning and Environment Act 1987*. The Panel has considered all submissions to the amendment in drafting its report and reaching its conclusions and making its recommendations. Amendment C29 as presented for adoption by Council includes changes recommended by the Panel and Officer Assessment. No further consultation is required under the *Planning and Environment Act 1987* or under Council's Community Consultation and Engagement Policy.

Implementation

The recommendation to adopt Amendment C29 with changes outlined in this report will be implemented by submitting the adopted amendment and the prescribed information to the Minister for Planning in accordance with section 31 of the *Planning and Environment Act 1987*.

Conclusion

The Panel appointed to consider Amendment C29 has recommended that the Amendment be adopted generally as revised in February 2007 subject to a number of recommendations outlined in the Panel report and endorsed in the officer assessment.

The Great Ocean Green development will be positive for Apollo Bay on several fronts. The Amendment will:

- Deliver a new 18 hole championship golf course and clubhouse to Apollo Bay. Not a single residential lot can be released until the first nine holes and clubhouse are provided by the developer.
- Increase the amount of useable, public open space from 12% of the site to 35% of the site, with the golf course being a further 33% of the site. Therefore a total of 68% of the site will be open space, with only 30% of the site being developed.
- Deliver the ecologically sensitive backwater into public ownership.
- Result in a significant amount of revegetation.
- Require the provision of a network of walking and cycling trails to enable public open space to be used to enhance recreation opportunities for residents of Apollo Bay and Marengo.
- Provide for the long term residential growth of Apollo Bay consistent with State Government policy.
- Facilitate, along with other areas of residential growth identified in the Apollo Bay Structure Plan, the realisation of the long term future coastal settlement boundary for Apollo Bay.
- Create a significant number of new jobs during and post construction providing an economic boost to Apollo Bay.

The Great Ocean Green development has and will continue to address and respond to environmental effects. The Amendment will:

- Establish stringent planning controls that require detailed information to be submitted on a range of issues such as:
 - how the development responds to the forecast impacts of climate change;

- an acid sulphate soils management plan;
 - engineering details of fill and housing pods to ensure long term stability;
 - the type of fill to ensure compatibility with proposed revegetation;
 - a flood and inundation management plan;
 - the continuation of natural wetting and drying cycle of the estuary;
 - the potential flood risk to life, health and safety associated with the development; and
 - the establishment of landscaping works to screen residential components when viewed from the Great Ocean Road generally to the east of the site.
- Require the forecast impacts of climate change to be considered throughout the development – at each planning permit application stage, when the subdivision is certified and before works on the subdivision commence. Leading planners are of the view that this is an innovative, best practice approach to dealing with any future uncertainty about climate change by giving the Council the opportunity to review at every stage of the development whether further stages can respond to climate change or not and decide whether further stages should be approved or not. This approach aims to protect Council against the changing knowledge of the forecast impacts of climate change.
 - Set a benchmark for the planning response to flooding and the impacts of climate change that ensure that the development can function safely in a 1 in 100 year event in 100 years time, effectively meaning the development is designed to a 1 in 1 million year event in today's term. This is achieved by building in an allowance for the anticipated sea level rise that will occur in 100 years time into the flood model now, even though this rise is not anticipated to be fully realised for 100 years. The risk management approach proposed aims to ensure the safety of the development for 100+ years.

To conclude, it is recommended that Amendment C29 be adopted by Council. An independent Panel, appointed by the Minister for Planning has considered the amendment, listened to members of the community who made submissions, reviewed expert evidence and considered all reports prepared as part of the amendment. The independent Panel has recommended the amendment be adopted.

Council has obtained a range of independent, expert advice, including comment from the Future Coasts project manager. At each stage of obtaining this independent, expert advice, the advice could have recommended the proposal be abandoned. The advice obtained has confirmed that there are no outstanding issues that warrant the abandonment of this amendment and that aspects of the planning controls can be considered best practice in terms of providing Council the ability to respond to future changes in the forecast impacts of climate change.

All available data from the past has been built into modelling but Council has also looked at the future and put in place planning controls that ensure all future impacts are considered to the greatest degree possible at this time.

On the basis of this there is no planning or policy basis to abandon or delay consideration of the amendment; but there is a substantial body of work, analysis and strategic justification to support the amendment.

It is recommended that the amendment be adopted with the recommended changes.

Attachments

- Attachment 1:** Amendment C29 Panel Report
Attachment 2: Amendment C29: Consideration of Panel Report and Officer Assessment
Attachment 3: Independent peer review of Panel report – Trevor Budge
Attachment 4: Legal advice from Harwood Andrews Lawyers
Attachment 5: Letter from Civic Mutual Plus
Attachment 6: Advice from CSIRO
Attachment 7: Letter from Barwon Water
Attachment 8: Advice from DSE Future Coasts Project Manager
Attachment 9: Independent Review of CCMA Flood Study
Attachment 10: Revised Amendment Documents

Recommendation(s)***That Council:***

- 1. *Adopt the report titled “Amendment C29: Consideration of and Responses to Panel Report” as Council’s consideration of and response to the Panel Report.***
- 2. *Adopt, with changes, Amendment C29 to the Colac Otway Planning Scheme which now proposes to:***
 - *Amend the Municipal Strategic Statement to provide a strategic framework for the future use and development of the land for an integrated recreation and residential development,***
 - *Rezone land from Rural Conservation Zone and Public Park and Recreation Zone to Comprehensive Development Zone and incorporate a Comprehensive Development Plan,***
 - *Apply an ESO to manage the impact of acid sulfate soils on infrastructure and the environment,***
 - *Schedule permitted works within a Public Conservation and Resource Zone to enable revegetation and access works to be undertaken along land adjoining the Barham River Flats,***
 - *Schedule exclusions to the provisions of the Land Subject to Inundation Overlay so that no permit is needed for dwellings built 600 mm above the 1 in 100 year flood level and which have flood free access,***
 - *Schedule exemptions from permit requirements for the removal of native vegetation if it is in accordance with an approved Environmental Management Plan, and***
 - *Remove the Erosion Management Overlay from the Great Ocean Green Development Area.***

-----1) -----



**OM082204-18 AMENDMENT C27 (HERITAGE STUDY) - ADOPTION OF PART B
(HERITAGE PRECINCTS AND LOCAL POLICY)**

AUTHOR: Yash Bonno
DEPARTMENT: Sustainable Planning and Development

ENDORSED: Jack Green
FILE REF: Amendment C27 (Part 2)

Purpose

To recommend that Council adopts Part B of Amendment C27 (Heritage Overlay), which introduces heritage precincts and relevant local policy into the Colac Otway Planning Scheme.

Background

The Colac Otway Heritage Study was adopted by Council's Planning Committee on 21 September 2005. To implement the recommendations of the Heritage Study, the Planning Committee also resolved (in part):

"In accordance with section 9(2) of the Planning and Environment Act 1987, the General Manager Environment and Planning (now General Manager Sustainable Planning and Development) seek the authorisation of the Minister for Planning to prepare amendment C27 (Heritage Overlay) to the Colac Otway Planning Scheme.

Upon receipt of authorisation from the Minister, proposed amendment C27 (Heritage Overlay) to the Colac Otway Planning Scheme be exhibited in accordance with Part 3 Division 1 of the Planning and Environment Act 1987 for a period of 8 weeks."

Authorisation from the Minister was received on 14 November 2005. Amendment C27 was subsequently exhibited from 9 March 2006 to 5 May 2006. A total of 63 submissions were received. A report on submissions was presented to Council's Planning Committee meeting held on 6 December 2006 which resolved that:

"The item be withdrawn, so a further Workshop can be held to assist with the process of dealing with Amendment C27 (Heritage Overlay) and that it then be brought back to a future Planning Meeting."

A workshop was held with Councillors on 14 March 2007 to enable Councillors to consider and discuss in detail issues raised in submissions. Subsequent to the workshop, Council's Planning Committee considered submissions at its meeting on 11 April 2007. As a result of considering submissions, the following changes were made to the amendment:

- Amend the schedule to the Heritage Overlay so external paint controls do not apply to: HO301 Pier Precinct Apollo Bay, HO304 Beech Forrest Precinct, HO305 Birregurra Main Street Precinct, HO308 Colac Estate Housing Precinct, HO310 Queens Avenue Precinct Colac, HO311 Residential Precinct Colac, HO313 Grant Street Precinct Colac, HO315 Factory Houses Precinct Cororooke, HO316 Duverney St Precinct Cressy.
- Remove HO9 from the Heritage Overlay.
- Remove HO10 from the Heritage Overlay.
- Remove HO11 from the Heritage Overlay.
- Remove HO17 from the Heritage Overlay.
- Remove HO47 from the Heritage Overlay.

- Modify HO57 by updating the data sheet in the heritage study for the site with the information provided.
- Remap HO118 to the south west corner of Gellibrand and Manifold Streets, 29-35 Gellibrand Street.
- Change the amendment in the manner requested by updating the data sheet in the heritage study for HO128 with the information provided.
- Change the amendment in the manner requested by removing the rear second storey of the building and the adjacent communications tower from HO140 and modify HO307 accordingly.
- Modify HO163 to include an incorporated plan that excludes the entire site except the chimney stack from requiring a planning permit, but that the incorporated plan requires a measured drawing and photographic survey of the site to be undertaken prior to modification.
- Remove HO207 from the Heritage Overlay.
- Change the amendment in the manner requested by removing 6-8 Hopkins Street and 2 Sladen Street from HO306. Modify HO306 data sheet in Heritage Study to reflect this change.
- Change HO308 to exclude properties west of Queen Street and change the data sheet for HO308 to reflect this.
- Remove HO309 from the Heritage Overlay.
- Modify the statement of significance for HO314 by deleting reference to “mature plantings”.
- Remove HO317 from the Heritage Overlay.
- Remove HO318 from the Heritage Overlay.
- HO1 to be remapped by excluding the north east parcel from the overlay.
- HO25 to be remapped in accordance with the correct address. Address of HO25 in schedule to HO to be changed to 59-71 Noel St. A letter of notification be sent to affected landowners inviting submission to the proposed amendment.
- Amend mapping for HO56 to better reflect extent of coverage of building on site.
- Remove HO57 map from 95 Main St. HO57 to be mapped at 53 Main Street.
- HO182 to be remapped in accordance with the statement of significance and field inspection. A letter of notification be sent to all adjoining landowners inviting submission to the proposed amendment. Period for submissions to be 4 weeks. If submissions are received, these be considered and referred to a Panel in accordance with Officer delegations.
- HO189 to be remapped in accordance with statement of significance and the Victorian Heritage Register description.
- Delete last sentence in history section of data sheet for HO206. Amend schedule to HO – HO206 – change Irrewarra to Irrewillipe.
- Remove HO221 from the Heritage Overlay.
- HO227 – as identified in the heritage study - to be mapped in accordance with the statement of significance and included in the Schedule to the heritage overlay.
- HO310 - Queens Ave Precinct, Colac. The reference to deep culverts is incorrect. Change statement of significance to remove reference to the deep culverts.
- Due to the removal of HO309, HO318 and HO317, remove local policies 22.06-8 (HO309), 22.06-16 (HO317) and 22.06-17 (HO318) from Amendment C27.

A total of 28 submissions that did not result in the amendment being changed in the manner requested were referred to a Panel.

The Panel to hear and consider submissions in respect of Amendment C27 was appointed on 24 May 2007, comprising Cathie McRobert (Chairperson) and Maggie Baron (member).

The Panel hearing was held on 12 and 13 July 2007 in Colac and the Panel report released to Council on 24 August 2007. The Panel report is at **Attachment 1**.

In accordance with Section 26 of the *Planning and Environment Act* 1987, Council's Planning Committee considered the release of the Panel's report to the public at its meeting on 12 September 2007. In its consideration, Council's Planning Committee noted some minor errors in the report, specifically;

1. Recommendation 13, which relates to St. Johns Church (HO124), included unrelated recommendations relating to the Water Tower at Cressy (HO 172).
2. Representatives of St. Johns Church, who lodged a late submission and appeared at the Panel hearing, were not listed in Appendix A.

Planning Panels Victoria revised the Panel report and remedied the mistakes identified by Council, at which time the Panel report was made available to the public and those attending the hearing notified of its release.

At the 26 February 2008 Council meeting, the Panel report was considered by Council and a recommendation made to split the Amendment into two parts. At this meeting Council resolved that:

“Council split Amendment C27 (Heritage Overlay) to the Colac Otway Planning Scheme and adopts part A which applies heritage controls to individual sites and introduces new Municipal Strategic Statement content to the Colac Otway Planning Scheme.”

“Upon completion of the review and revision of the local policy and heritage precincts content (Part B) of Amendment C27, a report be prepared for the consideration of Council recommending the adoption of Part B of Amendment C27.”

Part A of the amendment has since been forwarded to the Minister for his approval.

Corporate Plan/Other Strategies/Policy

A planning and development community priority in the 2005-2009 Council Plan is to:

- “Undertake a comprehensive review of the Colac Otway Planning Scheme and prepare an updated Municipal Strategic Statement and Local Planning Policy Framework to address the recommendations arising from the Planning Scheme Review.”

Amendment C27 which implements the findings of the Colac Otway Heritage Study is a key step in the Planning Scheme review and achieving this community priority in the Council Plan.

Issues/Options

The Panel has considered all issues raised in submissions and provided conclusions and recommendations about the Amendment. Recommendations of the Panel relevant to Part B of the Amendment are listed below (note that all recommendations relating to Part A of the Amendment were considered by Council at its February 2008 Council meeting):

- *The Heritage Study should be revised to include a legend on the maps associated with precinct based heritage places.*

Comment: A legend has been included on the maps associated with precinct based heritage places. This work has been completed and new precinct maps have been inserted into the Heritage Study. The revised datasheets are at Attachment 2.

- *The Panel considers that the values of the Queens Avenue (HO310) and Grant Street (HO313) Precincts in Colac do not meet the threshold for application of the HO and recommends review of the extent of HO311 (which includes areas without contributory properties). Other planning scheme mechanisms directed at protecting the valued neighbourhood character of these areas could be considered but would require a further amendment.*

Comment: In accordance with the Panel's recommendation, HO310 and HO313 are recommended to be removed from the amendment. The extent of HO311 has been reviewed by Council's Heritage Advisor and the boundaries revised where appropriate.

- *The accuracy of individually significant heritage places identified in the Beac Commercial Precinct HO303 should be reviewed.*

Comment: Accuracy of mapping of individually significant places in the Beac Commercial Precinct HO303 has been considered and addressed by Council's Heritage Advisor who confirmed the accuracy of individually significant heritage places identified.

- *The extent of the Heritage Overlay HO301 should be reduced to remove the golf course along with the deletion of the reference to the spring from the Statement of Significance.*

Comment: The golf course has been removed from HO301. There is no reference (and never was) to the spring in the statement of significance.

- *Minor editing is recommended to ensure a clear distinction between heritage and neighbourhood or historic character provisions is maintained in the planning scheme.*

Comment: This has been completed by Council Officers.

- *The revised Clause 22.06 policy (Appendix B) tabled during the hearing should be adopted subject to:*
 - *Deletion of references to precincts excluded from the Heritage Overlay as a result of Council consideration of submissions and Panel recommendations; and*
 - *Further changes recommended by the Panel.*

Comment: This work has been completed, with further comments on specific changes recommended by the Panel provided below.

- *The Statements of Significance in the Proposed Clause 22.06 policy should be refreshed to focus on the heritage significance of the precincts and to exclude descriptive material.*

Comment: This work has been completed and the revised Local Policy can be viewed at Attachment 3.

- *The Heritage Victoria Draft Guidelines for Assessing Planning Permit Application (February 2007) be included as a reference document.*

Comment: This work has been completed.

- *Consideration should be given to extending the scope of the policy to:*
 - *Individual heritage places with an explicit statement to the effect that decisions for individual places will have regard to the effect of development on the heritage significance of the place, as identified in the relevant Heritage Study Statements of Significance.*
 - *Provide advice on the treatment of properties in heritage precincts that do not contribute to the heritage values of the precinct.*
 - *Provide advice on the circumstances in which prohibited uses within individually significant heritage places may be supported*

Comment: This work has been completed. Based on a review of the Geelong, Bendigo, Ballarat and Queenscliff heritage policies, an additional policy is now included. It is an overarching policy that takes into consideration the Panel's recommendations above. As a result of the additional overarching policy, the former (exhibited) Clause 22.06 has been renumbered and is now found at Clause 22.08. Thus, there are now two clauses proposed to be inserted into Local Policies:

- **Clause 22.07 (Heritage Places and Areas) – An overarching policy that is applicable to individually significant places and heritage precincts.**
- **Clause 22.08 (Development in Heritage Areas) – This policy is applicable to heritage precincts only and provides guidance that encourages development to have regard to the special significance and characteristics of each precinct.**

In relation to point 2 above, the policy provides guidance in applications for demolition of non-contributory buildings, specifically;

- *“To support the demolition of buildings that are ‘non-contributory’ in a heritage precinct as identified in the ‘Colac Otway Heritage Study (2003)’.”*
- *“Discourage demolition of sites in heritage precincts identified as ‘non-contributory’ in the Colac Otway Heritage Study (2003) until a planning permit for the replacement development is approved and a bona-fide contract for the new work has been confirmed.”*

- *The Proposed Clause 22.06 policy should be restructured and edited as set out in Section 7.2 of the Panel report.*

Comment: This work has been completed.

- *External painting controls (repainting of previously painted surfaces) should be reviewed. They should only apply when the colour scheme has been determined to be significant to the heritage values of the place. External paint controls should not apply in the precincts or to infrastructure such as rail lines serving saw mills and significant trees.*

Comment: In response to this recommendation, it is recommended that external paint controls should not apply to any of the precincts.

- *The provision in the Schedule to the Heritage Overlay allowing consideration of prohibited uses should be reviewed to:*
 - *Exclude heritage places where dispensations from ‘use provisions’ are not relevant; and*
 - *Determine whether the provision is appropriate for each heritage place, particularly precinct based places.*

Comment: This has been reviewed and it isn't appropriate to apply this provision to heritage precincts.

Additional matter – HO94 Eliminook

Following the Panel hearing, Council Officers identified a mapping error for this site, identified incorrectly as 80 Main Street Birregurra. The property is actually at 585 Warncoort - Birregurra Rd. Notice was not provided to 585 Warncoort - Birregurra Rd, and in the February Council report to adopt Part A, Council Officers indicated that further investigations and discussion with the landowner would be entered into. Subsequent discussions with the landowner have indicated that he does not wish the property to be included in the Amendment. Hence it is recommended that HO94 be removed from Amendment C27 and be considered as part of a future amendment to the Heritage Overlay.

Additional matter – HO301 Beac Commercial Precinct

In accordance with the recommendation of Council's Heritage Advisor, the eastern boundary has been extended to include the Main Street road reserve between Mack and Lang Streets. The extension only involves Council owned property.

Concluding comments

Based on the reasons set out in the Panel Report, the Panel recommends Amendment C27 to the Colac Otway Planning Scheme should be adopted subject to the recommendations set out in the Panel's report and summarised in the options below. These recommended changes are in addition to revisions to the Heritage Study and Schedule to the Heritage Overlay made by Council after it considered submissions and Council adoption of Part A at its February meeting.

Option 1 - Adopt Part B of Amendment C27

Section 29 of the *Planning and Environment Act 1987* provides for part of an amendment to be adopted by Council once Divisions 1 and 2 of the Act have been complied with in terms of considering and making a decision on submissions.

Council, having previously considered submissions and the Panel report at its February 2008 meeting, has complied with Divisions 1 and 2 of the Act. Council at its February meeting resolved to split the Amendment into 2 parts;

Part A – Individual sites and MSS content

The individual sites component of the Amendment was changed in accordance with the recommendations of the Panel. This part of the Heritage Overlay has been adopted by Council at its meeting on 26 February 2008.

Part B – Adopt the local policy and precincts once they are reviewed & revised in accordance with Panel recommendations

The Panel identified a number of revisions to the local policies and precincts identified in the Amendment. This work was undertaken by Council's Heritage Advisor and Officers and has now been completed in accordance with the Panel's recommendations.

This is the recommended option.

Option 2 - Abandon Amendment C27 Part B

Whilst Council retains the option of abandoning Part B of the amendment, this would not be consistent with the Panel's report, nor the Council Plan which states that heritage places should be appropriately protected through the Planning Scheme. Heritage values within the precincts forming part of this amendment will be vulnerable to undesirable change until they are included in the Heritage Overlay. Council has invested significant resources over a series of years to undertake the Heritage Study and Amendment C27.

This is not the recommended option.

Proposal

It is proposed that:

- In accordance with Section 29 of the Act, Council adopts Part B of Amendment C27, implementing heritage controls for heritage precincts and associated local policy into the Colac Otway Planning Scheme. The amendment documentation in accordance with this proposal is at **Attachment 3**.
- That HO94 (Elliminook) be removed from the Amendment and be considered for inclusion in any future amendment to the Heritage Overlay.

Financial and other Resource Implications

Heritage Victoria has provided Council with a heritage advisory service grant of \$7,500, which has been matched by Council for this financial year for a total of \$15,000. The grant funding and budget allocation for heritage advisory services along with the budget allocation for processing the amendment will cover costs associated with the review and revision of the amendment prior to adoption and Ministerial approval.

Risk Management & Compliance Issues

Section 29 of the *Planning and Environment Act 1987* provides for part of an amendment to be adopted by Council once Divisions 1 and 2 of the Act have been complied with in terms of considering and making a decision on submissions. Council's notice and exhibition of the Amendment and subsequent consideration of submissions and the Panel report satisfies the requirements of Divisions 1 and 2 of the Act, and therefore Section 29.

Environmental Considerations

The amendment will have no adverse effect on the natural environment and will add to the richness and diversity of the built environment.

Communication Strategy/Consultation

Exhibition of Amendment C27 to the Colac Otway Planning Scheme has been in accordance with the requirements of the *Planning and Environment Act 1987* and Council's Community Consultation and Engagement Policy.

Should Council adopt Part B of the Amendment and the Minister subsequently approves the amendment, all affected property owners and submitters will be notified.

Implementation

If Council resolves to adopt Part B of the Amendment, the resolution will be implemented by submitting the adopted amendment to the Minister for Planning, in accordance with Section 31 of the *Planning and Environment Act 1987*.

Conclusion

Proposed Amendment C27 (Heritage Overlay) to implement the recommendations of the Colac Otway Heritage Study was exhibited from 9 March 2006 to 5 May 2006. A total of 63 submissions were received. Council's Planning Committee considered submissions to Amendment C27 at its meeting on 11 April 2007 and resolved to refer to Panel 28 submissions that had been considered but had not resulted in the Amendment being changed in the manner requested.

Council has received and considered the Panel's report at its February 2008 meeting, which recommends that Amendment C27 should be adopted subject to the recommendations set out in the Panel's report. At this meeting, Council split the Amendment and adopted Part A, which applied the Heritage Overlay to individual places and included relevant MSS content. Further revisions to Local Policy and Heritage Precincts recommended in the Panel report have been made and it is now recommended that the part of the Amendment that applies to heritage precincts and Local Policy (Part B) now be adopted.

Attachments

Attachment 1: Panel Report

Attachment 2: Heritage Study datasheets

Attachment 3: Amendment documents

Recommendation(s)

That:

- 1. Council adopts Part B of Amendment C27 (Heritage Overlay) to the Colac Otway Planning Scheme, which applies heritage controls to heritage areas and introduces two new local policies into the Colac Otway Planning Scheme.***
- 2. HO94 (Elliminook) be removed from the Amendment and be considered for inclusion in any future amendment to the Heritage Overlay.***

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**COLAC OTWAY PLANNING SCHEME  
AMENDMENT C27**

**PANEL REPORT**

**August 2007**

**COLAC OTWAY PLANNING SCHEME  
AMENDMENT C27**

**PANEL REPORT**

*Cathie McRobert .*

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**CATHIE McROBERT, CHAIR**

*Maggie Baron*

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**MAGGIE BARON, MEMBER**

**August 2007**

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## **APPENDICES**

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### **A. THE PANEL PROCESS**

### **B. POLICY REVISIONS PROPOSED BY COUNCIL**



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## 1. SUMMARY

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- Amendment C27 proposes to implement the Colac Otway Heritage Study. It changes the Local Planning Policy Framework and applies the Heritage Overlay to 243 individual places and 17 precincts.
- Exhibition resulted in 63 submissions. Council resolved to make changes to the Amendment after considering submissions. These changes and the submissions where the issues were resolved were not referred to the Panel and have not been considered by it.
- The Panel has found that the Heritage Study adopted the recommended methodology. With revisions as a result of audit, consultation processes and Panel consideration, it provides an appropriate basis for Amendment C27.
- Some errors are inevitable. Council has responded to submissions highlighting errors and challenging elements of the exhibited Amendment by supporting a significant number of revisions to the Overlay. This indicates that the process is working and adds confidence to the basis for the proposed planning scheme provisions.
- The Panel does not support submissions opposing the application of the Heritage Overlay on the basis of costs associated with obtaining planning approvals or claims that property values will be adversely affected. Council's recommendations to remove external paint controls and to review the prohibited use provisions are endorsed. The Panel also encourages Council to adopt systems to minimise the administrative burden, such as promoting early consultation with Council's heritage advisor.
- Whether heritage controls should extend to the interior of the Wesleyan Church in Colac was particularly contentious (see 6.2.17). The Panel concluded that internal controls affecting important elements of the Church interior are justified but interior controls should not apply to the Church Hall or the Church fixtures, furniture and organ.
- The Panel considers that the values of the Queens Avenue (HO310) and Grant Street (HO313) Precincts in Colac do not meet the threshold for application of the HO and recommends review of the extent of HO311 (which includes areas without contributory properties). Other planning scheme mechanisms directed at protecting the valued neighbourhood character of these areas could be considered but would require a further amendment.
- The Panel's consideration of referred submissions relating to other heritage places is provided in Chapter 6.
- The proposed changes to the MSS are accepted but should be edited to remove unnecessary content and duplication within the LPPF as part of the broader review of the MSS that is currently underway.
- The Panel supports further revisions to the policy tabled by Council but the policy would benefit from restructuring to achieve a more concise document and some editing. Similarly, a number of revisions to the schedule to the HO were put forward by Council at the hearing and are endorsed by the Panel.
- It is apparent that the Council officer managing this project and Council's heritage advisor have the expertise necessary to undertake the further refinement of the Amendment recommended by the Panel.
- Recommendations of the Advisory Committee currently reviewing the Heritage Overlay may be relevant. If these recommendations are available before the Amendment is approved and do not involve 'substantive changes', the Panel would encourage them to be applied without further exhibition.

---

## **2. WHAT IS PROPOSED?**

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### **2.1 THE AMENDMENT**

Amendment C27 to the Colac Otway Planning Scheme was prepared and exhibited by the Colac Otway Shire. It proposes to:

- apply the Heritage Overlay to 243 individual places, in both private and public ownership, and 17 precincts as identified in the Colac Otway Heritage Study (subsequently referred to as 'the Heritage Study'). These places are included within the Schedule to the Heritage Overlay and are shown on the Planning Scheme maps;
- amend the Municipal Strategic Statement and introduce a new Local Planning Policy 'Development in Heritage Precincts' to provide guidance on development to places of heritage significance; and
- include the Colac Otway Heritage Study (2003) as a reference document in the Municipal Strategic Statement.

The Panel hearing was held in Colac on 11 and 12 July 2007. Details of the Panel process are set out in Appendix A.

#### **2.1.1 EXHIBITION AND SUBMISSIONS**

Amendment C27 was exhibited from 12 March 2006 to 5 May 2006. In addition to the formal exhibition requirements, Council indicated<sup>1</sup> that during the exhibition period:

- Council's Heritage Advisor, Mary Sheehan, was available to meet with people to discuss the proposed amendment to the Heritage Overlay. She met with approximately 40 people.
- Council's senior strategic planner attended a meeting of the Beeac Progress Association to discuss the proposed Heritage Overlay and answer questions.
- It was estimated that over 300 telephone enquiries about the proposed Heritage Overlay were received and responded to by the Planning Department.

A total of 63 submissions were received plus a late submission from St Johns Anglican Church Colac.

#### **2.1.2 COUNCIL MODIFICATIONS TO THE AMENDMENT**

Council responded to submissions by resolving to make the following changes to Amendment C27:

1. Amend the schedule to the Heritage Overlay so external paint controls do not apply to:
  - HO301 Pier Precinct Apollo Bay,
  - HO304 Beech Forrest Precinct,

---

<sup>1</sup> 6 December 2006 report to Council

- 
- HO305 Birregurra Main Street Precinct,
  - HO308 Colac Estate Housing Precinct,
  - HO310 Queens Avenue Precinct Colac,
  - HO311 Residential Precinct Colac,
  - HO313 Grant Street Precinct Colac,
  - HO315 Factory Houses Precinct Cororooke, and
  - HO316 Duverney Street Precinct Cressy.
2. Remove HO9 from the Heritage Overlay.
  3. Remove HO10 from the Heritage Overlay.
  4. Remove HO11 from the Heritage Overlay.
  5. Remove HO17 from the Heritage Overlay.
  6. Remove HO47 from the Heritage Overlay.
  7. Modify HO57 by updating the data sheet in the heritage study for the site with the information provided.
  8. Remap HO118 to the south west corner of Gellibrand and Manifold Streets, 29-35 Gellibrand Street.
  9. Change the amendment in the manner requested by updating the data sheet in the heritage study for HO128 with the information provided.
  10. Change the amendment in the manner requested by removing the rear second storey of the building and the adjacent communications tower from HO140 and modify HO307 accordingly.
  11. Modify HO163 to include an incorporated plan that excludes the entire site except the chimney stack from requiring a planning permit, but that the incorporated plan requires a measured drawing and photographic survey of the site to be undertaken prior to modification. If the owner does not agree to this, refer submission to a panel. **It was confirmed at the Panel hearing that the owner agreed with the proposed treatment and the submission had been withdrawn.**
  12. Remove HO207 from the Heritage Overlay.
  13. Change the amendment in the manner requested by removing 6-8 Hopkins Street and 2 Sladen Street from HO306. Modify HO306 data sheet in Heritage Study to reflect this change.
  14. Change HO308 to exclude properties west of Queen Street and change the data sheet for HO308 to reflect this.
  15. Remove HO309 from the Heritage Overlay.
  16. Modify the Statement of Significance for HO314 by deleting reference to “mature plantings”.

17. Remove HO317 from the Heritage Overlay.
18. Remove HO318 from the Heritage Overlay.
19. HO1 to be remapped by excluding the north east parcel from the overlay.
20. HO25 to be remapped in accordance with the correct address. Address of HO5 in the schedule to the Heritage Overlay to be changed to 59-71 Noel Street<sup>2</sup>.
21. Amend mapping for HO56 to better reflect extent of coverage of building on site.
22. Remove HO57 map from 95 Main Street HO57 to be mapped at 53 Main Street.
23. HO182 to be remapped in accordance with the Statement of Significance and field inspection.<sup>3</sup>
24. HO189 to be remapped in accordance with Statement of Significance and the Victorian Heritage Register description.
25. Delete last sentence in history section of data sheet for HO206. Amend the schedule to Heritage Overlay by changing Irrewarra to Irriwillipe.
26. Remove HO221 from the Heritage Overlay.
27. HO227 – as identified in the heritage study - to be mapped in accordance with the statement of significance and included in the Schedule to the heritage overlay.
28. HO310 - Queens Avenue Precinct, Colac. The reference to deep culverts is incorrect, change Statement of Significance to remove reference to the deep culverts.
29. Due to the removal of HO309, HO318 and HO317, remove local policies 22.06-8 (HO309), 22.06-16 (HO317) and 22.06-17 (HO318) from Amendment C27.

**The submissions relating to the above matters were not referred to the Panel and have not been considered by it. It is noted that the Heritage Study and the Schedule to the Heritage Overlay will require revision to reflect these changes.**

### **2.1.3 SUBMISSIONS REFERRED TO THE PANEL**

The submissions referred to the Panel were:

- Submissions 9, 10 (HO311)
- Submission 18 (HO195)
- Submissions 20, 52 (HO310)
- Submissions 22, 25, 26, 52 (HO308)

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<sup>2</sup> A letter of notification be sent to affected landowners inviting submission to the proposed amendment. Period for submissions to be 4 weeks. If submissions are received, these be considered and referred to a Panel in accordance with Officer delegations.

<sup>3</sup> A letter of notification be sent to all adjoining landowners inviting submission to the proposed amendment. Period for submissions to be 4 weeks. If submissions are received, these be considered and referred to a Panel in accordance with Officer delegations.

- Submission 28 (HO313)
- Submission 30 (HO316)
- Submission 32 (HO70, HO192, HO212 & HO251)
- Submission 34 (HO176)
- Submission 35 (HO74)
- Submissions 36, 41 (HO305)
- Submission 37 (HO121, HO225)
- Submission 40 (HO303)
- Submissions 46, 49 (HO22, HO300 & HO301)
- Submissions 54, 39, 45, 53 (HO147)
- Submission 57 (HO172)
- Submission 60 (HO6 & HO301)
- Late Submission (HO124)

The Panel's consideration of these submissions is provided in Chapter 6 on the order of the Heritage Place number.

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### 3. STRATEGIC & STATUTORY CONTEXT

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This section identifies the existing strategic context within which issues associated with C27 must be considered. The relevant documents that provide the context for considering C27 are as follows and are briefing summarised below:

- *Planning and Environment Act, 1987*;
- State Planning Policy Framework (SPPF);
- Colac Otway Planning Scheme – Municipal Strategic Statement (MSS) and Local Planning Policy Framework (LPPF);
- Colac Otway Heritage Study 2003; and
- Ministerial Directions and Practice Notes.

#### Legislation

Section 4(1) (b) of the *Planning and Environment Act, 1987* sets out the following objectives of planning in Victoria:

*To conserve and enhance those buildings, areas and other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.*

This objective places an obligation on Councils to take a proactive approach to protection and enhancement of places identified as being of heritage significance.

#### Strategic Assessment Guidelines

The Panel has considered the content of Amendment C27 against the General Practice Note on Strategic Assessment Guidelines for Planning Scheme Amendments. This provides a checklist for Panels considering proposed amendments. The guidelines are designed to ensure that the strategic basis of all amendments have been clearly established and:

- Are consistent with the State Planning Policy Framework (SPPF);
- Accord with the Municipal Strategic Statement and relevant Local Planning Policies (LPP) or contain proposed changes for which a strategic justification is provided; and
- Consider any relevant Ministerial Directions.

#### Other Practice Notes & Ministerial Directions

The Panel has identified that the following Practice Notes are relevant to its consideration of Amendment C27:

- Applying the Heritage Overlay;
- Writing A Local Planning Policy;
- Incorporated and Reference Documents; and
- The Heritage Overlay- Guidelines for Assessing Planning Permit Applications Public Draft February 2007.

The Ministerial Direction, under Section 7(5) of the *Act*, on the Format & Content of Planning Schemes is also relevant.

At the directions hearing, the Panel also noted that the Heritage Overlay Advisory Committee Consultation Paper canvasses a range of issues that may need to be considered by this Panel.

## **SPPF**

The Panel considers the SPPF Clause 15.11, which addresses heritage policies, is central to the evaluation of the Amendment. It includes an objective:

*To assist the conservation of places that have natural, environmental, aesthetic, historic, cultural, scientific or social significance or other special value important for scientific or research purposes, as a means of understanding our past, as well as maintaining and enhancing Victoria's image and making a contribution to the economic and cultural growth of the State.*

This clause indicates that planning authorities should identify heritage places and determine their significance on a systematic basis.

## **LPPF**

The Municipal Strategic Statement (MSS) of the Colac Otway Planning Scheme includes the following key objectives that relate to the protection of heritage values:

- *To manage the natural and cultural resources of the Shire in a sustainable manner to balance the needs of the future with protection for the key elements of the natural and cultural environment which are fundamental to the prosperity of the Shire (Clause 21.01-03);*
- *To protect those key visual, environmental and cultural features which give the Otway Coast its character whilst facilitating a range of developments in an environmentally sensitive way to provide greater residential choice and assist in diversifying the economic base of the Shire (Clause 21.01-03).*
- *Clause 21.04.02 (Objectives – Strategies – Implementation) repeats Clause 21.01.03: To manage the natural and cultural resources of the Shire in a sustainable manner to balance the needs of the future with protection for the key elements of the natural and cultural environment which are fundamental to the prosperity of the Shire (Clause 21.04-02).*

The completion and implementation of a Shire-wide Conservation and Heritage Strategy for significant sites and buildings is identified in the MSS under implementation.

## **3.1 STATUTORY PLANNING FRAMEWORK**

### **3.1.1 ZONING**

The Heritage Overlay does not alter the zoning of the land, however there is an opportunity to allow otherwise prohibited uses if those uses can be demonstrated to assist in the preservation of the heritage place and its heritage values.

### **3.1.2 THE HERITAGE OVERLAY**

The Schedule to the Heritage Overlay (HO) lists individual places, including heritage precincts in the Overlay. The Schedule to the HO and those places where there is a variation to the Heritage Overlay provisions. The HO currently applies to 19 heritage places.

The HO specifies permit requirements for places identified in the Schedule to the Overlay. The nature of heritage controls can only be tailored to the circumstances of the heritage place by:

- Incorporating a plan specified in a Schedule to the Overlay; and
- Turning on/off the following provisions in the Schedule to the Overlay: External Paint Controls; Internal Alteration Controls; Tree Controls; Outbuildings or fences controls; Permitting Prohibited uses.

Development of a heritage place which is included on the Victorian Heritage Register is exempt from permit requirements under the HO if the necessary approvals have been obtained under the *Heritage Act 1995*.



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## **4. ISSUES**

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The major issues raised in submissions were:

- That including a place in the Heritage Overlay will stop owners from making any changes;
- The need for a permit to paint a house;
- Increased costs with the planning process;
- That the condition of the building is such that the heritage significance is compromised;
- Listing will reduce property values;
- Mapping covers too large an area; and
- Mapping problems in heritage precincts.

Council considered the submissions and resolved to progress the Amendment with a series of changes to C27 as exhibited. Consequently, 28 submissions were referred to the Panel.

The Panel has considered all submissions and in addressing the issues raised in those submissions, the Panel has been assisted by the information provided to it by various parties, as well as its own observations from inspections of the specific properties proposed to be included in the Heritage Overlay. The following sections of this report consider the key issues relating to this amendment.

### **4.1 ISSUES IDENTIFIED BY THE PANEL**

In considering the submissions to proposed Amendment C27, the Panel believes the key issues requiring consideration are:

- The strategic basis for the Amendment;
- The methodology used in the study and its rigour;
- The form of the Amendment.

The Panel also responds to individual submissions to Amendment C27 in Chapter 6 of this report.

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## 5. DOES THE COLAC OTWAY HERITAGE STUDY PROVIDE A SOUND STRATEGIC BASIS FOR AMENDMENT C27?

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In this section the Panel considers whether the methodology and findings of the Heritage Study establishes a sound basis for the Amendment. The Panel addresses the submissions that question the assessments of specific places in Chapter 6.

### **The Issue**

Was the methodology and rigour of the Heritage Study sufficient to justify the Amendment overall and for the application of the Heritage Overlay to particular heritage places?

### **Submissions**

A number of the submissions referred to the Panel and evidence from Mr Willingham questioned the rigour of the assessments undertaken in the Heritage Study.

### **Heritage Study Methodology**

The purpose of the Heritage Study was to identify, assess and document all post-contact places of cultural significance within the Colac Otway Shire and to make recommendations for their future conservation.

The Heritage Study was undertaken in two stages between January 1998 and 2003. Stage One involved the preparation of a thematic history and the identification of places of potential cultural heritage significance across the Shire. Stage Two involved the assessment and documentation of those places identified to be of potential cultural significance in the Stage One study.

Both stages were managed by a Steering Committee comprising the Shire and Heritage Victoria officers<sup>4</sup>.

The Heritage Study indicates that the methodology adopted was that recommended by Heritage Victoria and was undertaken according to best practice, utilising the methodology outlined within the Burra Charter<sup>5</sup>. Themes were also identified at the outset of Stage One, and applied to assist in identifying and assessing cultural heritage places. The criteria applied during the assessment process were those adopted by the Victorian Heritage Council<sup>6</sup>.

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<sup>4</sup> The officers who were members of the Steering Committees for each stage differed.

<sup>5</sup> Australia ICOMOS Charter for the Conservation of Places of Cultural Significance and its guidelines.

<sup>6</sup> The Victoria Heritage Council developed criteria for the assessment of significance (criteria adopted by the Heritage Council in 1997 pursuant to Sections 8(c) and 8(2) of the Heritage Act 1995). The Victoria Heritage Council criteria are based on established criteria, especially those developed by the Australian Heritage Commission.

Volume 2 of the Heritage Study provides statements of significance for individual places and precincts identified as having State or local significance. Data Sheets prepared for each heritage place incorporate the following information:

- a Reference Number identifying the site or precinct, and cross-referenced to the Recommendation Summary lists;
- the name of the Individual Site or Precinct; address and, where no street numbering is available, Grid References;
- a photograph of the Individual Site or, in the case of a Precinct, a map outlining the boundaries of the Precinct;
- a Statement of Significance;
- recommendations and Recommended Listing at the Local or State level;
- reference to the appropriate Environmental History Theme;
- a brief history of the Individual Site or Precinct;
- physical description; and
- assessment of condition and integrity, where relevant.

Those places identified as of State level heritage significance were formally nominated to the Victorian Heritage Register. Amendment C27 proposes application of the HO to all of the places and precincts identified as significant.

The Heritage Study concentrated primarily on those places on freehold land because the Land Conservation Council had investigated historic places on public land in south-western Victoria in 1997 and the recommendations in that report were incorporated into the Heritage Study.

The Heritage Study noted a number of limitations, which included:

- the work deals only with the 'post contact' history of the Shire and the investigation of places associated with Aboriginal people before contact with non-Aborigines will need to be the subject of another investigation;
- the history aimed to outline the story of the development of the area through the tangible evidence surviving in the landscape or the environment, rather than providing the complete story of the Shire. Other avenues must be found to gain the complete history of the Shire;
- the Shire's rate books list owners alphabetically (not geographically) and frequently do not provide land parcel identification or sale details. This made research extremely difficult. On a number of occasions it was impossible to provide a detailed history and analysis of sites; and
- gaining information from oral interviews is extremely valuable but time consuming. They had to be limited in order to avoid delaying the project.

Given the long gestation period, in July 2005 the Council engaged the author of the Heritage Study, Mary Sheehan, to undertake an audit of sites identified in the 2003 Heritage Study to determine the status of each site. Where the status of a heritage site has changed, either through modification or demolition of the structure / building, the audit report identifies the implications for the proposed planning scheme amendment. The audit resulted in changes to

recommendations relating to 15 sites / precincts<sup>7</sup>. The Heritage Study was revised accordingly with changes identified in the Volume 2 documentation.

### **Submissions**

Mr J Weickhardt's submission expressed concern about the quality and rigour of the Heritage Study. He questioned the basis for delineation of the Station Street Precinct in Forrest and highlighted the omission of some places he felt justified heritage protections, for example the brick mill chimney, as well as representation of the area's farming heritage and the community's circumstances as illustrated by the simple Catholic and Anglican churches.

In presenting evidence in relation to the Wesleyan Church in Colac (see 6.2.17) Mr Willingham suggested that the Heritage Study lacked rigour commenting that:

- the Study had not accessed relevant information. For example, an offer to provide access to Mr Willingham's extensive records on properties in the Shire was declined, the use of well known references was not apparent in the report, and newspaper sources appear to have been neglected;
- internal inspections of potential heritage places appears to have been limited;
- source material was not referenced;
- the Wesleyan Church assessment, which was not comprehensive and included 'inept' description, could be indicative of the rigour of the research underpinning the Heritage Study.

### **Discussion**

The preparation of the Heritage Study adopted the recommended methodology. Volume 1 of the Heritage Study includes an extensive bibliography of source material and contacts made. It is noted that Volume 1 includes specific references to information sources but the same practice was not adopted in the data sheets in Volume 2.

The Panel endorses the systematic assessment of heritage places against accepted criteria within the context of the thematic history provided in Volume 1. These assessments for the heritage places identified as significant are documented in Volume 2 data sheets (or citations). While alternative data sheet formats can be adopted and the Panel discusses the importance of statements of significance (as distinct from more descriptive material) in Chapter 7, the Panel is satisfied that the data sheets can serve their intended purpose.

Criticism was also raised by Mr Weickhardt that the study team did not identify additional places which are deemed important by the local community as evidenced through their inclusion in the Forrest heritage walk.

The Panel recognises that there are a range of thresholds guiding decisions about the management of heritage places. In order to meet the threshold for inclusion in the local Planning Scheme, a place must be of at least local level heritage significance. Places included in a heritage walk however can be of lesser significance and are commonly deemed to be of "local interest". This means that the place is of interest to a group or area but not necessarily

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<sup>7</sup> Eight sites and two precincts have been modified to such an extent that their heritage significance has been compromised to an extent where inclusion in the heritage overlay is not warranted. A further two sites and three precincts have been modified to a point where their heritage significance has been altered, yet still warrant inclusion in the heritage overlay.

of sufficient significance to warrant protection in the Planning Scheme. Such places may well survive into the future without such protection and even be “upgraded” in a later study.

With regard to specific concerns raised by Mr Willingham, the Panel is concerned that the offer to access his files was not accepted. The Panel considers that, while comprehensive inspections of potential heritage places and examination of existing sources are clearly desirable, it recognises the resource hungry nature of heritage studies and that resource constraints inevitably apply, particularly in regional areas.

The process of implementing the recommendations of heritage studies provides opportunities for community input at various stages and this has occurred in the both the preparation of the Colac Otway Heritage Study and the current amendment process. These processes provide an opportunity to scrutinise the basis for research undertaken which can verify or challenge the findings and recommendations. Through these processes very detailed assessment of specific places often occurs and this contributes to the quality of the study, as has certainly occurred with regard to the Wesleyan Church in Colac. However, it is not realistic to expect Heritage Studies to undertake this level of evaluation for all potential heritage places – decisions on the most effective use of scarce resources are always necessary.

Additionally, Council undertook a review, or audit of the 2003 Study in order to refine the Heritage Study recommendations. This is an excellent way of ensuring more up-to-date information is incorporated into the preparation of the Amendment.

In this case, Council has responded to submissions highlighting errors by supporting a significant number of revisions to the exhibited Overlay. This indicates that the process is working and adds to the confidence that the Heritage Study (with revisions) provides an appropriate basis for the proposed planning scheme provisions.

### **Panel Conclusion**

**The Panel concludes that the Heritage Study, with revisions as a result of consultative processes and Panel recommendations elsewhere in this report, provides an appropriate basis for Amendment C27.**

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## **6. CONSIDERATION OF REFERRED SUBMISSIONS**

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This Chapter provides the Panel consideration only of submissions referred to the Panel by the Planning Authority. Before addressing specific submissions, a number of themes that were common to a number of submissions are considered.

It is emphasised that the Shire's response to issues raised in a significant number of submissions addressed the objections raised and those submissions were not referred to the Panel. Therefore the Panel has not considered submissions where the objections had been resolved by Council's response.

### **6.1 ISSUES COMMON TO MULTIPLE SUBMISSIONS**

#### **6.1.1 EXTERNAL PAINT CONTROLS**

##### **Issue**

Submitters are concerned about the need to obtain planning permits, particularly for painting.

##### **Council Response**

Council considered that painting of buildings in many precincts is unlikely to have a significant impact on their heritage significance, hence external paint controls should not apply. However it was noted that, while the schedule to the Heritage Overlay can determine whether controls relating to repainting of external surfaces apply, the base requirement of the Heritage Overlay that a planning permit is necessary for painting an external surface for the first time cannot be modified. Council recommended that the schedule to the Heritage Overlay be amended so external paint controls do not apply to:

- HO301 Pier Precinct Apollo Bay,
- HO304 Beech Forrest Precinct,
- HO305 Birregurra Main Street Precinct,
- HO308 Colac Estate Housing Precinct,
- HO310 Queens Avenue Precinct Colac,
- HO311 Residential Precinct Colac,
- HO313 Grant Street Precinct Colac,
- HO315 Factory Houses Precinct Cororooke, and
- HO316 Duverney Street Precinct Cressy.

##### **Discussion**

As Council noted, the HO requires a permit to paint surfaces that have never been painted before and this cannot be varied by the schedule to the overlay.

During the 30 years since heritage controls were first introduced there has been continued discussion about the use of planning controls to guide external painting of heritage places. The current position is that most places have been painted and repainted many times; hence there is little likelihood of preserving the original painted finish.

Furthermore, the community has broadly embraced heritage controls and owners generally seek to use colour schemes indicative of the era of construction for their homes: this position is strengthened by the advice of Council heritage advisers.

There are instances where the control of external painting is still sought, such as when an existing colour scheme has been determined to be significant.

The existing colour scheme for the heritage places outlined above have not been identified as significant and removing external paint controls is seen as a positive way of reducing Council administration and reducing costs for owners.

### **Panel Conclusion**

**The Panel endorses Council's recommendation to remove external paint controls as described above.**

## **6.1.2 PLANNING PERMIT APPLICATION FEES**

### **Issue**

Submitters objected to the costs associated with obtaining a planning permit.

### **Council Response**

A number of Councils in Victoria waive fees in these circumstances, specifically where the Heritage Overlay is the only trigger for the planning permit application and the value of works is less than \$10,000. This needs to be considered however in the context of costs incurred by Council in administering the planning provisions. It should be noted that the fee of \$94 could at best be considered as cost recovery for Council for the provision of the planning permit application assessment function. There are other examples within the current system where property owners are required to pay for planning permit applications where the permit is required for a relatively minor development.

### **Discussion**

The role of the Panel is to focus on the assessment of submissions and to determine whether places are of sufficient heritage significance to justify protection through the Planning Scheme. If this protection is deemed justified, standardised, statewide permit fees have been determined to recover some of those costs associated with administering the Planning Scheme. It is not this Panel's role to make findings on whether exemptions from normal fees should be provided – that is Council's role.

In addition to the adoption of efficient administration of all planning processes, which benefits all stakeholders, the Panel notes that with regard to the administration of heritage provisions the involvement of qualified heritage advisers early in the planning process minimises duplication of effort as well as improving heritage outcomes. Heritage advisor

services are generally free of charge to owners and provide access to high quality assistance in undertaking development work for heritage places.

It is also noted in Chapter 7 that the Advisory Committee reviewing the Heritage Overlay has considered options to change the overlay to allow a more targeted approach that excludes matters of little consequence from requirements for permits. Unfortunately any such changes to the VPP Heritage Overlay are unlikely to precede approval of Amendment C27 but could provide a mechanism to reduce the demands of unnecessary permit processes for all parties in a future review of the planning scheme.

### **6.1.3 POOR CONDITION OF BUILDING**

#### **Issue**

Submissions argued that the condition of buildings or changes to them mean that the application of the HO is not justified.

#### **Council Response**

Council noted that previous Panel reports (eg Ballarat C58) have indicated that building condition does not necessarily affect the heritage significance of a place but can be taken into account when subsequent applications are considered, for example in assessing whether demolition or modification might occur. The poor condition of a building is not reason enough not to include a building in the Heritage Overlay, unless the integrity is so reduced that the actual heritage significance of the place is affected. No change to amendment was recommended.

#### **Discussion**

There are two discrete issues raised here:

1. Determination of significance; and
2. Subsequent management of heritage places through permit processes.

Intactness is a key test and means by which the significance of buildings is assessed, particularly where the significance of the place relates to aesthetic and architectural values rather than historic associations.

While the condition or structural integrity of a building should not generally influence the inclusion of a place in a HO, it may be a relevant consideration at the time a permit is sought. There are circumstances when the building is so dilapidated that the heritage significance of the place is compromised and it does not reach the threshold for heritage significance, but these are rare.

The contribution of individual buildings within a residential precinct is slightly more complex.

In respect to heritage precincts it is very common for many of the houses in to have undergone some changes. The role of the heritage assessment process is to evaluate the entire precinct as well as its component parts; the individual buildings. What generally follows is that the precinct is established and mapping tools are used to indicate whether individual buildings contribute to (form part of) the heritage precinct or not.



Having been included in a heritage precinct that same principle of managing heritage places apply, that is, any proposed changes will be assessed in response to how such changes might impact the heritage significance of the precinct. Even non-significant buildings will be subjected to the planning policies as any replacement building must not diminish the heritage significance of the precinct.

The Panel accepts the findings of the Ballarat C58 Panel and confirms that the physical condition of a building should not be the reason to remove a building from the Heritage Overlay unless the heritage significance is compromised.

### **Panel conclusion**

**The Panel has concluded that the physical condition of a building should only affect the assessment of heritage significance when that condition has caused the significance of the place to be fatally compromised.**

**In general the condition of a building should be taken into account when development options are being considered.**

## **6.1.4 IMPACT ON PROPERTY VALUE**

### **Issue**

Submissions argued that the HO may devalue their property and some sought compensation.

### **Council Response**

Council referred to the finding of the Stonington C5 & C6 Panel which stated:

*“Whilst acknowledging in its reasoning that heritage protection may impose economic costs on affected landowners, the panel explicitly rejected including any consideration of economic effects in its decision about the heritage significance of places and hence whether or not to apply the Heritage Overlay. The panel considered that this might be an appropriate matter to take into account when a decision has to be made on a proposal to modify a heritage place. More significantly though, it considered that the potential or real economic consequences of the application of the Heritage Overlay does raise the issue of fairness in establishing the threshold of local significance and reinforces the need for rigour and in applying the Heritage Overlay.”*

It also noted that the Panel for the Greater Geelong Planning Scheme Amendment C89 supported the Council’s comments that:

*“Whilst it is acknowledged that the introduction of a Heritage Overlay will introduce additional development and compliance costs, the impact of these provisions in a particular market will depend largely on the characteristics of the market.”*

No change to the amendment was recommended.

### **Discussion**

It is a well established principle that impacts on property values are not a planning consideration. Properties are subject to numerous constraints through the planning process as part of implementing government policy for community benefit. No evidence has been presented to establish the effect of applying the Heritage Overlay on the value of properties.

There may be a range of measures to assist in the conservation of heritage places such as reduction in Council rates or low interest or interest free loans.

The Panel also notes the findings of the Australian Productivity Commission's report on heritage buildings<sup>8</sup>. In section 6.7, the report stated:

*"...Market valuations will reflect not only the use value of the property, but also some intangible benefits which derive from its cultural value. In some cases, heritage status may increase the market value of the property. In other cases, recognition of historic heritage value might bring with it development controls which could limit its use value and depress its market price.*

Where the ongoing management of a heritage place is deemed to be of too high a financial burden, the owner can apply for re-development of that place and put those matters for consideration as part of the overall analysis of the benefit and cost to the individual and net community gain.

### **Panel conclusion**

**Potential impacts of planning provisions on property values are not a matter for consideration by this Panel. Furthermore, it is noted that it has not been established that heritage listing alone will diminish the value of a heritage property.**

## **6.1.5 HERITAGE OVERLAY APPLICATION TO ENTIRE PROPERTIES**

### **Issue**

Some submissions objected to the Heritage Overlay covering entire properties when only a building or homestead should be affected.

### **Council Response**

The VPP Practice note *Applying the Heritage Overlay* discusses mapping of the heritage overlay. It states that the Heritage Overlay applies to both the listed heritage item and its associated land. It is usually important to include land surrounding a building, structure, tree or feature of importance to ensure that any new development does not adversely affect the setting or context of the significant feature. In most situations, the extent of the control will be the whole of the property. However, there will be occasions when the control should be reduced in its extent so that it does not apply to the whole of the property. Where a heritage place does not encompass the whole of the property, care should be taken to show the most accurate parcel of land affected by the control. For instance, if a homestead is affected by the Heritage Overlay but not the whole of the farm, a polygon should be allocated to the area of affected buildings and associated land. The practice note also recognises that precise cadastral information is currently not available for some places.

Mapping of the Heritage Overlay has occurred to parcel level generally, although where detailed information exists, a finer scale of mapping has occurred. The detail of mapping has been restricted by the resources available to Council at the time of undertaking the heritage study. Refinements to mapping can occur over the longer term. No change to amendment was recommended.

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<sup>8</sup> [Conservation of Australia's Historic Heritage Places \(Report No. 37\)](#), Productivity Commission, Inquiry Report, Jul-06

## Discussion

The Panel supports the approach as set out in the VPP Practice Note where the entire titled land area is managed under the provisions of the Heritage Overlay.

In some instances however it may be better to reduce the extent of the overlay controls. This is best managed on a case by case basis where the heritage significance of the place and the merits of a reduced area of the Heritage Overlay can be pursued and generally documented using very clear tools such as an Incorporated Plan and Geospatial Information System (GIS).

The Panel supports endeavours to reduce unnecessary administrative controls where parts of a property have no heritage significance. In order to reduce these impacts it is essential that the heritage significance of the place is well understood and documented. Mapping can then clarify which elements of a property are significant.

For large rural properties it is often easy to excise non-significant portions of that property. For heritage complexes such as industrial properties the most common approach is the development of Conservation Management Plans (CMP) which clearly articulate the heritage significance of each component of built fabric, the role that plays in the significance of the place and a suite of permit exemptions for ongoing management. A CMP can sit within the Planning Scheme as an Incorporated Document. However it is not expected that the detailed requirements of a CMP would be achieved during a Heritage Study, rather, owners can work with Council to develop this Plan as part of ongoing management. Although the submission was withdrawn, the Panel notes that this may be an appropriate tool to apply in relation to HO163.

## Panel conclusion

**The Panel supports the application of the Heritage Overlay for the entire property unless it has been demonstrated that the management of the heritage significance of the place will not be affected by reducing the extent of the overlay for that particular place.**

### 6.1.6 ACCURACY OF MAPPING IN PRECINCTS

#### Issue

Submissions raised concern about the accuracy of mapping in precincts and the reason why some buildings are shaded and others are not?

#### Council Response

Buildings that are shaded are buildings that contribute to the heritage significance of the precinct. Buildings that are not shaded do not contribute to the heritage significance of the precinct but they are included in the precinct as to allow consideration through a planning permit of whether modifications would impact negatively on the precinct values. No change to amendment was recommended.

#### Discussion

It is inevitable that some errors will occur during municipality wide studies dealing with many places. However, the Amendment submission process has identified errors and Council has responded by supporting a number of corrections. It was apparent at the hearing that further

review of the accuracy of individually significant heritage places identified in the Beeac Commercial Precinct HO303 should occur.

The approach taken in the Colac Otway Heritage Study was to map precinct areas with a red line and then to apply grey shading to sites that contribute to heritage significance within the mapped area.

The Study does not include a legend, however Council outlined that the red line indicates the boundary of the precinct and the shaded areas are those which contribute to the heritage significance of that precinct. The Panel accepts that this methodology for mapping places within a heritage precinct is commonly used.

In considering heritage precincts the Panel notes the following key matters need consideration:

- a heritage precinct is no different from other heritage places, other than the place is comprised of multiple buildings which contribute to the heritage significance of that place; and
- mapping assists both owners and managers of heritage precincts to understand how each individual building relates to the precinct. This must be supported by the citation and Statement of Significance.

Having established that the collection of buildings meets the threshold as a precinct of heritage significance, it is important that both property owners and those administering the planning scheme understand how the planning controls will affect them. Buildings which are not deemed to contribute to the heritage significance of the precinct will be affected by the control inasmuch as any development of that building must not diminish the heritage significance of the precinct.

Therefore it is important that the mapping underpinning the application of the controls in the Heritage Overlay is robust and accurate. In general the Panel accepts that occasional errors can occur, sometimes as translation from the study to the Council data systems. The use of an improved data management system such as the Heritage Victoria HERMES across local government should reduce cases of error.

#### **Panel Conclusion**

**The submission process has improved the accuracy of the mapping of heritage places.**

**Mapping of buildings which contribute to the heritage significance of a precinct is a well recognised and accepted way of informing owners and those implementing the planning scheme of the status of each building.**

**The Panel accepts the methodology utilised but believes that a legend should accompany each mapped heritage precinct.**

#### **Panel Recommendation**

**The Heritage Study should be revised to include a legend on the maps associated with precinct based heritage places.**

**The accuracy of individually significant heritage places identified in the Beeac Commercial Precinct HO303 should be reviewed.**

## **6.2 CONSIDERATION OF SUBMISSIONS**

### **6.2.1 HO6 MONTEREY CYPRESS AVENUE, FORESHORE, GREAT OCEAN ROAD**

#### **Issues raised by submission (Submission 60)**

The Department of Sustainability and Environment raised concerns that the trees comprising the Avenue are nearing the end of their life expectancy.

#### **Council response**

Council agreed that the trees may be nearing the end of their life but that should not prevent them from being included in the Heritage Overlay. Furthermore, inclusion in the Heritage Overlay will not prevent any trees proved to be a danger from being removed, but provides a framework for future management of the site.

#### **Discussion**

The Panel is well aware that the Cypress Avenue in Ocean Road is aged. Notwithstanding that, the trees have been assessed of heritage significance and inclusion of the trees in the Heritage Overlay will support sound decisions about their future management and ultimately their replacement.

#### **Panel Conclusions**

**The Panel concludes that the trees are old but should not be deleted from the Heritage Overlay.**

## **6.2.2 HO22 GREENACRES MOTEL, APOLLO BAY**

### **Issues raised by submissions (Submissions 46 and 49)**

Both submitters raised concerns about the importance of enforcement mechanisms to protect heritage places and that the deletion of HO22 from the Amendment as exhibited was to support development interests.

### **Council response**

Council agreed with the submitters that it was important to manage heritage places but noted that the decision to delete HO22 from the Heritage Overlay was based on recommendations by Ms Sheehan as a result of the audit conducted.

### **Discussion**

The property formerly identified as HO22 (Greenacres) has been demolished. Hence there is no value in managing the former heritage values which may have been associated with that site.

The Panel does note however that there is a real risk of attrition of heritage places where they have not been identified, assessed and protected. This can be exacerbated when there is a lag between the initial assessment of places of heritage significance and their protection being confirmed through the planning process.

### **Panel Conclusions**

**The Panel concludes that there is no heritage place to protect at the former Greenacres site, hence the Heritage Overlay should not be applied.**

### **6.2.3 HO70 McDONALD TRAMWAY, WIMBA, BEECH FORREST, HO192 SAWMILL AND ASSOCIATED TRAMLINES, FORREST, AND HO212 SAWMILL, LAVERS HILL**

#### **Issues raised by submission (Submission 32)**

That Council did not provide precise overlay boundaries for the intention to apply the Heritage Overlay to two sites, HO70 and HO212. Consequently they submitted they were not aware of the impact of the amendment and Council did not satisfy the necessary notification requirements.

#### **Council response**

Council submitted that they met the minimum notification requirements as stipulated in the *Planning and Environment Act 1987*, but noted the data sheets for HO70 and HO212 were not received by the owner. Once that issue had been brought to the attention of Council, duplicate information was provided.

#### **Discussion**

The two properties subject to the concerns about the extent of the Heritage Overlay and the lack of mapping being provided are:

- an old timber tramway which once serviced a sawmill in Beech Forrest, and
- a sawmill and associated lines and tram tracks for timber cartage.

Both sites are in relatively inaccessible locations. Council provided the Panel with electronic copies of the maps which underpinned the amendment exhibition process.

- Mapping for HO70 shows discrete boundaries and identified the area to be affected by the proposed controls.
- Mapping of HO212 however is more generic using a circle with little detail on the extent of the boundary or the specific details of the control.

The submissions did not challenge the heritage significance of the places, rather the concern was that the notification was insufficient.

Notwithstanding that the data sheets for these two sites were not received by the owner, Council subsequently sent the maps once the error had been brought to their attention. The Panel accepts as appropriate Council's response to administration error by sending the maps as soon as possible once that error was drawn to their attention. The Panel believes that the owner had sufficient time to make submissions or express concerns about the heritage significance of the sites after the additional information was received.

#### **Panel Conclusions**

**The Panel concludes that Council responded appropriately in providing the missing data as soon as was practicable and there was sufficient time for the owners to make a further submission after they received the maps.**

## 6.2.4 HO74 STUDBROOK, 365 BIRREGURRA FORREST ROAD, BIRREGURRA

### Issues raised by submission (Submission 35)

The submission challenged the heritage significance of the place due to changes to the house over time.

### Council response

Dr Hubbard, Council's current heritage advisor, informed the Panel that he agreed that the place has undergone changes including replacement of timber weatherboards and brackets, along with the installation of a new service wing and window in the rear wall. He also noted the addition of a powder-coated verandah trim.

He submitted however that these changes are not uncommon for an older house and by and large, they either represent normal maintenance and adaptation to emerging needs of families and owners. He was of the view that the changes were not so great that the house falls below the threshold for heritage significance and that the place should remain in the Heritage Overlay as exhibited. Dr Hubbard also supported the modification of the citation to reflect the changes to the place.

### Discussion

The Panel sought access to inspect the property but the request was declined, therefore it was not in a position to make its own assessment but had to rely on the material in the submission and Dr Hubbard's assessment. The Panel accepts that Dr Hubbard is a recognised heritage expert.

This property was identified in the Heritage Study as a place of individual heritage significance which represents the Squatters and Pastoral themes as set out in the Australian Heritage Council framework. The Statement of Significance indicates:

*Studbrook, located at 365 Birregurra Forrest Road, Birregurra, was built of timber in about 1912 after John Darcy purchased a portion of the Armytage family's Ingleby Estate. Studbrook is historically and socially important to the Shire of Colac Otway. Studbrook is historically important for its association with the twentieth century subdivision of the last large estates held by a small number of Western District families, and demonstrates the demise of influence of the squattocracy who could no longer afford to own the land. The simple design of Studbrook is historically important in demonstrating the unpretentious lifestyle of small farm owners like Darcy, in contrast to the squatters they replaced. The social and cultural associations of Studbrook are demonstrated by the community's perceptions of the importance of the dwelling through its connections with the Ingleby Estate. The building is distinguished by its unusual exterior decorative details, which are interesting variations of then popular domestic architecture.*

The citation in the Heritage Study also notes the integrity of the building as substantially intact.

The Panel notes that it is not uncommon for heritage buildings to be adapted and changed over time. It is important however that the changes do not diminish the heritage significance of the place to that point where they are no longer of significance at the local level.



The Panel is satisfied that in this case the changes do not affect the heritage significance of the place however it would be appropriate for the citation to reflect the house has undergone some minor changes.

### **Panel Conclusions**

**On the information available to the Panel, it does not believe that Studbrook has been altered to the degree that it is no longer of heritage significance at the local level.**

### **Recommendation**

**The Heritage Study citation for HO74 (Studbrook) should be revised to reflect the minor changes to the property and referred to in the Heritage Overlay.**

## 6.2.5 HO121 COLAC RAILWAY STATION AND HO225 PIRRON YALLOCK RAILWAY STATION COMPLEX

### Issues raised by submission (Submission 37)

The submitter raised concerns that the railway stations are in poor condition and therefore questions whether they should be included in the Heritage Overlay.

### Council response

Council submitted that the condition of a building does not necessarily mean that it should not be afforded protection. Additionally, the condition can be taken into consideration at the time when re-development options are being considered.

### Discussion

Both the Colac railway station and the Pirron Yallock railway station complex were assessed as being of local level heritage significance. The Heritage Study citations state:

*Construction of the timber Colac Railway Station, located in Gellibrand Street, commenced in 1877. The station buildings were extended in 1902 and 1950, and alterations were undertaken in 1987. The Colac Railway Station is of historic and architectural importance to the Shire of Colac Otway. The Colac Railway Station is historically important for association with Colac as a rail transport hub. The Colac Railway Station is historically important for association with Colac as the main retail and business centre in the region, the railway being the critical factor in the economic development and growth of the region.*

*The Colac Railway Station is also historically important for its relationship to the growth of primary industry in the area through the provision of transport facilities for the timber and diary industries, for potatoes and onions, as well as a variety of forms of secondary industry. The Colac Railway Station is important aesthetically as a good example of country regional railway centre.*

and

*The Pirron Yallock Railway Station Complex was constructed in 1894 by F Holyoake on the Camperdown-Geelong Line, for the Victorian Railways. It consists of a small timber station building, which is symmetrical in form. It features distinctive scalloped weatherboards to the facades, and gambrel roofs balancing the central waiting area, which is protected by extended eaves carried on decorated brackets. The goods shed, platforms, van goods shed and cart dock have all been removed, while the water tower remains. The station has been closed and the station building has been seriously vandalised.*

*Pirron Yallock Railway Station Complex is historically and architecturally significant to the State of Victoria.*

*The Pirron Yallock Railway Station building is architecturally significant as a unique and essentially intact (albeit damaged) timber station building employing the gambrel roof form. It serves as a key contributor to the character of the former Port Fairy railway line. Pirron Yallock Railway Station building is also significant as a unique example of the 'Ringwood' style of station buildings, serving as a key contributor to the development of this typological group. Pirron Yallock Railway Station is historically significant as an example of a less elaborate station built by the Railways Department during the economic depression of the 1890s.*

*The water tower is historically significant for its associations with the former steam railway era.*

The Panel notes that the submitter is not challenging the significance of the buildings, but that they are in poor condition. Whilst the buildings have undergone some changes their individual condition is not so deteriorated that these sites no longer warrant heritage protection. Furthermore, the Pirron Yallock railway station complex is on the Victorian Heritage Register and this Panel does not have the authority to delete any item from that register.

### **Panel Conclusions**

**The Panel concludes that the Colac Railway Station HO121 and Pirron Yallock Railway Station Complex HO225 should remain in the Heritage Overlay as exhibited.**

## 6.2.6 HO147 SHOPS AT 243 – 253 MURRAY STREET COLAC

### Issues raised by submissions (Submissions 39, 45, 53 and 54)

Submissions to Council challenged the accuracy of the Statement of Significance, claiming the earliest shop was constructed in the 1930s, not 1919. Mrs Millman, tabled documents at the Panel hearing to confirmed that the earliest shop was built later than 1919.

### Council response

Council submitted that this information needs to be verified prior to finalising the inclusion of the place in the Heritage Overlay.

### Discussion

The Panel accepts that there is sufficient doubt about the age of the buildings identified in this precinct. Whilst the research undertaken to date provides some information, it would be difficult for Council to manage this precinct when there is uncertainty about the age of the buildings.

The Panel believes that further work is required prior to resolving whether the current Statement of Significance is correct. This work should be completed before the Amendment is adopted.

### Panel Conclusions

**The Panel concludes that there is sufficient doubt about the date of construction of the shops and further work should be undertaken to substantiate or refine the Statement of Significance before adoption of the Amendment. Any correction to the Heritage Study should be implemented as part of the finalisation of the process for Amendment C27 and a refreshed Statement of Significance should be included in the policy and reference document.**

**That the shops at 243 – 253 Murray Street Colac (HO147) should be retained in the Heritage Overlay as exhibited if their age can be verified.**

### Recommendation

**Further work should be undertaken to substantiate or refine the Statement of Significance for HO147 (Shops At 243 – 253 Murray Street Colac) and the Statement of Significance in the Heritage Study and policy should be refreshed accordingly before adoption of the Amendment.**

## **6.2.7 HO172 WATER TOWER CRESSY**

### **Issues raised by submission (Submission 57)**

Barwon Water submitted that the water tower is still in operational use and would be subject to minor modifications as part of the ongoing activities. They further submitted that those minor works should be exempt from a planning permit, or if that was not possible, that the water tower be excluded from the Heritage Overlay until it is decommissioned.

### **Council response**

Council does not support deleting the Water Tower from the Heritage Overlay and further notes that whether the Tower is in operational use or not does not necessarily affect its heritage significance.

### **Discussion**

This property forms part of the water infrastructure of Barwon Water. As an operational structure it is likely undergo changes and modifications in response to those operational requirements.

Nonetheless it has been assessed as a place of heritage significance and warrants protection in the Heritage Overlay.

One way in which small modifications could be managed in a timely manner would be for Council and Barwon Water to work together to develop a Conservation Management Plan for the tower which could include a series of permit exemptions for proposed works. This does not need to be a complex document but can be used to tailor permit requirements and accommodate necessary maintenance.

### **Panel Conclusions**

**The Panel concludes that the Cressy Water Tower is of heritage significance and should be protected in the Heritage Overlay.**

### **Recommendation**

**Council and Barwon Water should develop a simple Conservation Management Plan for HO172 to tailor permit requirements and accommodate necessary maintenance.**

## **6.2.8 HO176 WATCH HILL HOMESTEAD, CUNDARE**

### **Issues raised by submission (Submission 34)**

The owner of the property submitted that, whilst he has no objections to the application of the Heritage Overlay, he believed Council should conduct a more thorough investigation of the property. He was also concerned about the extent of the Heritage Overlay, as it is exhibited it would cover the entire property which is substantial.

### **Council response**

Council advised that the owner had not allowed access to the property and did not return telephone calls when Panel inspections were being arranged. Mr Morgan agreed that further investigation could provide information which could lead to the reduction of the Heritage Overlay to cover the elements which are of heritage significance, but noted that would require a site visit.

Dr Hubbard confirmed that access to the property had been denied. He also provided an image of the property located on the website of the National Trust of Australia (Victoria). He agreed with the Heritage study finding that the site is clearly of heritage significance of at least the local level. Dr Hubbard also suggested the Panel may like to discuss the subject site with Mr Allan Willingham who is a recognised expert on western district heritage who had completed a masters degree thesis on the architects Davidson and Henderson, and was to appear before the Panel on another matter.

### **Advice from Mr Allan Willingham**

Mr Willingham appeared before the Panel in relation to another matter. Once that matter had been addressed Mr Willingham agreed to assist the Panel and offered the following information regarding Watch Hill at Cundare:

- He confirmed the image sourced from the National Trust website was Watch Hill and that he had visited the site many years earlier.
- Alterations and additions were made to the basic original building for the Calvert family. He advised that the buildings were more austere than the later work of the renowned partnership.
- He was not familiar with the current owners.
- The site is clearly of heritage significance.
- The site is extensive and access to the homestead is via a private road of several kilometres, thus making any detailed investigation of the place without access and consent from the owners impossible.

He also felt that it was unlikely that the whole of the site warranted a Heritage Overlay.

### **Discussion**

It is regrettable that the owners of Watch Hill did not allow either the Study team, or Council officers, and their heritage adviser access to the site. Attempts to arrange an inspection by the Panel also failed.

The Statement of Significance for Watch Hill is effectively a draft. It notes the settlement era and conditions under which tenure for the area was gained and that important Western District architects (Davidson and Henderson) constructed the building:

*Access to the Watch Hill site was not gained, consequently it has not been possible to physically assess the site nor prepare a Statement of Significance.*

*However, available historical data provides sufficient information to indicate that the site is worthy of protection, at least until such time as a thorough assessment can be undertaken.*

*Historic information indicates that the Watch Hill site was one of the first post contact sites in the Shire to be settled, in c.1839. Later, the Watch Hill homestead block was taken up under a pre-emptive right following the passing of the 1862 Homestead Act. This provided the necessary security of tenure that allowed tenders to be called by the prominent Western District architects, Davidson and Henderson, to construct a bluestone house on the Watch Hill estate for John Calvert.*

*The Watch Hill site is of potential historic importance to the Shire of Colac Otway.*

The Panel has formed the view that the Statement of Significance in the Study is effectively a draft and notes that it concludes that the site is of *potential* historic significance [Panel emphasis]. Furthermore, Council has formed the view that sufficient information was available to recommend planning controls. For future management purposes it will be necessary for the Statement of Significance to be finalised.

During the course of the hearing, additional information was provided, including an image from the National Trust website and Council's position to include Watch Hill in the Planning Scheme was supported by both Dr Hubbard and Mr Willingham.

In considering the submission the Panel must be satisfied that, on balance, the information available supports the application of the Heritage Overlay - the place must be demonstrated to reach the threshold for local level heritage significance.

The information provided from the historic research, the National Trust website image and Mr Willingham's earlier site visit support Council's position that the place is of heritage significance. The web image is an important element of data underpinning consideration of this property and that image should be included in the citation (data sheet) for Watch Hill.

The owner does not necessarily dispute the heritage significance of Watch Hill, but suggests further investigation needs to be conducted. This submission appears disingenuous as the owner will not allow Council to access the property to undertake that investigation.

In regard to the extent of the Heritage Overlay, the Panel notes Councils commonly negotiate the extent of the Heritage Overlay with owners on-site where the details of component parts of a heritage place can be considered. This opportunity was not afforded to Mr Morgan or Dr Hubbard.

Where a site inspection is not permitted, Council generally has no option but to apply the Heritage Overlay to the whole of the land in order to conserve the heritage values of the site on behalf of the community. The approach of the owner did not assist either Council or the Panel.

## **Panel Conclusions**

**The Panel concludes that on balance the heritage values of Watch Hill, Cundare have been demonstrated to meet the threshold for protection under the Planning Scheme.**

**Access has not been granted to the site; therefore it would not be wise to reduce the extent of the Heritage Overlay. The Panel notes that both the owner and Council would benefit from an opportunity to investigate the site more fully so that the extent of the Heritage Overlay can be discussed and possibly reduced.**

## **Recommendation**

**The (draft) Statement of Significance for HO176 Watch Hill homestead, Cundare should be finalised, ensuring:**

- **No additional details are included unless supported by a site visit, and**
- **The image from the National Trust website is included in the citation.**

**The final Statement of Significance should be forwarded to the owner and Council should seek a site meeting to discuss reducing the extent of the Heritage Overlay.**



## **6.2.9 HO195 1 HENNIGAN CRESCENT, FORREST AND HO318 STATION STREET PRECINCT IN FORREST**

### **Issues raised by submission (Submission 18)**

The submitter raises concerns about the impact of heritage controls and the associated burden to owners.

### **Council response**

Council considered this and other submissions and revised their view of the Station Street precinct, recommending that it be removed from the Heritage Overlay.

Council supports the house at 1 Hennigan Crescent remaining in the Heritage Overlay as exhibited.

### **Discussion**

The issues generally raised in this submission have been dealt with in Section 6.1 of this report.

The submission did not challenge the heritage significance of the place.

### **Panel Conclusions**

**The Panel concludes that the house at 1 Hennigan Crescent, Forrest should be retained in the Heritage Overlay as exhibited in the amendment.**

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## 6.2.10 HO300 PROPOSED APOLLO BAY PRECINCT

### Issues raised by submissions (Submissions 46 and 49)

Both the submissions raised concerns that the planning controls sought to protect heritage place identified in the Study have not been exercised.

### Council response

Council submitted that the proposed Apollo Bay heritage precinct was withdrawn from the Amendment by Council after the 2005 audit which revealed that some buildings had been demolished and other buildings had been subject to unsympathetic alterations.

### Discussion

The Panel recognises that there will always be some tensions in the heritage management process; namely, studies generally take several years and once places have been identified the follow on amendment processes which result in protection can take another 18 – 24 months. In some instances Councils seek interim controls without notification to owners, whilst the amendment is advanced. This commonly results in complaints from owners about planning controls being implemented without consultation.

### Panel Conclusions

**The Panel concludes that the attrition of the heritage values of the proposed Apollo Bay precinct is unfortunate. Nonetheless, good planning decisions into the future can ensure a quality commercial area develops.**

## 6.2.11 HO301 PIER PRECINCT, POINT BUNBURY, APOLLO BAY

### Issues raised by submissions (Submissions 49 and 60)

One submission raised concerns that the Pier Precinct would be removed from the Heritage Overlay and that HO301 does not include reference to Blackfella's Well. The other (DSE) submitted that the golf course should not be included in the precinct as the Statement of Significance has no reference to the golf course and it is not related to the precinct's heritage values.

### Council response

Council confirmed their intention to retain the Pier Precinct and further, that including the golf course is not justified based on the exhibited Statement of Significance. Council did note however that the golf course has had long associations with the land adjacent to the Pier Precinct and it is an area held in high regard by the community. Council submitted that the golf course could be retained within the extent of the Heritage Overlay as exhibited, providing the Statement of Significance was altered to reflect its role as part of the heritage significance of the precinct.

In regard to Blackfella's Well, Council submitted that there had been an archaeological study (copy provided) but they had no firm view on that matter.

### Discussion

The Pier Precinct in Apollo Bay sits to the north and east of Trafalgar Street Apollo Bay and comprises the fisherman's co-operative, timber and stone piers and breakwaters and beacons. The golf course lies to the southern end of the area and also includes a section west of the roads serving the Pier Precinct. Site inspections revealed that the golf course has no ready physical connection to the Apollo Bay Pier Precinct. The golf course is separated by minor service roads on the southern and western edges.

Colac Otway Shire commissioned a Master Plan for the Apollo Bay Harbour Precinct, which includes the golf course as part of the study area. The Panel notes that development and refurbishing of the area may include relocation of the golf course.

In setting the scene for the contribution of the golf course to the Pier Precinct, the Master Plan states:

*The 9-hole golf course is a public course with a special setting almost right in the town and with great coastal views. It is well used by locals and visitors year round and seems to be well maintained in terms of fairways, greens and general landscape. The relocation of the golf course presents a unique opportunity to incorporate this attractive landscape into the Harbour Precinct and create a significant community, boating/fishing and visitor focal point.*

In contrast, the Statement of Significance for the Apollo Bay Pier Precinct does not include any reference to the golf course:

*The Apollo Bay Pier Precinct is located at Point Bunbury and extends north and east from Trafalgar Street, and is bounded in the south by Breakwater Road. The Apollo Bay Pier Precinct has evolved following the first settlement of the town in the mid-nineteenth*

*century and now includes the Apollo Bay Fisherman's Co-operative building, breakwaters, piers, and beacons. The Apollo Bay Pier Precinct is of historic and social importance to the Shire of Colac Otway. The Apollo Bay Pier Precinct is of historic importance through association with the development of the fishing industry which played an important role in the Shire's economic development and is demonstrated in the size of the fisherman's co-operative building, constructed at various stages, and the evolution of the piers and breakwaters. The Apollo Bay Pier Precinct is of social and historic importance through association with coastal trade, the life-blood of the settlement of Apollo Bay which had developed outward-looking to the sea and in isolation from the rest of the Shire for the first seventy years of its existence. The Apollo Bay Pier Precinct is historically important through association with the development of a leisure industry in the Shire, demonstrated by the number of berths provided for pleasure crafts.*

Whilst the heritage significance of the Pier precinct does not include any reference to the golf course, Council did note that the golf course provides an important open space from which the Pier precinct and harbour are viewed, suggesting any re-development of that area should respect the Pier Precinct and associated view points to the harbour.

The Panel accepts that there has been a long standing association between the Pier Precinct and the golf course open space, but believes that matters affecting the re-development of this area, including the relocation of the golf course, should be addressed through urban design and the Masterplan, rather than through the application of heritage controls.

Point Bunbury has been identified as an area of Aboriginal cultural significance in an unpublished report<sup>9</sup> for the Colac Otway Shire in 2003. The Shire commissioned a further archaeological study<sup>10</sup> of the Apollo Bay harbour precinct in order to clarify issues about the natural spring known as "Blackfella's Well" and Aboriginal midden sites on the coast.

The archaeological study makes reference to oral testimony of a natural spring known as "Blackfella's Well" in both the 19<sup>th</sup> and 20<sup>th</sup> centuries. Dr Luebbers studied several locations around the harbour area but found no evidence of that spring. His report makes reference to significant earth works in the mid 20<sup>th</sup> century which could account for it being hidden in current times. He suggests the spring may still be in existence, but covered by the harbour depot office at the western end of the precinct.

Aboriginal shell fish middens were recorded at all three test areas along the coastline north of the Fisherman's Co-operative (Aboriginal Affairs Victoria recorded site AAV 7620-0192). Two samples from this survey were submitted to carbon dating and the results show Aboriginal occupation of this area between 550 – 700 years ago (~1307-1457 AD).

These reports confirm the Aboriginal cultural heritage significance of Point Bunbury.

Having established that the Pier Precinct at Point Bunbury is of Aboriginal heritage significance, the Panel has considered ways in which this significance can be managed in the Planning Scheme.

Historically Aboriginal cultural heritage places have been managed by Aboriginal Affairs Victoria and the relevant Aboriginal communities. Recently, the *Aboriginal Heritage Act 2006*

<sup>9</sup> Dr RA Luebbers 2003: Archaeological Investigation of Point Bunbury, Apollo Bay Victoria.

<sup>10</sup> Dr RA Luebbers 2006: Archaeological Investigation Blackfella's Well and Middens Apollo Bay Harbour Victoria.

superseded the two previous pieces of legislation reference in the VPPs. This legislation deals with Aboriginal cultural heritage in a proactive manner and any future development of the Pier Precinct will require a Cultural Heritage Management Plan to support proposed activities.

In regard to identifying the Aboriginal significance of the Pier Precinct, there are several ways forward. The Heritage Overlay in the VPPs allows for Aboriginal places to be included. This overlay has not always been accepted as the best tool however and some councils have used the Significant Landscape Overlay, Environmental Significance Overlay and Development Plan Overlay to protect Aboriginal cultural heritage places.

For the Pier Precinct, the Statement of Significance makes no reference to Aboriginal heritage and would need to be amended for the Aboriginal cultural heritage values were to be incorporated in that overlay.

More importantly, the Aboriginal cultural heritage has no direct nexus to the heritage values for the Pier Precinct and the Panel believes separate planning controls should be developed. For the time being, the Aboriginal cultural heritage values are documented and widely known. The *Aboriginal Heritage Act 2006* will provide a suitable framework to protect those values. As the Apollo Bay harbour re-development proceeds, a Cultural Heritage Management Plan will be developed and that will provide a useful opportunity to consider the most appropriate means of protecting the Aboriginal cultural heritage values.

### **Panel Conclusions**

**The Panel concludes that the heritage values of the Pier Precinct do not include the golf course and that the extent of the Heritage Overlay should be reduced to remove the golf course.**

**The Panel further notes that matters affecting any change to the open context and viewing points as part of the re-development of the area are more an urban design issue that should be addressed in the Masterplan rather than through heritage controls.**

**On the evidence available the Panel cannot determine the location or survival of the natural spring known as “Blackfella’s Well” and it should not be referred to in the Statement of Significance for the Pier Precinct at this time.**

**The heritage values relating to the Aboriginal middens are not related to those of the Pier Precinct as defined in the Statement of Significance. The Aboriginal cultural heritage values will be protected through the *Aboriginal Heritage Act 2006* and the most effective means of protecting those values should be addressed as part of the Cultural Heritage Management Planning process.**

### **Recommendation**

**That the extent of the Heritage Overlay HO301 should be reduced to remove the golf course along with the deletion of the reference to the spring from the Statement of Significance.**

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## 6.2.12 HO303 BEEAC COMMERCIAL PRECINCT

### Issues raised by submission (Submission 40)

In his submission Mr Quinney raised concerns about notification of the proposed amendment for the Beeac Precinct, its Statement of Significance and the financial impost extra planning controls will bring. He also noted that a large scale development was to proceed on the east side of the Main Street precinct which will be detrimental to the heritage values.

He also made submissions about individual HO57 which have been addressed prior to matters being referred to this Panel.

### Council response

Council confirmed that all necessary notification processes were followed. The amendment as exhibited included controls for external painting. In their written submission however, Council noted that there is no evidence to suggest that removing external paint controls will threaten the heritage values of the precinct.

Mr Morgan conceded that residential development will proceed on the east side of Main Street, but noted that was outside the Heritage Overlay.

Mr Morgan also confirmed that Council supports the inclusion of this precinct but recommended that external paint controls be removed from the schedule to the Heritage Overlay.

### Discussion

The precinct includes properties which front Main Street Beeac. Site inspections revealed that the precinct is largely intact and that the values described in the Statement of Significance are clearly represented.

The Panel accepts that new development will impact the eastern side of Main Street but notes that the heritage values identified within this precinct require protection nonetheless. The Panel is mindful that reducing planning administration and associated costs benefits both owners and Council and hence supports the removal of external paint controls for previously painted buildings.

Issues relating to the perceived financial impact of heritage controls have been addressed in Section 6.1.

### Panel Conclusions

**The Panel concludes that the Beeac Commercial precinct meets the threshold for heritage significance at the local level as should remain in the Heritage Overlay as exhibited.**

**Furthermore, the Panel supports the removal of external paint controls (see 6.1.1).**

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## 6.2.13 HO308 BIRREGURRA TOWN PRECINCT

### Issues raised by submissions (Submissions 22, 25, 26 and 52)

The submitters raised concerns about the Heritage Overlay and the proposed controls. They also disputed their properties had any heritage significance.

### Council response

Mr Morgan confirmed that Council supports the retention of the Birregurra Town precinct in the Heritage Overlay. Council noted most of the properties within the precinct are residential houses and that the removal of paint controls would greatly reduce requirements for permits. Council also provides complimentary heritage advice and Dr Hubbard is their current heritage adviser.

### Discussion

The Birregurra heritage precinct comprises a development sequence of buildings from settlement in the 1860s and reflects changes in the town's economic and social evolution. The precinct is complimented by a series of monuments and street plantings.

The Birregurra precinct sits within the Colac Otway Township Zone (TZ) where a permit is already required for a range of activities including construction or extension of buildings. However, the HO would generate new permit requirements for development associated with dwellings.

In considering the Birregurra precinct the Panel noted that several buildings within the precinct area are not deemed to contribute to the precinct's significance. As some of these properties do not have a frontage to Main Street and it may be possible to reduce the extent of the Heritage Overlay by excluding these properties without impacting the heritage significance of the Birregurra precinct.

The Panel supports the removal of external paint controls for buildings which have been painted and believes the best outcomes will arise when the Heritage Adviser provides advice about suitable colour schemes.

### Panel Conclusions

**The Panel concludes that the Birregurra Town Precinct HO305 should remain in the Heritage Overlay with the removal of external paint controls.**

**There is an opportunity for Council to review the extent of the heritage precinct so that properties which do not contribute to the heritage values of the precinct and do not have a frontage to Main Street are removed from the Heritage Overlay.**

### Recommendation

**Council should review the extent of HO305 (Birregurra Town Precinct) with a view to removing properties that do not contribute to the heritage values of the precinct and do not have a frontage to the main street from the Heritage Overlay.**

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## 6.2.14 HO310 QUEENS AVENUE PRECINCT COLAC

### Issues raised by submissions (Submissions 20 and 52)

Submissions raised concerns about the need to obtain a planning permit, especially for painting. It was also suggested that the lake and foreshore are elements of value and should be included in the Overlay.

### Council response

Council accepts that it is important to reduce the need for a permit where feasible and has recommended that external paint controls be removed for the precinct.

### Discussion

This precinct abuts Colac Lake and comprises 18 individual properties. The houses range in age from Edwardian through to post WWII, with several houses dating from the 1970s and later.

The properties are attractive and the area has a character that is no doubt valued but the Panel did not get a sense of the area forming a heritage precinct. Site inspections revealed that, whilst the area contains houses with strong aesthetic characteristics, there is no consistent style of sufficient proportion to warrant a heritage overlay. Furthermore, if the area was to be included in the Heritage Overlay, the Panel wonders how the controls would be implemented given the range and diversity of building styles, age and materials.

This does not mean that development should not be well managed in this avenue, rather that the reason for implementing a planning control should be based on the design values of the area as the heritage values do not meet the threshold for a heritage precinct.

Council has several tools available including ResCode which addresses setbacks and fence treatments. Additionally a Design and Development Overlay could be considered to ensure future development respects character such as the pitch roof forms, more specific fence treatments and to ensure any new garage or other building sit behind the existing front building line. A further amendment would be necessary to introduce specific measures to protect the character of the area.

### Panel Conclusions

**The area described as HO310 does not meet the threshold for a heritage precinct.**

**Council could pursue other mechanisms if the ResCode provisions are not considered sufficient to ensure the valued neighbourhood character of this area is not compromised by inappropriate development in the area.**

### Recommendation

**The HO310, Queens Avenue should be deleted from the Heritage Overlay.**



## 6.2.15 HO311 COLAC RESIDENTIAL PRECINCT

### Issues raised by submissions (Submissions 9, 10 and verbal submission<sup>11</sup>)

Submissions on this precinct raised concerns about their properties dropping in value, that their properties are not of heritage significance and that there will be extra planning costs associated with day to day maintenance such as painting.

### Council response

Council has responded to the issue of financial values being lowered by a Heritage Overlay in section 6.1 of this report. Council further notes that removing the external paint control will reduce planning and administration costs for both owners and Colac Otway Shire and recommends that part of the schedule be changed to remove external paint controls.

In regard to the heritage significance of the precinct, Council supports the findings of the Heritage Study and recommends that the precinct remains in the Heritage Overlay.

### Discussion

The Colac residential precinct comprises predominantly weatherboard houses built in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. The houses and the precinct are further complemented by wide streets, street plantings and wide road reserves and grass verges.

*The Colac Residential Precinct is bounded to the north by Fyans Street; to the east by Queens Street; south by Manifold Street; and west by Gellibrand Street. The Colac Residential Precinct also extends south along Queen Street to Dennis Street and incorporates all those properties located on the east and west side of the street. The Precinct predominantly comprises single storey, exterior-painted weatherboard dwellings with corrugated iron clad roofs that were constructed in the late nineteenth and early twentieth centuries. The Precinct is distinguished by its street plantings, wide roads, grassy verges and deep culverts. The Colac Residential Precinct is of architectural, aesthetic and historic importance to the Shire of Colac Otway. The Colac Residential Precinct is of aesthetic importance in illustrating the principle characteristics of nineteenth century town planning in the grid format and wide road reserves. The Colac Residential Precinct is of architectural importance in demonstrating a continuum of residential styles incorporating modest Gothic; late Victorian Boom style; Federation and mid twentieth century brick dwellings that provide a 'map' in built form of Colac's residential development. The Colac Residential Precinct is of historic importance in demonstrating the evolution of Colac as an important regional centre, the residential development commencing initially in an area close to the churches, then later fanning out in a north east direction from an apex at Queen and Manifold Streets, adjacent to the original creek crossing and the civic precinct.*

Site inspections revealed that the area demonstrates the architectural, aesthetic and historic values as described in the Statement of Significance.

Furthermore, the properties for which two submissions were received are each shaded grey and hence have been assessed as contributing to the heritage significance of the precinct.

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<sup>11</sup> One owner did not wish to write in so Mr Morgan conveyed her concerns at the hearing.

The Panel notes however, that there are areas currently included in the Heritage Overlay for which no places which are deemed to contribute to the heritage values of the precinct:

- The eastern end of Pollack Street, and
- The northern side of Manifold Street.

Hence, there may be an opportunity for Council to refine the extent of the Heritage Overlay so as to excise those properties from the overlay and its associated controls.

The Panel supports the removal of external paint controls and encourages owners to work with the Heritage Adviser to ensure paint schemes continue to enhance the heritage values of their properties.

### **Panel Conclusions**

**The Panel concludes that the Colac residential precinct demonstrates the heritage significance as defined in the Statement of Significance and should be retained in the Heritage Overlay with the removal of external paint controls.**

### **Recommendation**

**Council should review the extent of HO311 (Colac Residential Precinct) with a view to removing sub-areas that do not have properties that contribute to the heritage values of the precinct.**

## 6.2.16 HO313 GRANT STREET PRECINCT COLAC

### Issues raised by submission (Submission 28)

The owner submits that the inclusion of their property in the heritage precinct will reduce their ability to renovate or further develop the property, thus reducing its financial value.

### Council response

Council outlined that the Heritage Overlay does not restrict future development, but rather ensures that such development is carried out in a manner which respects the heritage values of the precinct.

### Discussion

This property is one of many in the largely intact properties in Grant Street. The heritage precinct has been assessed as having historic and architectural significance:

*The Grant Street Precinct extends from Queens Avenue in the north, to the intersection of Skene and Dennis Streets in the south. The housing stock ranges from modest early twentieth century timber cottages with corrugated iron roofs; to more substantial iron roofed Edwardian timber houses; to inter-war and post war moderne brick houses with tiled roofs. It is distinguished by street plantings of Plane trees and wide grassy verges draining to wide culverts. The Grant Street Precinct is of historic and architectural importance to the Shire of Colac Otway. The Grant Street Precinct is of historic importance through association with the Colac's economic growth in the first half of the twentieth century, demonstrated firstly in the simple timber cottages, then the more elaborate Edwardian timber dwellings of the early decades of the century which are juxtaposed to the tiled brick moderne residences constructed in the mid-twentieth century. The Grant Street Precinct is architecturally important in demonstrating the variety of residential styles and building materials adopted, illustrating the aspirations of town's citizens for their dwellings and also, with the mid-century appearance of brick, Colac's industrialisation and the growth of its manufacturing industries.*

Site inspections revealed that Grant Street does demonstrate the values as described in the Statement of Significance. However these values are very diverse and the Panel found similar issues as those presented in the proposed Queens Avenue precinct.

The building stock ranges from early to mid 20<sup>th</sup> century and the visual cohesion appears to result more from the treatment of the public realm, particularly street plantings, than from the heritage values of the buildings.

As mentioned earlier in this report, the Panel questions the heritage significance of this precinct and wonders how Council would manage proposed changes such a diverse and non-cohesive built area.

The Panel believes there are better planning tools such as ResCode and if necessary, the Design and Development overlay, to manage change in this area.

### **Panel Conclusions**

**The Panel concludes that the Grant Street precinct does not present as a cohesive heritage precinct and should be deleted from the Heritage Overlay.**

### **Recommendation**

**That the HO313 (Grant Street precinct) should be deleted from the Heritage Overlay.**

## **6.2.17 HO316 DUVERNEY STREET PRECINCT, CRESSY**

### **Issues raised by submission (Submission 30)**

The submission raises concern that the Heritage Overlay will restrict future activities and reduce property values.

### **Council response**

Council reiterated that the controls will not lead to increases in rates and that there is no substance to the claim that property values will fall. Mr Morgan did concede that removal of external paint controls could be beneficial and has recommended that change. Further discussion is raised in section 6.1 of this report.

### **Discussion**

The submission did not challenge the heritage significance of the precinct, rather that the implementation of the Heritage Overlay will result in financial costs and loss of property values. The Panel has addressed the financial issues raised in section 6.1 of this report.

## 6.2.18 HO157 WESLEY CHURCH, 15 SKENE STREET COLAC

### Issues raised by submission (Submissions 39, 45, 53)

Whether the interior of the Church were significant and warrant protection.

### Council Response

In submissions to the Panel, Council outlined that the Wesley Church was first identified in the Heritage Study conducted by Ms Sheehan. Ms Sheehan also reviewed the Church property as part of her audit process in 2005. In her opinion the Church and Hall should be included in the Heritage Overlay, but not the interiors of the Hall or Church. No specific mention was made of the organ.

The Colac Otway Heritage Study Statement of Significance for the property is as follows:

*The Colac Wesleyan Methodist Church and Hall, located in Skene Street, were built between 1924-6 to a design produced by the Melbourne architectural firm Eggleston. Both the church and hall were built in the Inter-War Romanesque style in red brick with terracotta roofing. The Wesleyan Methodist Church and Hall are of historic, social and aesthetic importance to the Shire of Colac Otway. The Wesleyan Methodist Church and Hall are historically important in illustrating the early twentieth century beliefs in the efficacy of religious observances and the role played by church architecture in conveying messages of religion's importance. The simple, unadorned style of the Wesleyan Methodist Church and Hall are socially important in reflecting the philosophy of Methodism and its aim to create 'plain and decent' meeting houses, illustrating the Wesleyan life principles. The Colac Wesleyan Methodist Church and Hall are aesthetically important in demonstrating the good design principles of the Inter-War Romanesque style of architecture and through the prominent siting of the complex.*

A copy of the more detailed Heritage Victoria Statement of Significance was tabled at the Panel hearing.

### Evidence

The Church called evidence from **Mr Taylor** who had been part of the study team assembled by Ms Sheehan. His evidence and responses to questions indicated that:

- In approaching consideration of the Church, Mr Taylor noted that assessment of the Church built form needs to align with the Thematic History. He did not believe the interiors were of sufficient value to include them in the Heritage Overlay controls because they are of base quality not that different from other churches.
- He noted that relocation of some interior elements within the Church was a little more than first thought and this also compromises the integrity of the interior.
- He conceded that the Wesley Church is the only cruciform church he is aware of that has a diagonal alignment but elaborated that whilst the Church could act as a good comparison, he did not think it met the threshold or relate to the themes of the study.
- He had no particular comment to make either in support or to refute the written advice provided by Dr Miles Lewis. Dr Lewis was of the opinion that the Church:

*“matched in integrity and certainly few others and none in western district”*

- When questioned about the National Trust Statement of Significance, he agreed the timber was Australian hardwood but was not as convinced about the quality of the design.
- The Church organ was built in 1859 in Ballarat and relocated to Colac in 1929. The organ is still functional but he provided no opinion about its heritage significance.

**Dr Hubbard**, who jointly presented on behalf of Council at the hearing<sup>12</sup>, advised that he had undertaken additional research about the Church in response to the submissions. He inspected both the Church and Hall and noted that the Church is more intact than the Hall. He was not able to determine whether a stage had once been in the Hall based on that research. He formed the view that the Church interiors should be included in the Heritage Overlay and noted that the interiors were not inspected at the time of the Study. In support of the interiors being included in the Heritage Overlay, Dr Hubbard noted:

- the interior of the Church took the form of an auditorium;
- the building was constructed in the shape of a Greek cross with a truncated cruciform which was reflected in the interior design;
- the pulpit set on the diagonal which is not common;
- interiors are remarkably intact and the furnishings and furniture are of high quality and reflect the values of Wesleyan Methodists;
- there is a high degree of craftsmanship and the conventional memorials are intact; and
- the raked floor, structure of roof and porches come together as a special example.

Dr Hubbard responded to questions from Ms Hansen that he believed the auditorium and cruciform could not be fully protected by external controls as the sense of what is experienced inside would not be controlled. He also submitted that the Heritage Victoria findings were to include the Wesley Church in the Heritage Overlay, including heritage controls for the interior of the Church. Ms Hansen noted that her client was not represented at the Heritage Victoria hearing and questioned the weight that should be given their findings as there was no representative from Heritage Victoria at the Panel hearing to cross-examine.

Mr Barton who represented Ms Scott called **Mr Willingham**, who has over 35 years of experience in western Victorian architecture and Colac in particular. His University Thesis related to the work of the architects Davidson and Henderson, significant architects with many examples of their work in western Victoria. He highlighted that he maintains an extensive set of data file on heritage properties in the region and he offered Ms Sheehan access to these files but she did not take up the offer. It was apparent to the Panel that Mr Willingham has extensive knowledge of heritage properties in western Victoria.

Mr Willingham's evidence:

- Challenged the rigour of the research undertaken in the Heritage Study generally and for the Wesleyan Church. He noted the limited primary research undertaken, the lack of internal inspections and the absence of referencing of sources. He preferred the Heritage Victoria Statement of Significance which is more comprehensive and more detailed to that

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<sup>12</sup> Dr Hubbard was acting as an advocate for Council. Dr Hubbard approached the issues associated with this property with a view to informing the Panel by providing his professional opinion and this assisted the Panel. Although advocates are normally not questioned by other parties, given his significant expertise, the Panel provided an opportunity for parties to ask questions about the professional opinions he expressed. The Panel treated his advice as expert evidence.

prepared by Ms Sheehan. Further, he advised that his own research on this property showed that additional information was readily available.

- In relation to Ms Sheehan's findings he refuted that the description of the property including the identification of the architectural style as "Interwar Romanesque".
- He considered the quality of the interior of this church was simple but intended to impress. There has been a use of Arts and Crafts style where the use of machine woodworking has been minimised and a preference given to handmade detailed works. He noted the interior has special qualities such as panelling, plasterwork and stained wood work. He further elaborated that the arrangement of the floor plan demonstrated the emerging role of Sunday schools.
- He was of the opinion that the Church and its interiors do meet the threshold as of "special significance", not of state level but as municipal or locality significance. Based on his extensive experience and comparison with other heritage places in the region and Victoria, he considered there are very few buildings with internal controls for this locality and this building does stand out as an important example of Interwar Arts and Crafts architecture. Also, that a heritage place is the full place, not just the exterior or what is visible externally.
- In respect to the Hall he advised that a stage was removed and the flooring replaced in ~1960.

### Submissions

In submissions, the Church owner agreed that the HO should apply to the property but challenged the heritage significance of the Church interiors, the organ and the interior of the hall.

Ms Hansen who represented the Church, advised that the Wesley Church has become surplus to the needs of the Uniting Church of Australia and the property will be sold in due course. She submitted that the flexible use of space is necessary for future adaptive re-use and suggested that allowing prohibited uses for the site could enhance future management opportunities. Ms Hansen further submitted that:

- Cultural significance is now often assessed in accordance with the thematic history, yet this has not occurred for the Church;
- The interiors of the Wesley Church and the Hall do not satisfy the threshold in so much as they reflect the key elements of the thematic history and the quality of the interior is not comparable other churches where internal controls apply eg Christ Church Birregurra;
- Little weight should be given to Dr Hubbard's and Mr Willingham's view of the importance of this church interior due to lack of a comparative analysis;
- Ecclesiastical elements would be stored and re-used in other churches as opportunities arose;
- Moveable or portable interior elements such as pews are fixtures and therefore **cannot** be included in the Heritage Overlay as defined in the VPP Practice Note;
- The shape of the Church would be retained and that external controls would be sufficient for this purpose;
- The current configuration of the Church will provide a number of challenges in relation to functionality and that interior controls would further compromise adaptive re-use of the building;
- The controls as exhibited did not include interiors controls;



- Ms Sheehan, the author of the Colac Otway study, did not recommend internal controls. She had had opportunities to alter her recommendations about interior controls after being made aware of the Heritage Victoria support for internal controls but had not revised her recommendation as a result of further assessment to compare the interior with other churches and associated Hall interiors; and
- The Heritage Study and Heritage Victoria Statements of Significance differ because the respective Acts under which they are prepared differ.

Ms Hansen argued that the “usual Heritage Overlay provisions” could protect the important elements of the built fabric and that no interior controls were needed.

Submitters, who had been members of the Church congregation, argued that the Church and its associated buildings, interiors and organ are all of at least local heritage significance and should be retained and protected through the application of the Heritage Overlay. They were concerned that, in the absence of formal protection, important heritage values would be lost after the property is sold.

Submissions by Mr Barton on behalf of the Ms Scott and from Mr and Mrs Millman expressed concern that the interior elements would not be retained without planning scheme protection as the Uniting Church intends to sell the property. These submitters relied on Mr Willingham’s evidence that the local significance of the interior of the Church justifies its protection. These submissions supported the Heritage Victoria view that the significance of the interior of the Church warrants protection in the planning scheme. They also sought protection of the interior of the Church Hall, referring to written advice from Dr Miles Lewis, which highlighted the significance of some hall windows. The Millman’s submission and advice to the Panel both at the hearing and during the site inspection demonstrated their long and close involvement with the Church.

Mr Barton noted that the Act was silent in respect of defining the terms *moveable* or *portable objects* as opposed to the terms of *fixtures* or *chattels* which are clearly defined for the purpose of sale of land and property.

## **Discussion**

The Panel was provided with several opinions from a range of experts. Three experts (Dr Hubbard, Mr Taylor and Mr Allan Willingham) appeared before the Panel.

The Panel preferred the view of Mr Willingham given the specific research undertaken in relation to this church and his extensive knowledge and experience working with heritage places in the western district of Victoria. His view was largely supported by Dr Hubbard. In doing so, the Panel formed the view that a Church does not need to have the same aesthetic qualities as another in the region. It agrees with the view that the Wesleyan theology is reflected in simpler, less ornate forms than those adopted by other denominations.

Site inspections revealed that the interior church design is indeed well complemented to the exterior, but that the interior design is not fully appreciated by exterior assessment. The Panel believes that a full appreciation of the Wesley Church is gained from internal inspections and that the interior forms part of the heritage significance of the place.

The Panel notes that the position of Heritage Victoria is to include the Wesley Church in the Heritage Overlay with internal controls. Despite no person from Heritage Victoria being

present, the Panel is familiar with the research approach used and accepts their view as a legitimate position.

Having established that internal controls are warranted, the Panel then considered to what degree internal controls are required. Whilst the Panel notes that the view of Ms Hansen is correct when considering flexibility of the building providing better adaptive re-use, it has isolated the consideration of future use and development proposals from that of the consideration of the heritage values of the interiors alone.

The Panel sought advice on what range of internal controls might be suitable, if the Panel felt such controls were required. To assist the Panel, Ms Hansen provided “without prejudice” advice in writing. This correspondence was also circulated to other submitters.

In summary she indicated that the Uniting Church of Australia (UCA) would:

*“... be prepared to limit those controls to the following fabric within the Church itself (excludes the later vestry addition):*

- *Original timber trusses and timber panelled roof;*
- *Original wall bracket light fittings installed on timber crosses around the walls of the church;*
- *Original light fittings suspended from the church ceiling;*
- *All original internal door furniture including the timber architraves;*
- *Timber wall panelling as well as the brick dado;*
- *Timber bracket above the lectern; and*
- *Timber bracket above the main entry (south east entry) into the church.*

The Panel was not persuaded that all of the interior fittings needed to be retained in-situ to demonstrate the heritage significance of the Wesley Church. As such, the Panel believes that interior controls for the elements as detailed by Ms Hansen and supported by the UCA would ensure the protection of the heritage significance of the Wesley Church. The Panel considers that the scope of interior controls put forward by the Church is a fair reflection of the important elements that should be protected.

With regard to the interior of the Church Hall, the Panel is not convinced that it is of sufficient heritage significance to justify protection. It has been altered and effectively presents as a hall of nondescript value. The Panel notes that some hall windows have been identified as significant and these would be protected by HO external controls.

The Panel suggests a revised Statement of Significance to the following effect:

*The Colac Wesleyan Methodist Church and Hall, located in Skene Street, were built between 1924-6 to a design produced by the Melbourne architectural firm Eggleston, with services first held in the Sunday School hall in 1925. The original design included a vestry and parsonage, but the vestry linking the Church and Hall was only completed in 1970. The kitchen and toilet wing added to the east of the building in 1964 do not contribute to the significance of the place.*

*The Church is in the Gothic Revival style with Arts and Crafts detailing, whilst reflecting the more modest architectural approach preferred by the Wesley denomination. The building details include the red brick building with rendered bands and terracotta-tiled roof, tripartite pointed windows and porches at three corners forming half hexagons with doors. The highly intact interior is designed with an amphitheatre form, re-entrant*

*angles and a gently sloping floor. Pews are arranged on the three sides facing the pulpit and organ.*

*The interior further reflects the Arts and Crafts movement through the use of high quality materials and craftsmanship evident in the lead lighting, brick dado, joinery, intersecting scissor roof trusses and board ceiling. The main doors have been replaced and the interior doors to the north porch have had their timber and leadlighting replaced with glass to form the crying room.*

*The Hall is also of red brick with a terracotta roof. It has a three bayed façade with flanking pinnacles on the front façade, pointed windows articulated by deep pilasters surmounted by corbelled brickwork, vertical timber and a jerkin head roof.*

*The Wesley Church and Hall are of aesthetic and architectural significance as a notable and distinctive specimen of Arts and Crafts Gothic architecture in Western Victorian. They present as fine representative examples of the work of Victorian architect Alec S. Eggleston.*

*The Church and Hall are of social and historic significance as a representation of the role of the Methodist Church in Colac.*

*The simple, unadorned style of the Wesleyan Methodist Church and Hall are socially important in reflecting the philosophy of Methodism and its aim to create 'plain and decent' meeting houses, illustrating the Wesleyan life principles.*

## **Panel Conclusions**

The Panel concludes that the Wesley Church and associated Hall, Skene Street, Colac is of heritage significance at the local level. The significance extends beyond the external fabric and as such some interiors controls should apply.

The Panel was not convinced of the significance of the interior of the Church Hall or later vestibule element and heritage controls should not extend to those elements.

The Panel appreciates that ensuring viable use for the building will be critical to its ongoing preservation and believes that prohibited uses should be allowed.

In respect to the Statements of Significance, the Panel believes that a statement formulated by drawing on the additional material provided through the Amendment process better reflects the heritage values of the place and should be adopted.

## **Recommendation**

**The Panel recommends in relation to HO157 (the Colac Wesley Church) that:**

- **The Statement of Significance should be updated generally in accordance with the draft provided.**
- **The following elements of the Church be covered by internal controls:**
  - **Original timber trusses and timber panelled roof;**
  - **Original wall bracket light fittings installed on timber crosses around the walls of the Church;**
  - **Original light fittings suspended from the Church ceiling;**
  - **All original internal door furniture including the timber architraves;**
  - **Timber wall panelling as well as the brick dado;**
  - **Timber bracket above the lectern; and**
  - **Timber bracket above the main entry (south east entry) into the Church.**

## 6.2.19 HO124 ST JOHNS CHURCH HALL, 41 POLLOCK STREET COLAC

### Issues raised by submission (Late Submission)

- The submission challenged the significance of St John's Church Hall. They did not dispute the significance of the Church itself.
- The facilities are not of an acceptable standard and the Church is currently evaluating the future use and development of the Hall site. It was noted that access to retirement village units within the Church complex imposes significant constraints on development options. The Church wants the capacity to adopt the best option for the site based on the analysis being undertaken by its architect.
- The Heritage Study data sheet is not an accurate statement – significant remodelling and extensions have compromised the integrity of the Hall building. For example, none of the original 1902 façade remains although elements were recycled in the 1930's.
- The entire building is structurally poor and the interior is shabby.

### Council response

Dr Hubbard advised that he inspected property with the Church's architect. He considers that: the Hall is a 'quirky' building; the sequence of development is part of the property's heritage significance which is socially and historically important; the addition of accommodation for the kindergarten represents an important movement; the addition at the front in a sympathetic Arts and Crafts style continues and reinforces the Hall's significance; and recycling of elements of the original building is of interest. Dr Hubbard highlighted the need to separate the assessment of the significance of the place, which is the current task and issues associated with the management of the property, which will be addressed through permit processes. Dr Hubbard did not consider that the 1947 extension contributes to the significance of the place.

Mr Morgan advised that a note was added to the data sheet as a result of in the Heritage Study audit to exclude the retirement units and mapping changes proposed exclude them.

### Discussion

The Heritage Study identified the significance of the Parish Hall as follows:

*The Parish Hall is aesthetically important as a fine example of the Federation Free Classical style, demonstrated by the Arts and Craft style proportioning, the use of brick and render contrasting bands, the glazing bars on the upper windows only, all combining to convey a self-confidence in society's growing prosperity.....The Complex is of historic importance for the ability to illustrate the significant social and educative role played by churches in the nineteenth and early twentieth centuries. The adjacent Parish Hall is historically important in demonstrating the social role played by Anglicanism in the region as a religious and educational institution.*

Thus, while the aesthetic quality of the Hall building is an element of the significance of the place, it is also historically significant as illustrating the broader social role played by the Church. In these circumstances the Panel accepts that the Hall meets the necessary threshold for inclusion in the HO but the 1947 extension to the Hall should be excluded from the HO. However, the Heritage Study should be updated to incorporate the more accurate information on the Church Hall presented at the Panel hearing, including explicit mention of the exclusion of the 1947 extension.

The Panel also notes that the HO does not preclude any change to a heritage place but does require the implications for heritage values to be taken into account in decision making - the building condition will be a matter to be taken into account in the evaluation of application(s) for permit.

### **Panel Recommendation**

#### **With regard to HO124 (St Johns Church Hall)**

- **The Heritage Study data sheet for HO124, 41 Pollock Street Colac should be updated to incorporate the more accurate information presented at the hearing, including explicit mention of the exclusion of the 1947 extension.**
- **The extent of HO124 should be reduced to exclude the 1947 extension to the Parish Hall (and the retirement village units).**

## 7. THE FORM OF THE AMENDMENT

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### 7.1 MUNICIPAL STRATEGIC STATEMENT (MSS) CHANGES

Amendment C27 proposes changes in various clauses of the MSS<sup>13</sup>. Notably the Heritage Study is included as a reference document and new sub-clauses specifically relating to Cultural Heritage Management are proposed in clauses 21.01-3 and 21.04.

The Panel is satisfied that the substance of the revisions proposed is sound and the revisions would strengthen the policy support for protecting significant heritage places.

The revisions proposed have adopted the structure and style of the remainder of the MSS. The Panel notes that this involves a significant amount of quite general descriptive material in Clause 21.01-3 that is not necessary to inform the decision making process. Some material in this sub-clause would be better placed in 21.04 of the planning scheme, for example implementation of the Conservation Management Plan of the Colac-Beech Forest-Crowes railway line (the Beechy line) and the identification of the need for further work relating to dry stone walls.

The Panel was advised that the Shire is currently reviewing its MSS and has engaged consultants to assist. It is understood that a more concise MSS is envisaged and, although the Panel is not aware of the specific changes that may result, it endorses the thrust of the current thinking. As the exhibited material is consistent with the approach adopted in the existing MSS, the Panel considers that editing to remove unnecessary content should occur as part of the MSS review process that is underway. Furthermore, the findings of the Advisory Committee reviewing the Heritage Overlay support additional changes to the form of the Amendment.

Therefore the Panel has limited its consideration of editing of the MSS but does highlight that implementation measures must address heritage significance rather than character. It would achieve the intended purpose if it was edited to the following effect:

- *~~Encouraging~~ Ensuring new development in precincts ~~that~~ responds to the ~~historic character~~ heritage significance, form and context of the precinct and makes a positive contribution through innovative design.*

There are fundamental distinctions between the basis for heritage and neighbourhood character provisions which should be reinforced in planning scheme provisions and the associated decision making processes<sup>14</sup>.

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<sup>13</sup> Clauses 21.01-03, 21.01-08, 21.02, 21.03-04, 21.04-02, 21.04-10, 21.04-11, 21.04-12, 21.04-13

<sup>14</sup> The Panel also questioned the linkage between the application of the Heritage Overlay to the maintenance of the 'village character of Apollo Bay' in Clause 21.04. However, as a result of the Audit, the proposed Apollo Bay heritage precinct has been removed from the Heritage Overlay as the heritage values have been too heavily compromised by development since the Heritage Study was completed.

## Panel Recommendations

**The changes to the MSS proposed in the Amendment should be edited to remove unnecessary content and duplication within the LPPF as part of the broader review of the MSS that is currently underway.**

**Minor editing is recommended to ensure a clear distinction between heritage and neighbourhood or historic character provisions is maintained in the planning scheme.**

## 7.2 THE PROPOSED LOCAL POLICY (CLAUSE 22.06)

Amendment C27 proposes a new policy<sup>15</sup> to provide specific guidelines for consideration of planning permit applications in precinct based heritage places. During the hearing, Council tabled some further revisions to provide more specific policy guidance in some precincts. For example, in the HO308 Colac East Housing Precinct additional guidance was proposed in relation to the road layout, setbacks and fence height; in HO303 Beeac Commercial Precinct more specific guidance regarding roof form and materials was proposed. The revised form of the policy presented to the Panel is provided in Appendix B.

This policy is structured on the basis of ‘stand alone’ sub-policies for each precinct comprising the following elements:

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy basis | <ul style="list-style-type: none"> <li>▪ Provides a link to MSS Clause 21.01–03</li> <li>▪ Highlights the desirability of providing further guidance in heritage precincts.</li> <li>▪ Indicates that Statements of Significance for the area are based on the information contained in the Colac Otway Heritage Study 2003<sup>16</sup>.</li> <li>▪ Extracts the Statement of Significance from the Heritage Study</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Objectives   | <p>In all cases the following objective is included:</p> <ul style="list-style-type: none"> <li>▪ <i>To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance</i></li> </ul> <p>Further precinct specific objectives are included in 10 of the 14 precincts. It is noted that in some of these precinct specific objectives remain very general. For example ‘<i>To retain the historic unformed character of the street</i>’</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Policy       | <p>In all precincts it is policy to</p> <ul style="list-style-type: none"> <li>▪ <i>Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.</i></li> </ul> <p>In most precincts<sup>17</sup> it is policy to</p> <ul style="list-style-type: none"> <li>▪ <i>Discourage the demolition or inappropriate alteration of all places of significance.</i></li> </ul> <p>Specific policy guidance is also provided that relates to the particular characteristics of the precinct. For example in business areas guidance is provided on signage and verandah treatments, in some precincts street reserve and furniture are addressed, roof form and materials are addressed in some precincts, and in yet others the importance of protecting the visual prominence and spatial relationship between key buildings is highlighted.</p> |

<sup>15</sup> Clause 22.06 Development In Heritage Precincts

<sup>16</sup> Unless derived from another source such as Heritage Victoria or Land Conservation Council.

<sup>17</sup> This policy does not apply to HO310 Queens Avenue Precinct, Colac, which does not have any properties identified as individually significant, or HO312 Memorial Square Precinct, Colac

The Panel considers that there is a useful role for a policy to guide planning decisions in heritage precincts and overall the substance of the policy content is appropriate.

It is noted that Council submitted that the Heritage Victoria Draft *Guidelines for Assessing Planning Permit Applications* (February 2007) should be included as a reference, although they were not exhibited. The Panel agrees that this would be a positive revision that would enhance the guidance available to all parties.

In this section the Panel addresses how Statements of Significance underpin the policies for managing development in a heritage precinct, including when a property does not contribute to the heritage significance of that precinct. It then considers some minor clarification of proposed policy provisions and the scope to adopt a more concise format.

### **Statements of Significance**

It is the explicit statements of what is of aesthetic, historic, social, architectural or scientific significance that should be the basis for decision making and the Panel endorses the inclusion of Statements of Significance for precincts in the policy. While it recognises that the statements of significance included in the policy are extracts from the Heritage Study, the Panel does have reservations about the inclusion of descriptive content<sup>18</sup> in some statements. Nevertheless these reservations do not warrant redrafting of all the Heritage Study data sheets but more focussed Statements of Significance are recommended for inclusion in the proposed Clause 22.06 policy. The Panel has also recommended redrafting of some Statements of Significance, notably for the Wesley Church (see 6.2.17).

The Panel also notes that the proposed framework for decisions relating to individually significant heritage places, does not make any specific link to the Heritage Study statements of significance but relies on the combined effect of generic reference to heritage: ‘*Any applicable heritage study*’ in the HO decision guidelines and the status of the Heritage Study as a reference document in the planning scheme. While the Heritage Study is accorded some weight, an explicit statement should be included in the proposed policy to the effect that decisions for individual places will have regard to the Colac Otway Heritage Study Statements of Significance.

The Panel understands that the Ministerial Advisory Committee reviewing the Heritage Overlay is considering the best means of recognising statements of heritage significance in the planning scheme. The work of the Advisory Committee has involved a comprehensive assessment of the operation and improvements to the HO. If the Advisory Committee findings are known before the Amendment is approved and that Committee recommends an alternative mechanism (such as incorporation of statements of significance for all heritage places or incorporation of entire heritage studies), appropriate revision of the treatment of statements of significance should occur. Given the Amendment C27 process, which has included review of the Heritage Study findings, this could be undertaken without further exhibition.

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<sup>18</sup> The Panel questions the need to include:

- The description of the precinct boundaries which are established by the extent of the HO and do not need to be repeated in the text.
- The History and Physical description as the Heritage Study, which will be a reference document in the Planning Scheme. The data sheets document these matters in a more meaningful way.



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## **Non- Contributory Properties in Precincts**

A heritage precinct often contains properties which have been assessed as not of heritage significance in their own right, nor do they contribute to the heritage value of a precinct. It is important for stakeholders and decision makers to understand how these properties will be treated in the decision making process.

The non-contributory places are effectively ‘in-fill’ properties and further development must respect the heritage values of the precinct. This will often be achieved by ensuring the built form, setback and use of materials does not compromise the heritage values of the precinct. One example would be to actively discourage “mock” heritage houses which could confuse the heritage significance of the precinct with that of a later replica.

The exhibited amendment did not include any guidance on how these places would be treated but it would be helpful for Council officers and owners if some brief advisory guidelines on expected approaches were included in an overarching section of the local policy. It is noted that specific reference to the Heritage Victoria *Draft Guidelines for Assessing Planning Permit Application* may be sufficient for the purpose.

## **Prohibited Uses**

The Panel has agreed with Council’s recommendation that the provision allowing consideration of prohibited uses should not apply to precincts (See section 7.3.1). It also agreed with Council’s submission that the provision had been applied too liberally to individually significant places but the provisions should remain as that was the basis on which submissions were made. Given this liberal approach, some guidance (in addition to the Overlay decision guidelines) on the approach to the issue in the overarching section of the policy would assist implementation.

## **Policy Format**

The Panel recognises that the policy structure consolidates the policy guidance for each precinct and this can assist users in navigating the planning provisions. However, the format adopted also results in extensive repetition. The Panel believes that restructuring the policy on the following basis would provide a more succinct tool without changing the substance of the policy or compromising its usability:

1. An overarching section that applies to all precincts. These overarching provisions should:
  - establish the link to MSS;
  - indicate that Statements of Significance for the area are derived from the Colac Otway Heritage Study 2003 and underpin the decision making process;
  - state objectives and policies that apply to most precincts;
  - highlight the weight to be given to individually significant places;
  - include new policy advice relating to properties that have not been identified as contributing to the precinct’s heritage values.
2. For each Precinct include a Statement of Significance for the precinct and the precinct specific policy guidance. The Panel does not think the separation of objectives and policy in this section adds anything in terms of guidance – the objective and policy sections should be consolidated in a single section entitled policy.

## Clarification of Proposed Policy Provisions

As already noted, the Panel endorses the additional guidance proposed in the revised policy table by Council at the hearing. However, it highlights the following further revisions<sup>19</sup> are suggested:

- General – *discourage the demolition or inappropriate alteration of all places ~~of~~ that contribute to the heritage significance of the precinct.*
- 22.06-14 - *~~Not permit building within any standard~~ Maintain the established building setback established in the street.*
- 22.06-5 - Include the basis for the exercise of discretion which were omitted from the Panel's copy.
- 22.07-7 – *Retain the original ~~curvilinear~~ road layout and distribution of public open space.*  
*~~Encourage~~ Ensure new development that is consistent .....*  
*Ensure that new development has front and side setbacks equal to or slightly greater than any adjoining buildings.*  
*~~Encourage side setbacks....Area.~~*  
*Discourage front fences greater than 1 metre in height....(fence materials should also be addressed)*

## Panel Recommendation

**The Statements of Significance in the Proposed Clause 22.06 policy should be refreshed to focus on the heritage significance of the precincts and to exclude descriptive material.**

**The Heritage Victoria Draft *Guidelines for Assessing Planning Permit Application* (February 2007) be included as a reference document.**

**Consideration should be given to extending the scope of the policy to:**

- **Individual heritage places and including an explicit statement to the effect that decisions for individual places will have regard to the effect of development on the heritage significance of the place, as identified in the relevant Heritage Study Statements of Significance.**
- **Provide advice on the treatment of properties in heritage precincts that do not contribute to the heritage values of the precinct.**
- **Provide advice on the circumstances in which prohibited uses within individually significant heritage places may be supported.**

**The Proposed Clause 22.06 policy should be restructured and edited as set out in Section 7.4 of this report.**

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<sup>19</sup> The Panel has not commented on policy provisions relating to HO310 and HO313 which it has recommended should be deleted.

### 7.3 Heritage Overlay Provisions

The Council responded to submissions by recommending a substantial number of changes to the exhibited Amendment. Council's further review of the Amendment has indicated that a number of further revisions should be made which are endorsed by the Panel:

- External painting controls (repainting of previously painted surfaces) were applied too broadly and should not apply in the precincts, to infrastructure such as rail lines serving saw mills and significant trees.
- Prohibited use provisions were applied too broadly and should not apply to precinct based places.
- Typographical errors should be corrected, including:
  - HO103 – the lighthouse is on the Heritage register – revise column 8;
  - HO112 – Convent of Mercy – schedule provisions were omitted - External paint controls should apply but the provisions in the remaining columns should not apply;
  - HO187 – the Heritage Place description should refer to the Church;
  - HO218 – the Heritage Register No H1208 should be included;
  - HO227 – although the plaque has been removed, the memorial remains significant and should be retained in the HO (despite the Audit recommendation that it be removed).

#### Panel Recommendation

**The accuracy of individually significant heritage places identified in the Beeac Commercial Precinct (HO303) should be reviewed.**

**External painting controls (repainting of previously painted surfaces) should be reviewed. They should only apply when the colour scheme has been determined to be significant to the heritage values of the place. External paint controls should not apply in the precincts or to infrastructure such as rail lines serving saw mills and significant trees.**

#### 7.3.1 PROVISION FOR CONSIDERATION OF PROHIBITED USES

The HO provides that a permit may be granted to use a heritage place for an otherwise prohibited use provided that this is nominated in the schedule to the HO for the particular heritage place, *'the use will not adversely affect the significance of the heritage place'* and *'the benefits obtained from the use can be demonstrably applied towards the conservation of the heritage place'*. The decision guidelines in relation to this permission are *'the views of the Heritage Council if the heritage place is included on the Victorian Heritage Register'* and *'the effect of the use on the amenity of the area.'*

The exhibited Amendment proposed to allow consideration of prohibited uses for all heritage places listed in the schedule to the HO.

Dr Hubbard advised the Panel that review of the exhibited HO indicated that the provision for prohibited uses had been applied much more broadly than is justified. The extensive use of this provision, particularly its application to whole precincts, could undermine the broader planning intent for a locality and have the effect of defacto removal of land use provisions of

the planning scheme. He also noted that the application of this ‘dispensation’ had been applied to places where use is clearly not a relevant matter, such as dry stone walls and memorials.

## Discussion

The Panel notes that the VPP Practice Note Applying the Heritage Overlay states:

*This provision should not be applied to significant areas as to do so might result in the de facto rezoning of a large area. The provision should only be applied to a limited range of places. For example, the provision might be used for redundant churches, warehouses or other large building complexes where it is considered that the existing uses will create difficulties for the future conservation of the building. Currently this provision applies in the metropolitan area of Melbourne to places that are included on the Victorian Heritage Register.*

The provision for consideration of prohibited uses can be an important factor in the conservation of heritage places, especially where the nature of the place poses particular challenges in securing a viable ongoing use. Adaptive re-use of heritage buildings can be central to their long term preservation.

However, the blanket application of this provision in the Amendment indicates that the circumstance where the use of the provision is appropriate was not fully evaluated. The Panel agrees with Council that a more discriminating approach should be adopted. In particular, the provision should not be applied to heritage places where dispensations from ‘use provisions’ are not relevant. These include public memorials, graves; places comprising vegetation such as significant trees and memorial avenues; some local conservation areas; rail and drainage infrastructure or works; dry stone walls; stockyards; and sawmill sites where the primary elements of significance relates to access routes rather than indicators of sawmill operation.

The application of the provision relating to prohibited uses to precincts is also of concern. The Panel recognises that potential impacts on amenity and the contribution to conservation of the place would be considered as part of the permit process. Nevertheless, the Panel thinks that the justification for the provision should be reconsidered by Council, having regard to the particular characteristics of each precinct such as the zoning<sup>20</sup>, the broader planning intent for the locality, the constraints on the continued use of properties due to characteristics such as the nature and scale of buildings, and the implications of extending this provision to properties making a limited (or no) contribution to the significance of the precinct.

The Panel is not in a position to undertake this review but it was apparent at the hearing that Council has access to appropriate advice to undertake such an assessment.

## Panel Recommendation

**The provision in the Schedule to the Heritage Overlay allowing consideration of prohibited uses should be reviewed to:**

- **Exclude heritage places where dispensations from ‘use provisions’ are not relevant; and**
- **Determine whether the provision is appropriate for each heritage place, particularly precinct based places.**

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<sup>20</sup> For example, where the underlying zoning in a precinct is a township zone, broad discretion already exists to consider a wide range of uses.

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## 8. OVERALL CONCLUSIONS & RECOMMENDATIONS

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### 8.1 Overall Conclusions

The Panel has considered all the submissions referred to it and all the material presented at the hearings and has reached the following general conclusions:

- The preparation of the Heritage Study adopted the recommended methodology. A systematic assessment of heritage places against accepted criteria was undertaken within the context of the thematic history. The Heritage Study, with revisions as a result of audit, consultative processes and Panel consideration provides an appropriate basis for Amendment C27. It is inevitable that some errors occur but Council has responded to submissions highlighting errors or challenging elements of the exhibited Amendment by supporting a significant number of revisions to the overlay. This indicates that the process is working and adds to the confidence that the Heritage Study (with revisions) provides an appropriate basis for the proposed planning scheme provisions.
- The Panel does not support submissions opposing the application of the Heritage Overlay on the basis of costs associated with obtaining planning approvals or claims that property values will be adversely affected. Council's recommendation to remove external paint controls and review the extent to prohibited uses may be considered are endorsed. The Panel also encourages Council to adopt systems to minimise the administrative burden, such as promoting early consultation with Council's heritage advisor.
- Whether heritage controls should extend to the interior of the Wesleyan Church in Colac was particularly contentious (see 6.2.17). The Panel has concluded that some internal controls are justified but was not persuaded that all of the interior fittings needed to be retained in-situ. It considers that the scope of interior protection put forward by the Church at the end of the hearing is a fair reflection of the important elements of the Church interior that should be protected. As such, the Panel believes that interior controls for the full suite of fixtures, furniture and organ are not required.
- The Panel considers that the values of the Queens Avenue (HO310) and Grant Street (HO313) Precincts in Colac do not meet the threshold for application of the HO as the assessments and Panel inspections suggest that it is the aesthetic character of these precincts, rather than heritage significance, that underpin the planning objectives. The Panel does not support the application of the HO310 or HO313. Review of the extent of HO311, which includes areas that make no contribution to the heritage significance of the precinct, has also been recommended. Other planning scheme mechanisms such as the Design and Development Overlay (possibly with significant exemptions) could be pursued, although the Panel notes that the planning scheme provisions that apply in the Residential 1 zone do offer significant scope to protect valued neighbourhood character.
- The Panel's consideration of referred submissions relating to other heritage places is provided in Chapter 6.
- The changes to the MSS proposed in the Amendment should be edited to remove unnecessary content and duplication within the LPPF as part of the broader review of the MSS that is currently underway.

- The Panel supports further revisions to the policy tabled by Council which proposed some further revisions to provide more specific guidance in some precincts and include the Heritage Victoria Draft *Guidelines for Assessing Planning Permit Applications* as a reference document. However, the policy would benefit from restructuring to achieve a more concise document and some editing.
- A number of revisions to the schedule to the HO were put forward by Council at the hearing and are endorsed by the Panel.
- It is apparent that the Council officer managing this project and Council's heritage advisor have the expertise necessary to undertake the further refinement of the Amendment recommended by the Panel.
- There may be recommendations of the Advisory Committee currently reviewing the Heritage Overlay that could be applied to the Amendment – for example in relation to the approach to statements of significance and exemptions from Heritage Overlay provisions. If these recommendations are available before the Amendment is approved, and do not involve 'substantive changes', the Panel would encourage them to be applied without further exhibition.

## 8.2 RECOMMENDATIONS

Based on the reasons set out in this Report, the Panel recommends:

Amendment C27 to the Colac Otway Planning Scheme should be adopted subject to the recommendations set out below. These recommended changes are in addition to revisions to the Heritage Study and Schedule to the Heritage Overlay adopted by Council after it considered submissions.

### Heritage Study

1. The Heritage Study should be revised to include a legend on the maps associated with precinct based heritage places.
2. The accuracy of individually significant heritage places identified in the Beac Commercial Precinct HO303 should be reviewed.
3. The Heritage Study citation for HO74 (Studbrook) should be revised to reflect the minor changes to the property.
4. Further work should be undertaken to substantiate or refine the Statement of Significance for HO147 (Shops At 243 – 253 Murray Street Colac) and the Statement of Significance in the Heritage Study and policy should be refreshed accordingly before adoption of the Amendment.
5. The (draft) Statement of Significance for HO176 Watch Hill homestead, Cundare should be finalised, ensuring:
  - No additional details are included unless supported by a site visit, and
  - The image from the National Trust website is included in the citation.

The final Statement of Significance should be forwarded to the owner and Council should seek a site meeting to discuss reducing the extent of the Heritage Overlay.

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## Heritage Overlay

6. The revised Heritage Overlay maps provided to the Panel should be adopted subject to any further changes as a result of Panel recommendations.
7. The extent of the Heritage Overlay HO301 should be reduced to remove the golf course.
8. Council should review the extent of HO305 (Birregurra Town Precinct) with a view to removing properties that do not contribute to the heritage values of the precinct and do not have a frontage to the Main Street from the Heritage Overlay.
9. The HO310, Queens Avenue should be deleted from the Heritage Overlay.
10. Council should review the extent of HO311 (Colac Residential Precinct) with a view to removing sub-areas that do not have properties that contribute to the heritage values of the precinct.
11. The HO313 (Grant Street precinct) should be deleted from the Heritage Overlay.
12. In relation to HO157 (the Colac Wesley Church):
  - The Statement of Significance should be updated generally in accordance with the draft in section 6.2.17.
  - The following elements of the Church should be covered by internal controls:
    - Original timber trusses and timber panelled roof;
    - Original wall bracket light fittings installed on timber crosses around the walls of the Church;
    - Original light fittings suspended from the Church ceiling;
    - All original internal door furniture including the timber architraves;
    - Timber wall panelling as well as the brick dado;
    - Timber bracket above the lectern; and
    - Timber bracket above the main entry (south east entry) into the Church
13. With regard to HO124 (St Johns Church Hall):
  - The Heritage Study data sheet for HO124, 41 Pollock Street Colac should be updated to incorporate the more accurate information presented at the hearing, including explicit mention of the exclusion of the 1947 extension.
  - The extent of HO124 should be reduced to exclude the 1947 extension to the Parish Hall (and the retirement village unit).
14. Council and Barwon Water should develop a simple Conservation Management Plan for HO172 to tailor permit requirements and accommodate necessary maintenance.

## The Municipal Strategic Statement

15. The changes to the MSS proposed in the Amendment should be edited to remove unnecessary content and duplication within the LPPF as part of the broader review of the MSS that is currently underway.
16. Minor editing is recommended to ensure a clear distinction between heritage and neighbourhood or historic character provisions is maintained in the planning scheme.

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**Clause 22.06 Policy**

17. The revised Clause 22.06 policy (Appendix B) tabled during the hearing should be adopted subject to:
  - Deletion of references to precincts excluded from the Heritage Overlay as a result of Council consideration of submissions and Panel recommendations; and
  - Further changes recommended by the Panel.
18. The Statements of Significance in the Proposed Clause 22.06 policy should be refreshed to focus on the heritage significance of the precincts and to exclude descriptive material.
19. The Heritage Victoria *Draft Guidelines for Assessing Planning Permit Application* (February 2007) be included as a reference document.
20. Consideration should be given to extending the scope of the policy to:
  - Individual heritage places with an explicit statement to the effect that decisions for individual places will have regard to the effect of development on the heritage significance of the place, as identified in the relevant Heritage Study Statements of Significance.
  - Provide advice on the treatment of properties in heritage precincts that do not contribute to the heritage values of the precinct.
  - Provide advice on the circumstances in which prohibited uses within individually significant heritage places may be supported.
21. The Proposed Clause 22.06 policy should be restructured and edited as set out in Section 7.4 of this report.
22. External painting controls (repainting of previously painted surfaces) should be reviewed. They should only apply when the colour scheme has been determined to be significant to the heritage values of the place. External paint controls should not apply in the precincts or to infrastructure such as rail lines serving saw mills and significant trees.
23. The provision in the Schedule to the Heritage Overlay allowing consideration of prohibited uses should be reviewed to:
  - Exclude heritage places where dispensations from ‘use provisions’ are not relevant; and
  - Determine whether the provision is appropriate for each heritage place, particularly precinct based places.



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# APPENDICES

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A. THE PANEL PROCESS.....68

B. POLICY REVISIONS PROPOSED BY COUNCIL.....69

## A. THE PANEL PROCESS

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### THE PANEL

This Panel was appointed under delegation on the 24 May 2007 pursuant to Sections 153 and 155 of the *Planning and Environment Act 1987* to hear and consider referred submissions in respect of Amendment C27. The Panel consisted of Cathie McRobert (Chairperson) and Maggie Baron.

### HEARINGS, DIRECTIONS AND INSPECTIONS

A Directions Hearing was held on 13 June 2007 at Colac. A number of directions were made, which provided guidance for the conduct of the hearing. Although expert reports were circulated later than required by the directions, pre-hearing circulation did occur with a sufficient time being available to enabled the content of reports to be taken into account by parties in their preparation for the hearing. As the function of the Panel directions has been discharged, they are not reiterated here.

The Panel hearing was held on 12 and 13 July 2007 in Colac.

### SUBMISSIONS

Submitters who appeared before the Panel is included in Table A below.

**Table A Submitters Who Appeared Before The Panel**

| Submitter                                                                                                                                                                                            | Organisation (if any) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Dr T Hubbard and Mr J Morgan                                                                                                                                                                         | Shire of Colac Otway  |
| Mr J Weickhardt                                                                                                                                                                                      |                       |
| Mr M Champion                                                                                                                                                                                        |                       |
| Ms Roz Hansen of Hansen Partnership who called the following expert evidence:<br><ul style="list-style-type: none"> <li>▪ Mr Michael Taylor – Heritage Architect</li> </ul>                          | Colac Uniting Church  |
| Ms Janice Scott represented by Mr Philip Barton of Counsel who called the following expert evidence:<br><ul style="list-style-type: none"> <li>▪ Mr Allan Willingham - Heritage Architect</li> </ul> |                       |
| C J & L F Millman                                                                                                                                                                                    |                       |
| Father James Bishop and Mr Cliff Tann                                                                                                                                                                | St Johns Church Colac |

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Submissions Referred to the Panel are listed below.

|                                   |                                                     |                                                                             |
|-----------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------|
| N E Dent                          | P & J Spencer                                       | Aaron Morrissy                                                              |
| W L & S J O'Neill                 | R Walters                                           | Christian Brothers Vic<br>Property Ltd                                      |
| John Weickhardt & Maureen<br>Ward | C & L Rogers                                        | National Trust of Australia<br>(Victoria)                                   |
| Mr Neville Alford                 | R Freer                                             | Janine Coles                                                                |
| Norm Stuckey                      | P Cross & K Harkins                                 | Murray Champion                                                             |
| A & S Basford                     | Midway Pty Ltd                                      | Laurie Smart                                                                |
| Ken Conway                        | Andrew Buchanan                                     | C J & L F Millman                                                           |
| Jenny Vesey                       | D W & C Scott                                       | Barwon Water                                                                |
| William Peel                      | Des & Trish Alford                                  | Dept of Sustainability and<br>Environment (Coasts and<br>Land Use Planning) |
| B Jacobs                          | V/Line Passenger Pty Ltd                            | Parks Victoria                                                              |
| J & S Plant                       | Clarke & Barwood Lawyers<br>representing Ms J Scott | Colac Uniting Church                                                        |
| D & D Carly                       | Gregory Quinney                                     | St Johns Church Colac                                                       |

## **B. POLICY REVISIONS PROPOSED BY COUNCIL**

## 22.06 DEVELOPMENT IN HERITAGE **PRECINCTS AREAS**

/ /2006 C27

### 22.06-1 Local Area policy for HO301 Pier Precinct Apollo Bay

/ /2006 C27

#### Policy Basis

The MSS (at Clause 21.01–03) suggests that for heritage **precincts areas** it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Apollo Bay Pier Precinct is located at Point Bunbury and extends north and east from Trafalgar Street, and is bounded in the south by Breakwater Road. The Apollo Bay Pier Precinct has evolved following the first settlement of the town in the mid-nineteenth century and now includes the Apollo Bay Fisherman's Co-operative building, breakwaters, piers, and beacons. The Apollo Bay Pier Precinct is of historic and social importance to the Shire of Colac Otway. The Apollo Bay Pier Precinct is of historic importance through association with the development of the fishing industry which played an important role in the Shire's economic development and is demonstrated in the size of the fisherman's co-operative building, constructed at various stages, and the evolution of the piers and breakwaters. The Apollo Bay Pier Precinct is of social and historic importance through association with coastal trade, the life-blood of the settlement of Apollo Bay which had developed outward-looking to the sea and in isolation from the rest of the Shire for the first seventy years of its existence. The Apollo Bay Pier Precinct is historically important through association with the development of a leisure industry in the Shire, demonstrated by the number of berths provided for pleasure crafts.'

#### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- To conserve the Apollo Bay Fishermen's Co-operative building, the timber and stone piers, breakwaters and beacons.

#### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

### 22.06-2 Local Area policy for HO303 Beac Commercial Precinct

/ /2006 C27

#### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage **precincts areas** it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Beeac Precinct, located on the Colac-Ballarat Road, extends from Lang Street in the north and south to Mack Street. Development of the Beeac Precinct commenced on the main route between Colac to Ballarat in the mid-nineteenth century, before the Township Survey of 1864. The fledgling settlement expanded initially in response to the subdivision of land in the surrounding area and later after the railway was put through in 1889, following which Beeac became a district hub. Beeac reached a zenith in 1920 with a population of 300. The commercial and residential dwellings that make up the precinct, which were constructed during the seventy year period from the 1850s to 1920s, were mainly built in timber although a few masonry places, namely the banks, church buildings and post office, are exceptions. The Beeac Precinct also includes mature tree plantings and a war memorial on the corner of Lang and the Colac-Ballarat Road. The Beeac Precinct is historically and aesthetically important to the Shire of Colac Otway. The Beeac Precinct is historically important in demonstrating a continuum and the evolution of a township in response, firstly, to road travellers; then to an increased local population following the subdivision of surround estates; and thirdly, to the construction of rail routes. This continuum is evident in the buildings which range from the simple timber construction, to the more substantial stone, including the twentieth century brick post office building. The Beeac Precinct is important in exhibiting the aesthetic characteristics of a nineteenth century regional centre which developed, in response to demand and topographical restrictions, in a linear fashion, and has been enhanced by memorials and an avenue of mature plantings on the road verges'.

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study 2003 as individually significant:

- Common School (site # 56)
- St Andrew's Anglican (site # 75)
- War Memorial (site # 58)

### **Objectives**

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.

### **Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

#### Exercising Discretion

#### Where a permit is required for development, it is policy to:

- Encourage development that adopts the form traditional to the precinct of freestanding simple timber buildings.
- Encourage new development west of Main Street to use Victorian gable, hip or skillion roof forms, and materials such as weatherboard and galvanised roofing typical of that area.
- Discourage the use of Zinalume® roofing material.

- Encourage the maintenance and use of signage at the junction of skillion roof verandahs and the main hip or gable.
- Discourage below verandah signage.
- Discourage works that might threaten the maintenance of the **eypress** [Cupressus macrocarpa \(Monterey Cypress\)](#) and native plantings along the road verges.
- Maintain the **precincts** area's monuments in situ.
- Maintain the informal landscape character of the street reserve by retaining unsealed shoulders, open swale and open culvert drains, and extensive areas of grass.

**22.06-3****Local Area policy for HO304 Beech Forest Precinct**

/ 2006 C27

**Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage **precincts areas** it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Beech Forest Precinct extends from along the Old Main Road from the Beech Forest Road in the east to the Beech Forest Road in the west. The Beech Forest Precinct comprises structures, mostly built in timber, that date back to the town's early settlement at the beginning of the twentieth century, as well as, on the north side of the Old Main Road, the civic precinct of the former Otway Shire. The Beech Forest Precinct is of historic and social importance to the Shire of Colac Otway. The Beech Forest Precinct is of historic importance through association with the early settlement in the Otway Ranges, then at the half-way point on the track to Apollo Bay. The Beech Forest Precinct is of historic importance through association with the forests of the Otway Ranges and the development of the timber industry in the Shire, demonstrated in the predominance of simple timber buildings. The Beech Forest Precinct is of social and historic importance through association with the centre of local government in the area, and includes the civic buildings utilised by and constructed for the Otway Shire, including the hall and former shire offices, as well as the World War Two memorial.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Otway Shire Hall (site # 61)
- Otway Shire offices (site # 65)
- House (site # 66)
- World War II Memorial (site # 67)

**Objectives**

To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.

**Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

*Exercising Discretion*

Where a permit is required for development, it is policy to:

- Support development on the north side of Beech Forest Road that respects the pre-eminence of the former civic buildings.
- Encourage new development west of Main Street to use Victorian gable, hip or skillion roof forms, and materials such as weatherboard and galvanised roofing typical of that area.
- Discourage the use of Zinalume® roofing material.
- Maintain the informal landscape character of the street reserve by retaining unsealed shoulders, open swale and open culvert drains, and extensive areas of grass.
- Support development on the south side of Beech Forest Road that reflects the existing character through use of painted weatherboard, hipped rooves and single storey form.

**22.06-4**

**Local Area policy for HO305 Birregurra Main Street Precinct**

/ 2006 C27

**Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage ~~precincts~~ areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

‘The Birregurra Main Street Precinct extends from the Barwon River in the east, to Ennis Street in the west, and comprises a mixture of public, commercial and residential sites. The buildings have predominantly been constructed in timber, although important exceptions constructed in masonry, brick and other more substantial materials exist. Influenced by the nearby Buntingdale Mission, the town was settled in 1863 on one of the main transport routes to Geelong. The settlement grew to be an important market and timber town, its growth aided by the railway from Geelong to Colac, and the spur line to the Otways town of Forrest. The Birregurra Main Street Precinct is of historic importance to the Shire of Colac Otway. The Birregurra Main Street Precinct is of historic importance in demonstrating a continuum of growth from the simple timber buildings constructed at the time of settlement in the 1860s located mainly, but not exclusively, to the east, to the more substantial building of the early decades of the twentieth century predominantly but not exclusively constructed to the west. This continuum provides a cultural map of the town's social and economic evolution. The Birregurra Main Street Precinct is of historic importance in demonstrating the community's commitment to their town, especially through the street plantings that illustrate efforts to beautify the town, and the memorials.’

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Stone Pine Avenue (site # 84)
- Riverside Inn (site # 85)
- Native Youth Hotel (site # 86)
- Steven's Corner Store (site # 87)



- War Memorial (site # 88)
- House (site # 90)
- Post Office (site # 91)
- Commercial Bank (site # 92)
- Shops (site # 95)

### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- Ensure that new development reinforces the historic character of the area through the use of appropriate traditional roof forms and materials.

### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

#### Exercising Discretion

#### Where a permit is required for development, it is policy to:

- Encourage reconstruction of shop fronts and verandahs, where sufficient information exists to enable this, or where it is known a verandah did exist, construction of sympathetic typical shop fronts and verandahs (preferably with simplified detailing, so that they are not construed as original).
- Encourage new development to adopt traditional roof forms and materials.
- Encourage the retention and repair, and where necessary replacement of the traditional galvanised iron roofing.
- Discourage the use of Zinalume® roofing material.
- ~~▪ Discourage the use of non traditional roofing materials such as tiles, olorbond or zinalume.~~
- Encourage new development east of Strachan Street to use Victorian gable, hipped or hip and gable roof forms, and materials such as weatherboard and galvanised roofing typical of that area.
- Maintain the informal landscape character of the Main Street reserve by retaining unsealed shoulders, open swale and open culvert drains, and extensive areas of grass.
- Discourage development that might affect the mature plantings in Main Street

## 22.06-5

/ /2006 C27

### Local Area Policy HO306 Birregurra Church Precinct

#### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage ~~precincts~~ [areas](#) it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Birregurra Church Precinct is located between Jenner and Hopkins Streets, and west of the Birregurra golf course. The Birregurra Church Precinct comprises the brick Presbyterian and Catholic churches and associated residences, and the Anglican stone Christ Church, two vestries and timber halls, along with the mature exotic plantings in the church grounds. The Birregurra Church Precinct is of architectural, aesthetic and historic importance to the Shire of Colac Otway. The Birregurra Church Precinct is of architectural and aesthetic importance in exhibiting a richness and diversity of features in the church buildings, especially the spires and towers, and exotic plantings. The Birregurra Church Precinct is historically important through association with the earliest representation of European religion in the Shire, the Buntingdale Mission, and in illustrating the influence the Wesleyan Mission had on the development of the town, and the Shire.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Christ Church Vicarage (site # 81)
- Buntingdale Mission Cairn (site # 82)
- Uniting Church (site # 83)
- Catholic Church & Presbytery (site # 98)
- Christ Church (site # 99)

### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.

### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

#### Exercising Discretion

Where a permit is required for development, it is policy to:

- Discourage the use of Zinalume® roofing material.

## 22.06-6

/ 2006 C27

### Local Area Policy HO307 Murray Street Precinct, Colac

#### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage **precincts areas** it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'Colac's Murray Street Precinct extends from Queen Street in the east to Corangamite Street in the west. The Murray Street Precinct is of historic and architectural importance to the Shire of Colac Otway. The Murray Street Precinct is of historic importance through association with Colac's late nineteenth and early twentieth century period of prosperity and consolidation as a large regional service centre for the surrounding rich agricultural and grazing district. The Murray Street Precinct is of historic importance in demonstrating a palimpsest of Colac's growth as a regional centre over a fifty year period, through the nineteenth century civic and financial buildings constructed to the east near Barongarook Creek, and the early twentieth century and inter-war retail that followed later as Colac's industries expanded and its population grew. The Murray Street Precinct is architecturally important in illustrating the development of civic pride, authority and community solidarity in a regional nineteenth century Anglo-Celtic farming community, demonstrated in the clustering of a series of elegant architect-designed nineteenth century Victorian Italianate civic and government buildings near the entrance to the commercial area, adjacent to the bridge over Barongarook creek. The Murray Street Precinct is of architectural importance in exhibiting twentieth century styles, including Art ~~Nuevean~~ Nouveau and Arts and Craft, that demonstrate the prosperity of the period and the confidence held in Colac's continued growth by those who constructed these commercial premises.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Adam Rea's Store (site # 130)
- Post Office (site # 131)
- Shire Hall, fmr (site # 132)
- Union Bank (fmr) (site # 133)
- Regent Picture Theatre (site # 134)
- Moran & Cato shops (site # 135)
- State Savings Bank (fmr) (site # 136)
- National Bank (fmr) (site # 137)
- Colac Reformer Building (site # 138)
- Central Arcade (site # 139)
- State Electricity Commission Offices (site # 140)
- Office Building (site # 141)
- J G Johnston & Co (site # 142)
- Shops (site # 143)
- Shops (site # 144)
- Austral Hotel (site # 145)
- Chevrolet Salerooms (site # 146)
- Shops (site # 147)
- Coles Showrooms & Factory (site # 148)

### **Objectives**

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- Retain and enhance the historic character and consistency of built form of the shopping area.

## Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

### Exercising Discretion

Where a permit is required for development, it is policy to:

- Encourage reconstruction of shop fronts and verandahs, where sufficient information exists to enable this, or where it is known a verandah did exist, construction of appropriate typical shop fronts and verandahs (preferably with simplified detailing, so that they are not construed as original).
- Discourage the removal or alteration of historic shopfronts dating to mid-twentieth century.
- Encourage infill development to reflect the scale, ratio of solid to void and rhythm of articulation of significant buildings either adjoining or which predominate in the building group within which the site is located.

## 22.06-7

/ /2006 C27

### Local Area policy for HO308 Colac Estate Housing Precinct, Colac

#### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage ~~precincts~~ areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Colac Estate Housing Precinct extends south along the east side of Queens Street, from numbers 125 to 156 Queen Street, and to the east incorporate Selwyn Street, Johnstone Crescent, Richard Street and Churchill Square. The precinct also incorporates number 98 Wilson Street. The Colac Estate Housing Precinct was one of the first housing estates commenced in country Victoria, and was the initiative of the Housing Commission and the Borough of Colac. The Colac Estate was commenced in the mid-1940s and completed by the early 1950s. The design of the Colac Housing Estate reflects planning philosophies that were emerging after the Second World War as increased powers were gradually devolved to local government. The Colac Estate was constructed to alleviate the severe housing shortage in Colac, and under the auspices of the government's post war decentralisation policy which encouraged industry and labour to establish in regional areas outside metropolitan Melbourne. The Colac Estate Housing Precinct is historically and architecturally important to the Shire of Colac Otway. The Colac Estate Housing Precinct is historically important through association with State government's post war decentralisation policies, and mid-twentieth century industrial expansion. The Colac Estate Housing Precinct is historically important in demonstrating the materials adopted to alleviate building material shortage after the Second World War and attempts at improving efficiency through prefabrication. The Colac Estate Housing Precinct is architecturally important in exhibiting the diversity of mid-twentieth century public housing design, and the attempts to integrate layout and these design features within a suburban landscape.'

#### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- Ensure that the precinct retains its appearance as a significant example of suburban style post war public housing.
- To retain and enhance the homogeneous, modest, single-storey traditional post-war public housing buildings.
- To ensure that new development is consistent with the substantially intact original buildings that are modest, single storey in form and scale.
- To ensure that new development is sympathetic with materials and finishes of existing buildings.
- To protect the openness of the front setbacks.
- To conserve the original, distinctive allotment layout and curvilinear road layout
- To encourage the use of appropriate fence types, designs, materials and locations.

### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or ~~precinct~~ area.
- Discourage the demolition or inappropriate alteration of all places of significance.
- Discourage additions and alterations that are visible from the street.
- Retain the original curvilinear road layout ~~street infrastructure~~.

#### Exercising Discretion

Where a permit is required for development, it is policy to:

- Encourage the retention of post-war public housing heritage places.
- Encourage building forms that are detached and single storey reflecting the post-war public housing style.
- Encourage new development that is consistent with the substantially intact original buildings that are modest, single storey in form and scale.
- Ensure that new development is sympathetic with materials and finishes of existing buildings.
- Discourage the use of Zinalume© roofing material.
- Ensure that new development has a front setback equal to or greater than any adjoining building.
- Encourage side setbacks that are equivalent to neighbouring buildings within the Heritage Overlay Area.
- Discourage front fences greater than 1 metre in height.

### ~~22.06-8 Local Area policy for HO309 Moore and Sinclair Housing Precinct, Colac~~

/ /2006 C27

### ~~Policy Basis~~

~~The MSS (at Clause 21.01 – 03) suggests that for heritage precincts it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.~~

~~The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:~~

~~'The Moore and Sinclair Housing Estate Precinct is bounded in the north by Stoddart Street; in the south by Moore Street; east by Sinclair and west by Donaldson Streets. The Precinct contains a number of short cul de sacs, namely Howey, Sears and Walls Courts. The Moore and Sinclair Housing Estate Precinct was constructed in the late 1960s and comprises a mixture of brick veneer and timber prefabricated houses. The Moore and Sinclair Housing Estate Precinct is of architectural and historic importance to the Shire of Colac Otway. The Moore and Sinclair Housing Estate Precinct is architecturally important in exhibiting the principal characteristics of mid twentieth century public housing influenced by imported 'modern' architectural theories of Social Realism. The Moore and Sinclair Housing Estate Precinct is historically important in documenting the cultural beliefs of governments that public housing and architecture should be provided as a social service to the community, regardless of geographic location within the State. The Moore and Sinclair Housing Estate Precinct is of historic importance through the ability to exhibit the principle characteristics of planning controls that required public recreation reserves and retail districts be incorporated into a well designed estate that would encourage the development of pride and foster community spirit.'~~

### **Objectives**

- ~~▪ To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.~~
- ~~▪ Ensure that the precinct retains its appearance as a significant example of mid twentieth century public housing influenced by 'modern' architectural theories.~~

### **Policy**

~~It is policy to:~~

- ~~▪ Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.~~
- ~~▪ Discourage the demolition or inappropriate alteration of all places of significance.~~
- ~~▪ Discourage additions and alterations that are visible from the street.~~
- ~~▪ Retain the public reserve linking Donaldson Street and Howey and Sears Courts.~~

## **22.06-9**

/ /2006 C27

### **Local Area policy for HO310 Queens Avenue Precinct, Colac**

#### **Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage ~~precincts~~ [areas](#) it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Queens Avenue Precinct extends from Armstrong Street in the west to the Colac Cricket and Public Recreation Reserve to the east on the corner of Firemen Street, and to

the north includes the Public Purpose Reserve on the banks of Lake Colac. The Precinct is located in the western section of Queens Avenue and subdivides a band of public open space and recreational grounds along the banks of Lake Colac. The Queens Avenue Precinct predominantly comprises iron-roofed timber inter war houses and tile-roofed brick post Second World War dwellings. The Precinct is distinguished by its street plantings, wide roads, grassy verges and deep culverts, and by the vegetation along the northern side of the road as it descends steeply to the flat reed beds along the lakeshore. The Queens Avenue Precinct is architecturally, aesthetically and historically important to the Shire of Colac Otway. The Queens Avenue Precinct is architecturally important in exhibiting the good design and aesthetic characteristics of inter-war and post war housing styles. The Queens Avenue Precinct is aesthetically important in illustrating the influence of planning philosophies in establishing well designed residential areas in the vicinity of public reserves that takes advantage, of and protects the Shire's picturesque settings. The Queens Avenue Precinct is historically important through association with the growth of Colac and its middle class in the early and mid-twentieth century, demonstrated in the substantial and comfortable homes in the picturesque setting overlooking Lake Colac.'

### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- Retain the built form characteristic of substantial and comfortable homes in a picturesque garden setting.
- To retain the informal Australian landscape character of the foreshore reserve.
- [To retain and enhance the limited range of interwar and post-war buildings.](#)
- [To conserve the principal view across Queens Avenue from within the precinct.](#)
- [To ensure that new development is consistent with the substantially intact original buildings in form and scale.](#)
- [To ensure that new development is sympathetic with materials and finishes of existing buildings.](#)
- [To protect the minimum front setbacks, narrow pavements and side driveways and the general lack of front fencing.](#)
- [To conserve and enhance the garden setting of the precinct by retention of nature strips, narrow pavements and street plantings and by discouraging front fences.](#)

### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.

#### [Exercising Discretion](#)

[Where a permit is required for development, it is policy to:](#)

- Encourage the retention of standard setbacks and placement of driveways to the side of each house.
- [Ensure garages are set to the rear of the allotment, or at least as far as possible to the rear of the house where dictated by an odd allotment shape.](#)
- Discourage the erection of fences within the front setback.

- Ensure that any replacement development adopts the form of a single residential building in a generous garden setting.
- Maintain the informal landscape character of the street reserve by retaining unsealed shoulders, open swale and open culvert drains, and extensive areas of grass.
- Discourage development that might affect the landscape character and plantings in the foreshore reserve.

## 22.06-10 Local Area policy for HO311 Residential Precinct, Colac

/ 2006 C27

### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage ~~precincts~~ [areas](#) it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Colac Residential Precinct is bounded to the north by Fyans Street; to the east by Queens Street; south by Manifold Street; and west by Gellibrand Street. The Colac Residential Precinct also extends south along Queen Street to Dennis Street and incorporates all those properties located on the east and west side of the street. The Precinct predominantly comprises single storey, exterior-painted weatherboard dwellings with corrugated iron clad roofs that were constructed in the late nineteenth and early twentieth centuries. The Precinct is distinguished by its street plantings, wide roads, grassy verges and deep culverts. The Colac Residential Precinct is of architectural, aesthetic and historic importance to the Shire of Colac Otway. The Colac Residential Precinct is of aesthetic importance in illustrating the principle characteristics of nineteenth century town planning in the grid format and wide road reserves. The Colac Residential Precinct is of architectural importance in demonstrating a continuum of residential styles incorporating modest Gothic; late Victorian Boom style; Federation and mid twentieth century brick dwellings that provide a 'map' in built form of Colac's residential development. The Colac Residential Precinct is of historic importance in demonstrating the evolution of Colac as an important regional centre, the residential development commencing initially in an area close to the churches, then later fanning out in a north east direction from an apex at Queen and Manifold Streets, adjacent to the original creek crossing and the civic precinct.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- House & stables (site # 115)
- The Elms (site # 117)
- St Johns Church & Hall (site # 124)
- St Andrew's Church & fmr. school (site # 125)
- Second Presbyterian Manse (site # 150)
- First Presbyterian Manse (site # 151)

### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- Retain the modest scale of development in the precinct.



- [Conserve the garden settings of residential and institutional buildings including their mature plantings.](#)
- Conserve the historic character of the road formation throughout the precinct, including drains, grassed verges and tree plantings.

### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

#### *Exercising Discretion*

[Where a permit is required for development, it is policy to:](#)

- Encourage development that respects the modest scale and predominantly single storey character of the area.
- [Ensure garages are set to the rear of the allotment, or at least as far as possible to the rear of the house where dictated by an odd allotment shape.](#)
- Not permit building within any standard building setback established in the street.
- Maintain existing road formation and street infrastructure including the deep grassy verges and open channel or culvert drains.
- Discourage development that might affect the mature street tree plantings.
- Discourage development that might affect gardens with mature character.
- Encourage development that uses, or is compatible with the predominant materials and built form in the precinct namely painted weatherboard cladding and pitched roofs of grey or unpainted corrugated galvanised iron.

## 22.06-11 Local Area policy for HO312 Memorial Square Precinct, Colac

/ 2006 C27

### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage [precincts areas](#) it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

‘The Colac Memorial Square, bounded by Murray, Gellibrand, Dennis and Hesse Streets, is a World War 1 memorial reserve that evolved from the Market Reserve set aside when Colac was surveyed in 1864. Now known as Memorial Square, the area incorporates a large walk-in war memorial (c1924) at its centre designed by Frederick Sales, and a generally symmetrical path system with extensive plantings of mature *Ulmus procera* (English Elm) framing the centrepiece. The Memorial Square also includes a number of memorials that commemorate members of the community, including those to Andrew Fisher, the St Johns Gymnastic Club Fountain, Rotary Club Clock, the Cliff Young Memorial Track and Plaque, the Lone Pine Plaque and the Jack Dillon Fountain and Plaque. The square is the focal point for community activities in the district, and is a popular recreational site providing respite for travellers passing through the Shire. The Memorial Square is of historical, architectural, aesthetic and social importance to the Shire

of Colac Otway. The Memorial Square is historically important for its commemoration of the service and sacrifices of the Colac and district communities. The Memorial Square is architecturally important as one of the most impressive walk-in war memorials in regional Victoria. The Memorial Square is aesthetically and socially important as a public open space in continual use since the first settlement of Colac.’

### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- To maintain the open public park character of the reserve both as the appropriate setting for the war memorials and to maintain its now established use for community use and public recreation.
- To conserve the Frederic Sales 1924 war memorial and those memorials erected to commemorate members of the community, including the Andrew Fisher Memorial Plaque; the St Johns Gymnastic Club Fountain, the Rotary Club Clock; the Cliff Young Memorial Track and Plaque, the Plaque commemorating Lone Pine and the Jack Dillon Fountain and Plaque.
- To conserve the ~~elm-trees~~ [Ulmus procera \(English Elm\)](#) and other historic plantings in the square.

### Policy

#### Exercising Discretion

Where a permit is required for development, it is policy to: ~~It is policy to:~~

- Discourage development that would compromise the open public park character of the precinct.
- Conserve the [Ulmus procera \(English Elm\)](#) ~~elm-trees~~ and other historic plantings in the square including plantings associated with the 1924 war memorial.
- Confine the erection of further memorials to the Hesse Street /Murray Street corner.

## 22.06-12 Local Area policy for HO313 Grant Street Precinct, Colac

/ /2006 C27

### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage ~~precincts~~ [areas](#) it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct’s special significance:

‘The Grant Street Precinct extends from Queens Avenue in the north, to the intersection of Skene and Dennis Streets in the south. The housing stock ranges from modest early twentieth century timber cottages with corrugated iron roofs; to more substantial iron roofed Edwardian timber houses; to inter-war and post war ~~m~~Moderne brick houses with tiled roofs. It is distinguished by street plantings of ~~Plane-trees~~ [Platanus x acerfolia \(Plane trees\)](#) and wide grassy verges draining to wide culverts. The Grant Street Precinct is of historic and architectural importance to the Shire of Colac Otway. The Grant Street Precinct is of historic importance through association with the Colac’s economic growth in the first half of the twentieth century, demonstrated firstly in the simple timber cottages, then the more elaborate Edwardian timber dwellings of the early decades of the century

which are juxtaposed to the tiled brick ~~m~~Moderne residences constructed in the mid-twentieth century. The Grant Street Precinct is architecturally important in demonstrating the variety of residential styles and building materials adopted, illustrating the aspirations of town's citizens for their dwellings and also, with the mid-century appearance of brick, Colac's industrialisation and the growth of its manufacturing industries.'

### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- To maintain the historic street formation and significant plantings.

### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

#### Exercising Discretion

Where a permit is required for development, it is policy to:

- Not permit building within any standard building setback established in the street.
- Maintain the existing street infrastructure including the wide grassy verges and wide culverts.
- Discourage development that would affect views along the street to Lake Colac.
- Discourage development that might affect the avenue of Platinus x acerfolia (~~p~~Plane trees).

## 22.06-13 Local Area policy for HO314 Coragulac Church Precinct

/ /2006 C27

### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage ~~precincts~~ areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Church Precinct at Coragulac extends from the junctions of Lineens, Larpent and Corangamite Lake Roads in the south, and to the north-east along Corangamite Lake Road. The Coragulac Church Precinct dates back to 1887 when Irish immigrant Thomas Baker purchased the Corunnun Estate, which was subsequently subdivided and settled by Irish-Catholic potatoe farmers from the Warrnambool and Koroit district. The Coragulac Church Precinct comprises the landmark red brick St Brendan's Church (1938), the memorial bell tower (1937), the red brick Good Samaritan Convent (1924), the red brick presbytery (now St Brendan's Parish House, 1920s), and mature plantings. The Coragulac Church Precinct is of historic, social and aesthetic importance to the Shire of Colac Otway. The Coragulac Church Precinct is historically important through its relationship to the Irish Catholic and Italian settlement of the area. The Coragulac Church Precinct is aesthetically important as good examples of Inter-War buildings designed by the architect A. A. Fritsch. The

Coragulac Church Precinct is socially important for the role it played in assisting Irish and Italian migrants to settle in the district. The Coragulac Church Precinct is historically important through association with the provision of education in the Shire.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Good Samaritan Convent (site # 164)
- St Brendan's Catholic Church & Bell Tower (site # 165)

### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- To maintain the visually prominent position of the church and the memorial bell tower.

### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

#### Exercising Discretion

#### Where a permit is required for development, it is policy to:

- Discourage development that might threaten the visibility and prominence of the church and bell tower.
- Discourage development that would disturb the appreciation of the spatial relationship between the Church, the memorial Bell Tower, the Convent and the former presbytery.
- Discourage development that might adversely affect the mature plantings including the substantial ~~eypress~~ Cupressus macrocarpa (Monterey Cypress) ~~hedge and~~ trees lining the driveway to the convent.

## 22.06-14 Local Area policy for HO315 Factory Houses Precinct, Cororooke

/ 2006 C27

### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage ~~precincts~~ areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Factory House Precinct is located on Factory Road Cororooke and incorporates the houses at 25, 27, 29, 57, 59 and 61 Factory Road Cororooke. The Factory House Precinct comprises six timber houses, two of which were built in the 1920s and the remaining four built in the late 1930s. The Factory Houses consist of two slightly larger residences located at 27 and 29 Factory Road, and four small box-like timber cottages with centrally placed gable fronted verandahs or porches. All six buildings have similar roof pitches and have utilised similar construction materials. The Factory House Precinct is of historic and architectural importance to the Shire of Colac Otway. The Factory House Precinct is of

historic importance through association with the growth of the shire's dairy industry, and by demonstrating the effect of the industry on the establishment of settlements in the shire in hamlets like at Cororooke. The Factory House Precinct is historically important in illustrating private industry's dependency on an available labour force and the recognition of the need to provide housing to encourage workers to the area. The architectural importance of the Factory House Precinct is demonstrated in the basic shape and form of the six structures, in the unified character of the architectural style, and in the setting near the factory.'

### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- [To retain and restore the uniformity of the surviving structures.](#)

### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

#### [Exercising Discretion](#)

[Where a permit is required for development, it is policy to:](#)

- Encourage the removal of recent accretions where these are visible from the street.
- Discourage alterations or additions that are visible from the street or that detract from the appreciation of the basic simple forms of the buildings.
- [Not permit building within any standard building setback established in the street.](#)

## 22.06-15 Local Area policy for HO316 Duverney Street Precinct, Cressy

/ /2006 C27

### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage ~~precincts~~ [areas](#) it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Duverney Street Precinct extends on both sides of the road from Lyons Street through to the Woody Yallock Creek reserve. The Duverney Street Precinct comprises residential dwellings and retail buildings, all of which have been constructed of timber, as well as the exotic and indigenous tree plantings in the central roadway. The Duverney Street Precinct is of historic importance to the Shire of Colac Otway. The Duverney Street Precinct is historically important for its association with the Shire's early transport routes, the Frenchmen's Inn and the river crossing, and demonstrates the many early settlements that sprang up in the Shire adjacent to main thoroughfares in the mid-nineteenth century. The Duverney Street Precinct is historically important through association with nineteenth century town planning and illustrates the principles of Victorian rural town layout and urban design, evident in the central parkland and landscaping. The early rural town layout

and associated buildings, in particular the two commercial properties and the six weatherboard houses.’

### Objectives

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- To maintain the exotic and indigenous plantings in the central roadway reservation.
- To retain the historic unformed character of the street.

### Policy

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.

#### Exercising Discretion

Where a permit is required for development, it is policy to:

- Discourage further street works such as formation of footpaths, construction of drains or sealing of the carriageway or shoulders.
- Encourage the retention and conservation of historic commercial signage.

## ~~22.06-16 — Local Area policy for HO317 Harris Street Precinct, Elliminyt~~

/ 2006 C27

### ~~Policy Basis~~

~~The MSS (at Clause 21.01—03) suggests that for heritage precincts it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.~~

~~The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct’s special significance:~~

~~‘The Harris Street Precinct includes the area bounded by Harris, Howarth and Spring Streets. It extends along the north side of Harris Street from Colac Lavers Hill Road in the east, to the junction of Christies and Spring Roads in the west. The Precinct extends along the southern side of Howarth Street and the east side of Spring Street. The Precinct is distinguished by its street plantings, wide roads and grassy verges. The Harris Street Precinct is of architectural, aesthetic and historic importance to the Shire of Colac Otway. The Harris Street Precinct is of architectural importance in demonstrating the Shire’s mid-twentieth century residential development. The Harris Street Precinct is of aesthetic importance in exhibiting the principal characteristics, richness and diversity of domestic architecture in the second half of the twentieth century. The Harris Street Precinct is historically important in demonstrating the community’s continued affinity to Lake Colac, an association that played a determining role in establishing the town’s early settlement, and subsequently in forming its regional identity. The Harris Street Precinct is historically important in demonstrating a conformity brought about by the introduction of Uniform Building Regulations in 1945. The Harris Street Precinct is historically important through association with the growth of local government’s planning controls, demonstrated in the design, configuration and layout of the precinct, which respects the topography of the land.’~~

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- House (site # 188)

### **Objectives**

To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.

### **Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.
- Discourage the demolition or inappropriate alteration of all places of significance.
- Maintain the informal landscape character of the street reserve by retaining unsealed shoulders, open swale and open culvert drains, and extensive areas of grass.

## **22.06-17 Local Area policy for HO318 Station Street Precinct, Forrest**

/ /2006 C27

### **Policy Basis**

The MSS (at Clause 21.01—03) suggests that for heritage precincts it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

‘The Forrest Station Street Precinct extends from Henry Street in the north to Blundy Street in the south, and predominantly comprises timber structures that were built in response, firstly, to the arrival of the railway in the 1890s, and subsequently as the area thrived as a result of the timber industry until the railway was decommissioned in the 1950s. The Forrest Station Street Precinct is of historic importance to the Shire of Colac Otway. The Forrest Station Street Precinct is of historic importance through association with railways in the Shire and in demonstrating the economic and social effects this transport system had in rural areas. The Forrest Station Street Precinct is of historic importance through association with the timber industry that, in conjunction with the railway, played an important role in the economic development of the Shire and is demonstrated in the surviving commercial and residential buildings constructed between the 1890s through to the 1930s.’

### **Objectives**

- To maintain the cultural significance of the area, particularly, but not exclusively, as described in the Statement of Significance.
- To conserve the timber dwellings and former shops and dwellings dating from the turn of the 19 century through to the 1950s.

### **Policy**

It is policy to:

- ~~Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or precinct.~~
- ~~Discourage the demolition or inappropriate alteration of all places of significance.~~



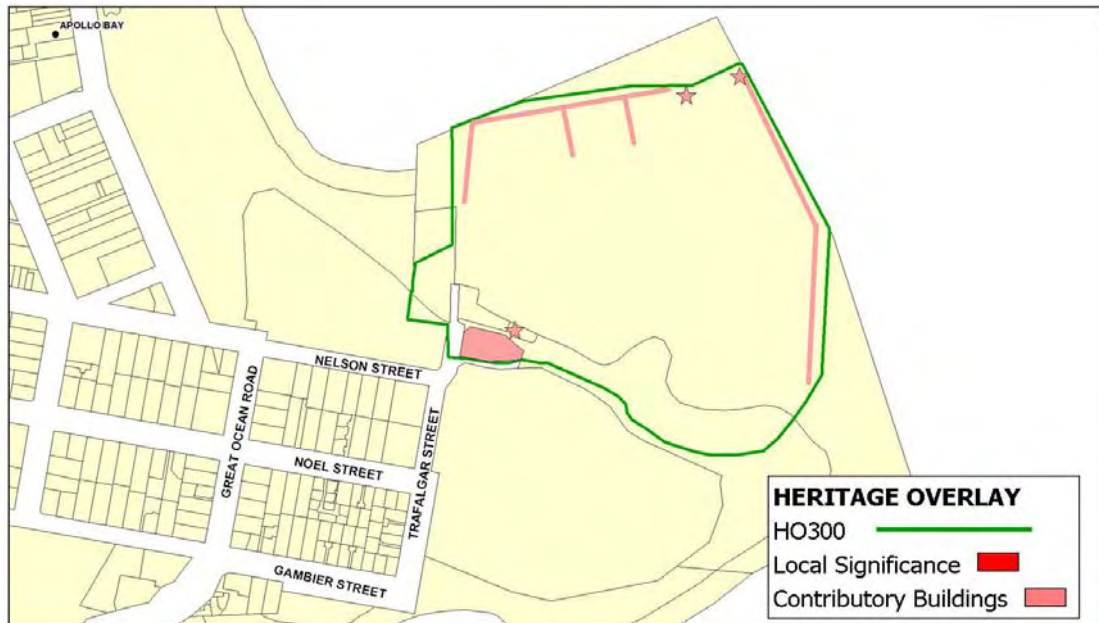
# Colac Otway Heritage Study

Volume II

Name of Place : PIER PRECINCT

Ref. No. : 300

Location : Point Bunbury  
Apollo Bay



## STATEMENT OF SIGNIFICANCE :

The Apollo Bay Pier Precinct is located at Point Bunbury and extends north and east from Trafalgar Street, and is bounded in the south by Breakwater Road. The Apollo Bay Pier Precinct has evolved following the first settlement of the town in the mid-nineteenth century and now includes the Apollo Bay Fisherman's Co-operative building, breakwaters, piers, and beacons. The Apollo Bay Pier Precinct is of historic and social importance to the Shire of Colac Otway. The Apollo Bay Pier Precinct is of historic importance through association with the development of the fishing industry which played an important role in the Shire's economic development and is demonstrated in the size of the fisherman's co-operative building, constructed at various stages, and the evolution of the piers and breakwaters. The Apollo Bay Pier Precinct is of social and historic importance through association with coastal trade, the life-blood of the settlement of Apollo Bay which had developed outward-looking to the sea and in isolation from the rest of the Shire for the first seventy years of its existence. The Apollo Bay Pier Precinct is historically important through association with the development of a leisure industry in the Shire, demonstrated by the number of berths provided for pleasure crafts.

## RECOMMENDATIONS :

RECOMMENDED LISTING : Local

To be retained in the Colac Otway Shire Planning Scheme

THEMES : Exploiting Natural Resources - Fishing (7.2)

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## HISTORY :

The Apollo Bay settlement developed as a community isolated from the rest of the Shire, locked in by the Otways and looking to the sea for its lifeline. The land route over the Ranges to Colac was primitive, indeed impassable for half the year, so Apollo Bay, uniquely of all the Shire's inhabited centres, came to rely on sea carriage.

In 1886 the first jetty was replaced by a modern structure at Point Bunbury and more regular shipping schedules became possible. The coastal vessels brought in passengers, supplies, furniture and equipment and took out timber and agricultural produce. It also helped in the development of a fishing industry.

Barracuda and crayfish were an important component of the fishing industry at Apollo Bay. The local fishermen would make their own cray pots during the quieter periods and, when the catch was good, would sell them at the Melbourne Fish Market.

To take advantage of the numbers of fish, the Apollo Bay Fisherman's Co-operative constructed a fish refrigeration plant and cold storage in the early 1930s. This became the largest on the Victorian coastline.

Because of the improved methods of storing and marketing fish, fishermen from other ports were attracted to Apollo Bay. Eight craft were commonly moored at the pier in the early 1930s. By 1948 numbers peaked at twenty-eight. The size of the pier restricted the fishing fleet to crafts small enough to be lifted by cranes on to the pier whenever bad weather threatened. This obviously confined the extent to which these boats could operate and the more distant fishing grounds were generally inaccessible. In 1950 a new harbour was constructed at Apollo Bay and provided the impetus for the further development of the fishing industry.

Apollo Bay remains an active port. Twenty-two fishing vessels permanently use the port; eighteen scallop vessels use it on a seasonal basis; and up to one hundred and eighty pleasure craft utilise the facility during the summer. The industry continues to be significant to the Shire's economy.

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## PHYSICAL DESCRIPTION :

Apollo Bay's Pier Precinct extends north and east from Trafalgar Street, and is bounded in the south by Breakwater Road. The Apollo Bay Pier Precinct comprises the Apollo Bay Fisherman's Co-operative building, constructed in stages and utilising various materials including iron, timber and brick, the timber and stone piers and breakwaters, and beacons.

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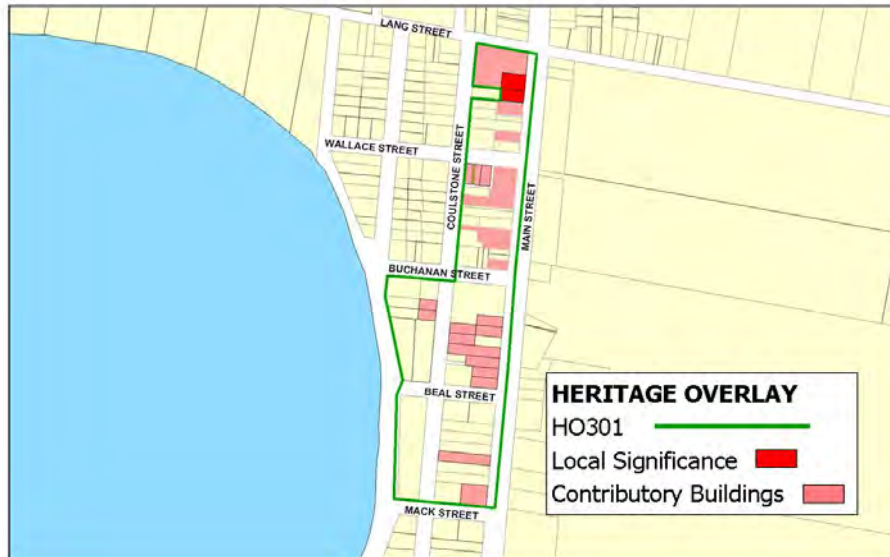
# Colac Otway Heritage Study

Volume II

Name of Place : BEEAC COMMERCIAL PRECINCT

Ref. No. : 301

Location : Colac-Ballarat Road , Beac



## STATEMENT OF SIGNIFICANCE :

The Beeac Commercial Precinct, located on the Colac-Ballarat Road, extends from Lang Street in the north and south to Mack Street. Development of the Beeac Precinct commenced on the main route between Colac to Ballarat in the mid-nineteenth century, before the Township Survey of 1864. The fledgling settlement expanded initially in response to the subdivision of land in the surrounding area and later after the railway was put through in 1889, following which Beeac became a district hub. Beeac reached a zenith in 1920 with a population of 300. The commercial and residential dwellings that make up the precinct, which were constructed during the seventy year period from the 1850s to 1920s, were mainly built in timber although a few masonry places, namely the banks, church buildings and post office, are exceptions. The Beeac Precinct also includes mature tree plantings and a war memorial on the corner of Lang and the Colac-Ballarat Road. The Beeac Precinct is historically and aesthetically important to the Shire of Colac Otway. The Beeac Precinct is historically important in demonstrating a continuum and the evolution of a township in response, firstly, to road travellers; then to an increased local population following the subdivision of surround estates; and thirdly, to the construction of rail routes. This continuum is evident in the buildings which range from the simple timber construction, to the more substantial stone, including the twentieth century brick post office building. The Beeac Precinct is important in exhibiting the aesthetic characteristics of a nineteenth century regional centre which developed, in response to demand and topographical restrictions, in a linear fashion, and has been enhanced by memorials and an avenue of mature plantings on the road verges.

## RECOMMENDATIONS :

RECOMMENDED LISTING : Local

The precinct to be retained in the Colac Otway Shire Planning Scheme

THEMES : Building Towns (5.1)

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## HISTORY :

The settlement of Beeac commenced along the main Colac-Ballararat route prior to the township survey. The survey, which was undertaken in 1864, occurred in response to the subdivision of land in the surrounding area, some of which was made available for selection under the terms of the 1860s selection Acts. The arrival of the railway in 1889 cemented the town's role as an important hub for transport, as well as commerce and services, for the surrounding district. From small beginnings Beeac rose to importance in the 1920s as a sub-regional centre, becoming the service point for a wide area of agricultural and grazing interest.

The beginnings of settlement at Beeac commenced in the south, between Mack and Buchanan Streets before 1864. The buildings that had been constructed were mostly located on the eastern side of the Colac-Ballararat Road and were erected to service the passing traffic between Colac and Ballarat. The fledgling settlement comprised a post office, two blacksmiths and a store, all of which were located on the eastern side of the Colac-Ballararat Road. 'Bouchier's Hotel' was opposite and was the only building shown on the western side of the road. It was located roughly at 115 to 119 Colac-Ballararat Road, between Mack and Beal Streets. By the time the railway arrived in 1889 business premises were sited only on the western side of the main road reserve, with the residential portion the town along the road axis and to the west between the road and the nearby salt Lake Beeac. The original premises were mostly wooden structures, although a masonry school and church and a brick rendered bank were notable exceptions for the period 1865 to 1889. Most commercial building occurred after the railway opened and after the major period of closer settlement, which dates the construction cycles from 1895 to 1925.

Road side plantings were commenced in 1915 by the Beeac Patriotic Committee to memorialise local servicemen killed in the war - no markers survive to identify these specific trees. Others were planted subsequently along the road verges to beautify the town and have become a distinct part of Beeac.

By the mid 1920s Beeac had a population of 300 and its commercial precinct reflected the town's role in its wider context. Present were the usual amenities of hotel, three general stores, butcher, baker, and an ES&A bank. These were supplemented by a bootmakers, saddler, carriage builder, draper, library, visiting solicitor and stock and station agent. The town retained its vibrant business heart until the 1960s when improved communication with Colac, increasing motor vehicle ownership and dairy industry structural change caused a loss of local demand and by 1985 commercial activities were but a fraction of the prevailing earlier times.

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## PHYSICAL DESCRIPTION :

The boundaries of the Beeac commercial precinct are long and linear extending from along the Colac-Ballararat Road from Lang Street to the north, south to Mack Street . The area is influenced by the original settlement that developed between Mack and Buchanan Streets prior to the town survey which was completed in 1864

The commercial and civic premises developed in two main phases, in a scattered fashion and only on the western side of the street. This is particularly apparent as the land on the opposite side of the road is used for agricultural purposes, only the avenue of mature trees unifies the setting now. A major feature of the commercial precinct are the numbers of individual free standing timber buildings, spread out along the road for about a 500m distance, many are simple timber sheds with shop fronts and verandahs, others are domestic houses with attached shop fronts in varying forms and designs, most have large extensive signage panels or billboards erected at the junction of the skillion roof verandahs and the main hip or gable roof. Advertising and signage at the front of the verandahs is rare. The exception is the remodelled red brick front elevation of the 19<sup>th</sup> century brick hotel and apart from the churches and the single storey Italianate Victorian former civic building or bank at the corner, most of the remaining buildings are timber and corrugated iron.

The cyress and indigenous plantings along the road verges, which date back to the second decade of the twentieth century, are aesthetic provide a valuable and distinctive contribution to the township's streetscape.

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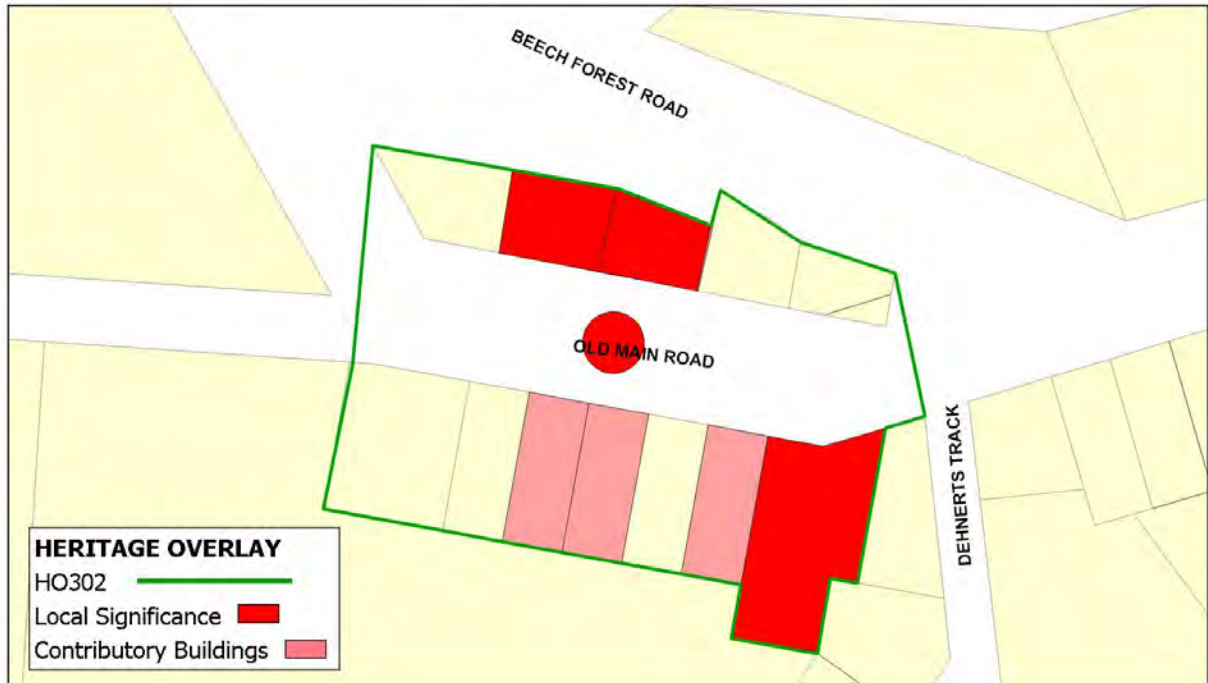
# Colac Otway Heritage Study

Volume II

Name of Place : BEECH FOREST PRECINCT

Ref. No. : 302

Location : Old Main Street  
Beech Forest



## STATEMENT OF SIGNIFICANCE :

The Beech Forest Precinct extends from along the Old Main Road from the Beech Forest Road in the east to the Beech Forest Road in the west. The Beech Forest Precinct comprises structures, mostly built in timber, that date back to the town's early settlement at the beginning of the twentieth century, as well as, on the north side of the Old Main Road, the civic precinct of the former Otway Shire. The Beech Forest Precinct is of historic and social importance to the Shire of Colac Otway. The Beech Forest Precinct is of historic importance through association with the early settlement in the Otway Ranges, then at the half-way point on the track to Apollo Bay. The Beech Forest Precinct is of historic importance through association with the forests of the Otway Ranges and the development of the timber industry in the Shire, demonstrated in the predominance of simple timber buildings. The Beech Forest Precinct is of social and historic importance through association with the centre of local government in the area, and includes the civic buildings utilised by and constructed for the Otway Shire, including the hall and former shire offices, as well as the World War Two memorial.

## RECOMMENDATIONS :

To be retained in the Colac Otway Shire Planning Scheme

## RECOMMENDED LISTING : Local

THEMES : Exploiting Natural Resources - Forests (7.1)

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## HISTORY :

Beech Forest was founded in 1884 by selector John Gardner who perceived the advantages of opening a hotel to supply the influx of settlers to the district in the 1880s, and to take advantage of the position at the half-way point on the track to Apollo Bay. The Township of Beech Forest developed from these humble beginnings to become the 'Capital of the West Otways', a railway centre and the seat of local government.

The original settlement rested on the hill to the west of the present main street (now Beech Forest Road), but the arrival of the railway in 1902 caused the town to shift closer to the station on the flat, and to the east of the initial settlement.

The original main street (now Old Main Street) was formed in 1902 when John Cockerill subdivided his land and sold a number of allotments. By 1905 houses and shops had been constructed, including that occupied by Dr Benjamin Backhouse (site #45).

In 1919 portions of the Shires of Colac, Heytesbury and Winchelsea were severed to form the Shire of Otway. Beech Forest became the centre of local government for the newly-formed shire, and the public hall was temporarily used as the council offices.

By 1925 Beech Forest had a population of 300 and the main street supported a wide variety of business premises.

A memorial to all those who lost their lives in the Second World War was unveiled in 1949. In 1979 more modern premises were built adjacent to the hall. In 1995, as a result of the Victorian Government's municipal amalgamation scheme, the Shire of Colac Otway was formed and the former Shire of Otway was abolished.

However most of the premises built at Beech Forest between 1902 to 1914 had gone by the 1960s, victims of the town's falling population. The last of those at the eastern end were cleared for road works in the 1970s.

The western end of the town, in the vicinity of Old main Street, are the remnants of the pre 1925 boom times, the hospital/post office, public hall and municipal office. A timber general store, located on the corner of old Main Road and Dehnerts Track, was recently demolished.

The area along Old Main Road now illustrates the earlier settlement of Beech Forest which first took place more than one hundred and thirty years ago.

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## PHYSICAL DESCRIPTION :

The Beech Forest Precinct extends from the Beech Forest Road along the Old Main Road. The buildings on the south side are houses built of timber. These houses are single storey timber framed and weatherboard clad and were constructed in the early decades of the twentieth century, and include hipped roofs many of which are now of corrugated iron. The north side of Old Main Road is predominantly taken over by buildings used by the former Otway Shire. The site also incorporates a World War Two memorial.

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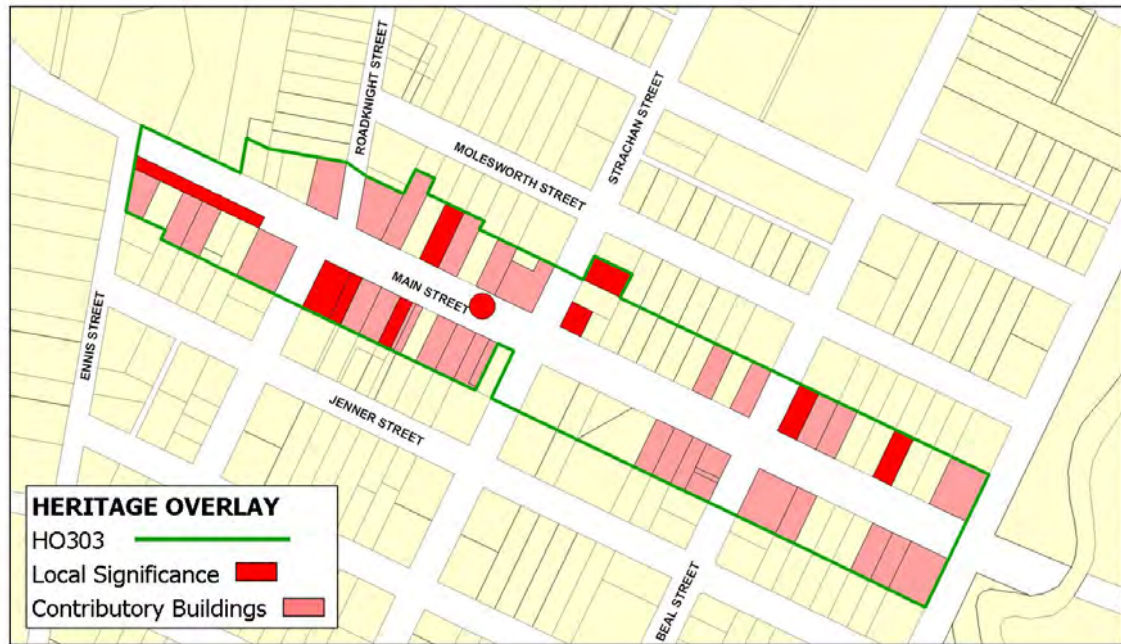
# Colac Otway Heritage Study

Volume II

Name of Place : BIRREGURRA TOWN PRECINCT

Ref. No. : 303

Location : Main Street  
Birregurra



## STATEMENT OF SIGNIFICANCE :

The Birregurra Main Street Precinct extends from the Barwon River in the east, to Ennis Street in the west, and comprises a mixture of public, commercial and residential sites. The buildings have predominantly been constructed in timber, although important exceptions constructed in masonry, brick and other more substantial materials exist. Influenced by the nearby Buntingdale Mission, the town was settled in 1863 on one of the main transport routes to Geelong. The settlement grew to be an important market and timber town, its growth aided by the railway from Geelong to Colac, and the spur line to the Otways town of Forrest. The Birregurra Main Street Precinct is of historic importance to the Shire of Colac Otway. The Birregurra Main Street Precinct is of historic importance in demonstrating a continuum of growth from the simple timber buildings constructed at the time of settlement in the 1860s located mainly, but not exclusively, to the east, to the more substantial building of the early decades of the twentieth century predominantly but not exclusively constructed to the west. This continuum provides a cultural map of the town's social and economic evolution. The Birregurra Main Street Precinct is of historic importance in demonstrating the community's commitment to their town, especially through the street plantings that illustrate efforts to beautify the town, and the memorials.

## RECOMMENDATIONS :

RECOMMENDED LISTING : Local

To be retained in the Colac Otway Shire Planning Scheme

THEMES : Building Towns (5.1)

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## HISTORY :

Birregurra was initially established as an Aboriginal mission station in the late 1830s. Settlement at Bowden's Point, as Birregurra was first known, grew as a result of the mission. By the late 1860s, after the township was surveyed in 1862 and the first land sales in 1863, it could claim a flour mill, blacksmith, butcher and bootmaker, as well as a number of hotels and inns. By then some of the surrounding land was beginning to be broken up and given over to selection, which added to the population of the district. the construction of a bridge over the Barwon established Birregurra on one of the main transport routes from Geelong to Colac.

But it was the railway that provided the real fillip to Birregurra's growth. The first in the Shire was put through from Geelong to Birregurra, and then on to Colac, in 1877. In 1889 construction of a branch line from Birregurra to Forest commenced, which assisted in the development of the forest industry in the Otways, and also allowed the transport of produce and livestock to markets at Birregurra township.

The 1870s and 1880s became Birregurra's 'hey-day'. At that time wheat, potatoes, peas, oats, barley, swedes, turnips and onion crops were grown in the district, some of which was sold locally, and the town became the central market-place for fattened cattle. The population increased steadily from 400 in 1882 to 500 in 1901. However with the advent of the motor car and increasing mobility, Colac and other larger towns became more accessible and Birregurra's commercial influence declined.

The Main Street Precinct documents the development of the town, from the 1860s until the early decades of the twentieth century and the passing of Birregurra's 'hey-day'. It provides information about the town's early growth near the Barwon, and the provision of facilities for travellers, to the construction of buildings along what is now the main commercial section of the town, between Strachan and Austin Streets, which were built to service the increased population at the end of the nineteenth century, and visitors to the busy market town. The section also includes residential buildings, again the earlier east near the Barwon crossing. Some more substantial ones were built later, including that at number 50 which was formerly the doctor's residence. Number 58 was built in the 1950s and operated for some time as a baker shop and residence. Mature plantings are important, especially the stone pines (site #243) on the south side of the road, between Strachan and Ennis Streets. other street plantings, especially those in the recently constructed bluestone beds, are of lesser importance. The war memorial (site #87) which was originally erected in the middle of Main Street at the Austin and Roadnight Street intersection, is an important part of Birregurra's heritage.

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## PHYSICAL DESCRIPTION :

The Birregurra Main Street Precinct comprises public, residential and commercial buildings constructed over an extensive period of time that utilise a variety of fabrics. The precinct extends along Main Street from the Barwon River bridge to the east, through to Ennis Street in the west. The buildings to the east, closest to the Barwon River, and as far as Strachan Street, appear to be predominantly those constructed in the decades soon after the town was surveyed in 1862. They are generally constructed of timber, although the Native Youth Hotel (site #76) on the corner of is an exception in that it has been constructed of local brick and timber. The timber former Riverside Inn built in 1865 located at 10 Main Street (site #79) is a notable example of the early building stock within this section of the precinct. Whilst commercial buildings do survive in this area, including the motor car workshop, built of iron, the buildings are predominantly now occupied as residences. On the south side of Main Street, between Strachan and Austin Streets, the buildings are nearly all commercial, with some exceptions including at numbers 43, 69, 71 and 83. Most are built of timber, although the Royal Mail Hotel and the former bank (site #65) have masonry or brick façades and the butcher shop (site #60) is built of brick. These buildings were, in the main, constructed at the end of the nineteenth century and in the early decades of the twentieth century. The buildings on the north side of Main Street between are residential, with the exception of the stock and station agent at number 46 and the Birregurra Public Hall, formerly the mechanics institute, at number 42. The building stock in the remainder of Main Street, between Austin and Ennis Street, is generally residential, many of which were built in the late nineteenth century. The precinct includes the mature tree plantings, especially those at the east and western extremities of the Main Street.

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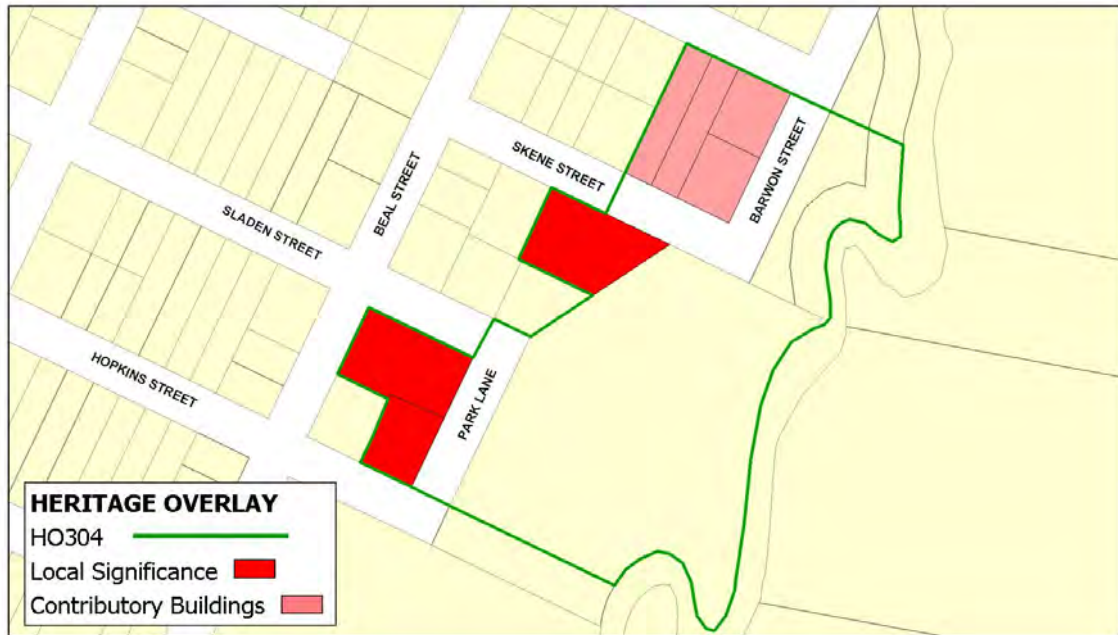
# Colac Otway Heritage Study

Volume II

Name of Place : BIRREGURRA CHURCH PRECINCT

Ref. No. : 304

Location : Jenner, Hopkins Streets  
Birregurra



## STATEMENT OF SIGNIFICANCE :

The Birregurra Church Precinct is located between Jenner and Hopkins Streets, and west of the Birregurra golf course. The Birregurra Church Precinct comprises the brick Presbyterian and Catholic churches and associated residences, and the Anglican stone Christ Church, two vestries and timber halls, along with the mature exotic plantings in the church grounds. The Birregurra Church Precinct is of architectural, aesthetic and historic importance to the Shire of Colac Otway. The Birregurra Church Precinct is of architectural and aesthetic importance in exhibiting a richness and diversity of features in the church buildings, especially the spires and towers, and exotic plantings. The Birregurra Church Precinct is historically important through association with the earliest representation of European religion in the Shire, the Buntingdale Mission, and in illustrating the influence the Wesleyan Mission had on the development of the town, and the Shire.

## RECOMMENDATIONS :

To be retained in the Colac Otway Shire Planning Scheme

## RECOMMENDED LISTING : Local

THEMES : Religious Institutions (9.1)

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## HISTORY :

One of the earliest Christian settlements in Victoria occurred at the Buntingdale Mission in 1839, and was the initiative of the London-based Wesleyan Missionary Society. Although the mission did not last beyond 1848, it nevertheless had a profound effect on the settlement of the Shire, especially nearby Birregurra.

Birregurra, which has been called the 'Town of Churches', was established in 1863, and by 1871 there were four churches in the fledgling town. A timber Methodist was the first, built in 1863 on the corner of Beal and Jenner Streets and extended in 1909.

After the Wesleyans, Presbyterianism was the next denomination to establish a presence in Birregurra, mainly because many of the area's early settlers were of Scottish background. The first church, built in 1865, was demolished to make way for the present red brick church completed which in 1908 (Site #86). The church grounds incorporate memorial gates and a memorial Cairn erected to commemorate the Buntingdale Mission established in 1838 by the Reverends Francis Tuckfield and Benjamin Hurst. The Cairn was relocated to the grounds of the Birregurra Uniting Church in 1982 when the church was sold (site #56). A red brick house was built at the rear of the property, and fronting Skene Street, for the resident minister.

The Anglican congregation constructed a vestry first (site #64), in 1867, followed by a Leonard Terry-designed church, in 1871 (site #63). Several structures were added to the western section of the site in the twentieth century, including the timber All Saints Mt Gellibrand church, built in 1890 and relocated to its present position in 1950; and St Mark's Nalangil church hall, which was moved to Christ Church Birregurra in 1977. Part of the south east section of the land originally set aside for the Catholic Church has been subdivided and sold to the Anglican Church. A new vestry, which has been sympathetically designed, was constructed on this land in the last decades of the twentieth century.

Finally, in 1906, the Catholic congregation constructed a red-brick church, which replaced an earlier timber one, and a year later completed the adjacent presbytery (site #61).

The history of Birregurra is closely linked to the history of Christianity in Victoria. The church buildings stand within sight of each other in one corner of town, and were all built on land set aside when the Birregurra Township was surveyed in 1862. Views of the churches and their spires have been protected by the recreational reserves, now the Birregurra golf course. The planting of exotic deciduous trees have been undertaken within the recreational reserve, and these now offer an evocative view of the church spires across the Barwon River flat that is redolent of the 'little England's' that many of the nineteenth century immigrants nostalgically tried to create in their newly adopted homeland.

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## PHYSICAL DESCRIPTION :

The Birregurra Church Precinct is located west of the Barwon River and adjacent to the Birregurra Golf Course, and follows the gentle gradient formed by the Barwon River in a north-south direction. The precinct extends in the north from the former Presbyterian (now Uniting) Church reserve located on Jenner Street; incorporates the Catholic Church reserve on Skene Street and all of the Anglican reserve on Sladden through to Hopkins Streets. The precinct includes the red brick former Presbyterian church, memorials and memorial gates, and manse; the red brick Catholic church and presbytery; and the Anglican Christ Church, along with the nineteenth and twentieth century vestries and the timber halls and churches relocated to the property in the second half of the twentieth century. The precinct also incorporates all mature plantings, especially those exotic trees located in the Birregurra Golf Course.

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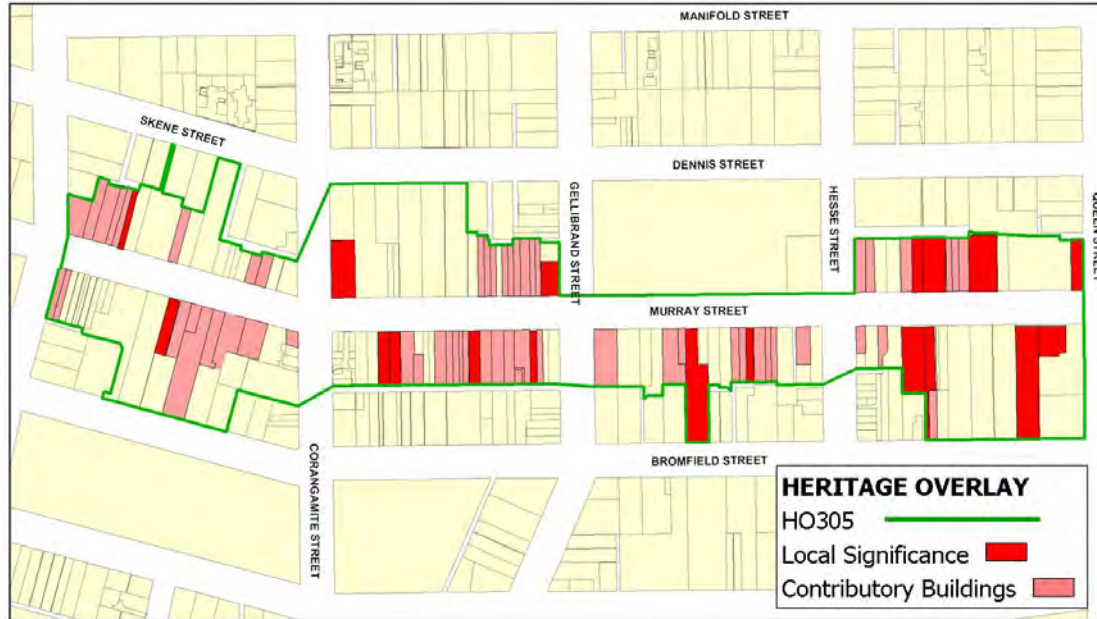
# Colac Otway Heritage Study

Volume II

Name of Place : MURRAY STREET PRECINCT

Ref. No. : 305

Location : Colac



## STATEMENT OF SIGNIFICANCE :

Colac's Murray Street Precinct extends from Queen Street in the east to Corangamite Street in the west. The Murray Street Precinct is of historic and architectural importance to the Shire of Colac Otway. The Murray Street Precinct is of historic importance through association with Colac's late nineteenth and early twentieth century period of prosperity and consolidation as a large regional service centre for the surrounding rich agricultural and grazing district. The Murray Street Precinct is of historic importance in demonstrating a palimpsest of Colac's growth as a regional centre over a fifty year period, through the nineteenth century civic and financial buildings constructed to the east near Barongarook Creek, and the early twentieth century and inter-war retail that followed later as Colac's industries expanded and its population grew. The Murray Street Precinct is architecturally important in illustrating the development of civic pride, authority and community solidarity in a regional nineteenth century Anglo-Celtic farming community, demonstrated in the clustering of a series of elegant architect-designed nineteenth century Victorian Italianate civic and government buildings near the entrance to the commercial area, adjacent to the bridge over Barongarook creek. The Murray Street Precinct is of architectural importance in exhibiting twentieth century styles, including Art Nouveau and Arts and Craft, that demonstrate the prosperity of the period and the confidence held in Colac's continued growth by those who constructed these commercial premises.

## RECOMMENDATIONS :

RECOMMENDED LISTING : Local

To be retained in the Colac Otway Shire Planning Scheme

THEMES : Building Towns (5.1)

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## HISTORY :

Although Colac was first settled in the 1830s, it predominantly remained a pastoral district until the arrival of the railway in 1877. The district began to expand as industries like the timber industry developed, aided by the railway and improved transport links to market. As the railway expanded, so too did further development, especially following the subdivision of pastoral properties into smaller holdings, which in turn provided a larger market that boosted Colac's growth as a retail centre within the district and promoted the growth of other industries, including dairying. Murray Street developed with a commercial and civic focus as a result of the growth of industry and population, to service the district. Growth commenced around the river crossing at Barongarook Creek where land had been set aside in adjacent Queen Street for the court house and police station. The district's increased population resulting from growth in industry and land subdivision, was reflected by the construction of eighteenth century civic buildings including the post office (1888) and the shire hall (1892), and commercial building like the banks that chose to construct edifices in what was then the civic heart of Colac. Although the economic depression of the late nineteenth century caused growth to slow, the early decades of the twentieth century were boom years for Colac during which time the population leapt from 2800 in 1901 to 5600 in 1939, and brought about a building boom in Murray Street reflected in the substantial commercial premises constructed on the south side between Hesse and Gellibrand Streets. By then market square was being converted to a memorial to those sacrificed during the First World War. the attractive gardens that were planted in what was by then renamed Memorial Square further enhanced this commercial sector of Murray Street. The Murray Street Precinct now provides a palimpsest of Colac's commercial growth over a period of fifty years and is a valuable legacy of the town's history.

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## PHYSICAL DESCRIPTION :

The Precinct is defined by a group of late nineteenth century or early-mid twentieth century commercial and civic buildings constructed in Murray Street between Queen and Corangamite Streets on the southern side of Murray Street, and between Queens and Hesse Streets on the northern side. In the first section, between Queen and Hesse Streets, the group of buildings consist of a numbers of banks including the former National Bank, (1886), the State Savings Bank, (1921), the former ANZ Bank, (1938), the former Colac Shire Hall, (1892), the Post Office (1888) and Telephone Exchange (1904), the Regent Picture Theatre and several commercial premises such as Moran and Cato shops and an Italianate Victorian two storey building on the corner of Hesse and Murray Street. Some of these buildings were originally freestanding with a large forecourt and carriage entrance, marked off from the street with beautiful decorative cast iron palisade fencing. This section of the precinct consists mainly of nineteenth century and early twentieth buildings and the street remains substantially intact, despite the 1940/50s upgrade to the street design and has very few infill or remodelled facades, creating a cohesive group of freestanding landmark historic buildings which were dominated by government and banking organisations designed by well known architects. The siting of the late twentieth century Tourist Information Centre in the park-like area of Barongarook Creek besides the Murray Street bridge confirms this area as the gateway to the town. The buildings lead the way to the central town and the former market square, now Memorial Square, bounded in Murray Street by Hesse and Gellibrand Streets. The southern section of Murray Street opposite Memorial Square and between Hesse and Corangamite Streets, comprises building predominantly constructed in the early decades of the twentieth century. These buildings comprise commercial premises that have been constructed in the popular styles of the early twentieth century, including groups of Art Nouveau shops, an Arts and Craft style arcade and Inter-War-Georgian Revival commercial shop facades. This group of commercial premises demonstrates a richness and diversity of detail and features in their shop fronts. The buildings all adjoin and abut each other in an integrated fashion to form a coherent group, albeit with slightly different heights, widths and windows. Although much of the original detailing at street level has been replaced, there is sufficient insitu to warrant consideration of future conservation and restoration of the place. A number of late twentieth century buildings have replaced earlier constructions, especially towards the west where modern chain stores have impacted the streetscape. Although these structures indicate the continued evolution of the shopping precinct, future intrusions should be carefully planned and considered to avoid any further diminution of the Murray Street heritage precinct.

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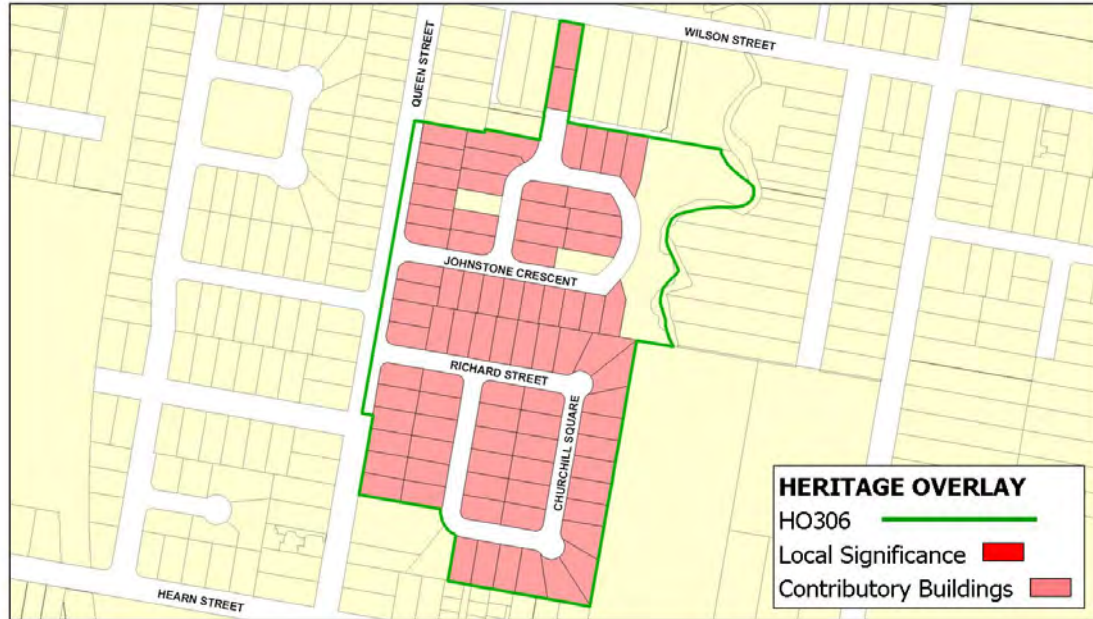
# Colac Otway Heritage Study

Volume II

Name of Place : COLAC ESTATE HOUSING PRECINCT

Ref. No. : 306

Location : Colac



## STATEMENT OF SIGNIFICANCE :

The Colac Estate Housing Precinct extends south along the east side of Queens Street, from numbers 125 to 156 Queen Street, and to the east incorporate Selwyn Street, Johnstone Crescent, Richard Street and Churchill Square. The precinct also incorporates number 98 Wilson Street. The Colac Estate Housing Precinct was one of the first housing estates commenced in country Victoria, and was the initiative of the Housing Commission and the Borough of Colac. The Colac Estate was commenced in the mid-1940s and completed by the early 1950s. The design of the Colac Housing Estate reflects planning philosophies that were emerging after the Second World War as increased powers were gradually devolved to local government. The Colac Estate was constructed to alleviate the severe housing shortage in Colac, and under the auspices of the government's post war decentralisation policy which encouraged industry and labour to establish in regional areas outside metropolitan Melbourne. The Colac Estate Housing Precinct is historically and architecturally important to the Shire of Colac Otway. The Colac Estate Housing Precinct is historically important through association with State government's post war decentralisation policies, and mid-twentieth century industrial expansion. The Colac Estate Housing Precinct is historically important in demonstrating the materials adopted to alleviate building material shortage after the Second World War and attempts at improving efficiency through prefabrication. The Colac Estate Housing Precinct is architecturally important in exhibiting the diversity of mid-twentieth century public housing design, and the attempts to integrate layout and these design features within a suburban landscape.

## RECOMMENDATIONS :

To be retained in the Colac Otway Shire Planning Scheme

## RECOMMENDED LISTING : Local

THEMES : Governing & Administering - Building for the Public- Public Housing (8.2.3)

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## HISTORY :

Post war decentralisation in Victoria provided successive governments with an opportunity to be active in many country areas. A decentralisation policy was first initiated by the Dunstan Country Party government in 1943, and its general principles were followed by the Cain Labor government of 1945-7. As industries were encouraged to decentralise and set up in rural towns and districts, governments endeavoured to support the policy by providing the infrastructure necessary for industry to expand. Governments also attempted to simultaneously ease the housing shortage caused by pent up demand and increased migration which had brought about a housing shortage that was estimated in 1944 to be about 80,000. Colac was also not immune to the housing shortage that effected most of Victoria as it emerged from the First World War. It was one of the first regional centres to be considered by the commission under the scheme which eventually saw two hundred and forty houses constructed in Colac by the Victorian Housing Commission. The Colac Borough Council commenced discussions with the Housing Commission of Victoria, before the end of the Second World War in 1943. The first were commenced on the Borough of Colac's "Corporations Yard" site which had been sold to the Victorian Housing Commission at a reduced rate. These first twenty houses were erected in Queen and Selwood Streets and Johnstone Crescent, but progress was slow because there existed a great shortage of materials and skilled labour. Initially the houses were to be brick veneer, but in the end most were built in timber and various portions prefabricated and transported to the site for erection. By June 1946 thirty-six houses had been completed on the new estate which by then was called the 'Colac Estate'. It was originally planned that access to the estate could also be gained from Wilson Street, but the cost of road construction finally persuaded the council and the commission to allow an additional house to be built at 98 Wilson on what was to be the road reserve. As soon as the first section of the Colac Estate was underway, the Borough Councillors applied to the commission to construct more houses to alleviate the pressure brought by applicants desperate to gain a home. Thirty-three houses were built on land formerly held by the railway in a small area bounded by Wilson, Queen and Stewart Streets. Later the estate was extended south along Queen Street, around Richard Street and Churchill Square, which by then showed all the hallmarks of planning design. The houses on the eastern side of 'Colac Estate' demonstrate the latest town planning philosophies. They were all single unit houses with fifty foot frontages that allowed space for gardens to be established; the streets were designed in the "boulevard style", that is, "curving with a plantation" of trees designed in one section (*Colac Herald*, 26 May 1944). Pride in the occupant's new homes was encouraged by the Borough and Housing Commission, with initiatives like garden competitions adopted. Mr and Mrs Clark won one of these competitions in 1965 for their Churchill Square garden which was created over a period of nine years "from a wilderness of rank grass and weeds" (*Colac Herald*, 20 January 1965). Many houses still evince the same pride in ownership demonstrated in the 1950s and 1960s. all survive as a legacy of governments' commitment to affordable housing for workers.

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## PHYSICAL DESCRIPTION :

The Colac Estate Housing Precinct extends south along the east side of Queens Street, from numbers 125 to 156 Queen Street, and to the east incorporates Selwyn Street, Johnstone Crescent, Richard Street and Churchill Square. The precinct also incorporates number 98 Wilson Street. The public housing project was planned in a traditional mid-twentieth century suburban style, spreading across several short residential streets the designs of which are made up of grassy verges, concrete kerbing and narrow pavements with street planting, only the uniform design of the low cost timber frame weatherboard and red brick veneer housing units, and the standardized treatment of the fencing, driveways and garages, differentiate it from a contemporary speculative residential development. The northern sector is characterized by timber-framed houses, which are all identical to each other, only individualised by the colour scheme of the painted timber, which ranges from pink, yellow, white, smokey blue and beige. The southern half of the development consists of a group of timber and brick houses of similar dimension, form and scale. The houses and streetscape of Johnstone Crescent and Churchill Square typify the development and is regarded as the best and most intact representative example of the public housing scheme. The houses are single-storey, some in brick veneer. The weatherboard houses consists of prefabricated frame raised on timber stumps, painted weatherboard exterior lining. Both timber and brick houses have predominantly tiled roofs, exposed rafters, with brick exterior chimneys located on the front façade, and painted timber picture frame double windows.

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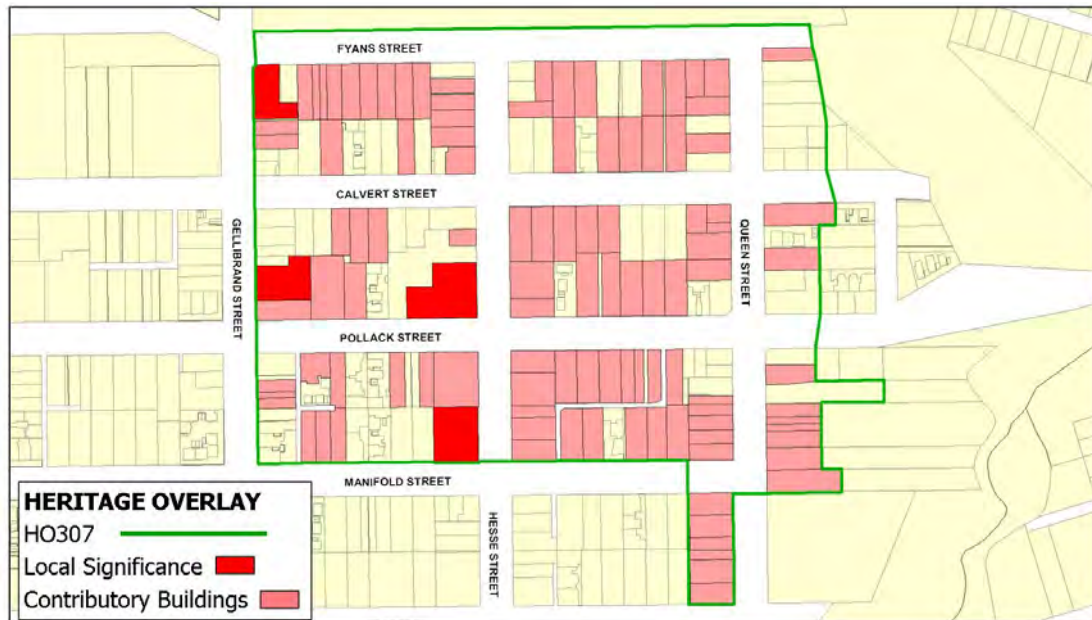
# Shire of Colac Otway Heritage Study

Volume II

Name of Place : RESIDENTIAL PRECINCT

Ref. No. : 307

Location : Fyans, Gellibrand, Manifold and Queen Streets  
Colac



## STATEMENT OF SIGNIFICANCE :

The Colac Residential Precinct is bounded to the north by Fyans Street; to the east by Queens Street; south by Manifold Street; and west by Gellibrand Street. The Colac Residential Precinct also extends south along Queen Street to Dennis Street and incorporates all those properties located on the east and west side of the street. The Precinct predominantly comprises single storey, exterior-painted weatherboard dwellings with corrugated iron clad roofs that were constructed in the late nineteenth and early twentieth centuries. The Precinct is distinguished by its street plantings, wide roads, grassy verges and deep culverts. The Colac Residential Precinct is of architectural, aesthetic and historic importance to the Shire of Colac Otway. The Colac Residential Precinct is of aesthetic importance in illustrating the principle characteristics of nineteenth century town planning in the grid format and wide road reserves. The Colac Residential Precinct is of architectural importance in demonstrating a continuum of residential styles incorporating modest Gothic; late Victorian Boom style; Federation and mid twentieth century brick dwellings that provide a 'map' in built form of Colac's residential development. The Colac Residential Precinct is of historic importance in demonstrating the evolution of Colac as an important regional centre, the residential development commencing initially in an area close to the churches, then later fanning out in a north east direction from an apex at Queen and Manifold Streets, adjacent to the original creek crossing and the civic precinct.

## RECOMMENDATIONS :

## RECOMMENDED LISTING : Local

To be retained in the Colac Otway Shire Planning Scheme

THEMES : Building Towns (5.1)

## HISTORY :

Queen Street north was formed as a thoroughfare in 1885 and kerbed and channelled in 1897. These works made the street attractive and in the period from 1885 to 1900 nine residences were erected on the side between Dennis and Pollock Streets. Growth was halted by the onset of the economic depression in the early 1890s, when little building work was undertaken. However, at the close of the nineteenth century and early decades of the twentieth century, Colac experienced population surge. New residents were attracted to the town to take up residency by the expansion of the timber and dairying industry. So housing growth surged. Houses fanned out along Queen Street, then Pollack and Calvert to Gellibrand Street until, in the first two decades of the twentieth century, timber dwellings began also to predominate along Fyans Street. A few of the dwellings constructed in the 1880s and early 1890s, were brick, but the majority in the precinct were timber with iron roofs, and most were modest in size.

The precinct continued to be fully occupied by the 1960s, although some places had been demolished and replaced by newer brick veneer or strata-title units. Garages and car port had also begun to intrude into some properties as owners attempted to accommodate this relatively new form of transport that had not been provided for when their houses had been constructed. The annual rates charged, on average, were lower - approximately £150 - £180 per annum - in comparison to the newer, more prestigious areas a few streets further west where rates, on average, were about £250 per annum. Rather than reflecting the standard of housing, the rate variation between this and other areas provides greater indication of popular trends and fashion in housing by the mid-twentieth century, trend that have again altered to now embrace turn of the century dwellings that are now often marketed as 'period homes'.

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## PHYSICAL DESCRIPTION :

The Colac Residential Precinct is bounded to the north by Fyans Street; to the east by Queens Street; south by Manifold Street; and west by Gellibrand Street. The Colac Residential Precinct also extends south along Queen Street to Dennis Street which defines the southern limits of the precinct. The Colac Residential Precinct was initiated parallel to Barongarook Creek, which divided the old Colac settlement from the later nineteenth century town development. The houses offer a form of mapping and are consequently an important feature of the precinct. The housing stock seems generally to have fanned north and west from the Queen and Dennis Street apex, providing examples of domestic architecture commencing with the villas built in 1880s, the later Federation bungalow styled houses of the early decades of the twentieth century. An older section comprising a few timber houses also survive in Pollack Street, between Gellibrand and Hesse Streets, in the vicinity of the St John and St Andrew's churches. Although notable exceptions of mid-twentieth century brick houses are present, most offer good examples of late Victorian or early Federation villas. The majority of these homes are single-storey, timber framed structures with painted exterior weatherboard and grey corrugated iron clad roofs with typical decorative detailing. The houses opposite the Anglican church group are later in design. The dwellings, some of which are also modest in scale, are set in traditional styled gardens with front fences and uniform set backs. Although the precinct includes a number of infill developments commonly located at the corner intersections, these buildings, despite their very different architectural style, do not adversely diminish the quality of the historic streetscape vistas. The regular siting of these medium density projects, coupled with the consistently modest scale of development, along with the general lack of other competing modern infill projects, has to some degree, reduced the intrusive nature of these buildings in the streetscape. This type of development reflects attempts to increase the density of the historic residential area in line with state government housing policies of the late twentieth century and contrasts with their former policies, which led to the creation of low-cost public housing schemes of the mid twentieth century on the outskirts of Colac.

Another notable feature of the precinct are the street trees planted on the edge of the roads, on the border of a deep grassy verges which drain towards central open channels or culverts. The integrity of the mature avenue of trees is considered relatively rare, as few similar streetscapes in rural Australia have survived. The position of planting has allowed the trees to spread their branches across the roads to meet in a grand arch, whilst leaving the front gardens of the residential properties on either sides of the street free of shade. In consequence there are a number of outstanding historic gardens in the precinct which contain mature ornamental trees and shrubbery.



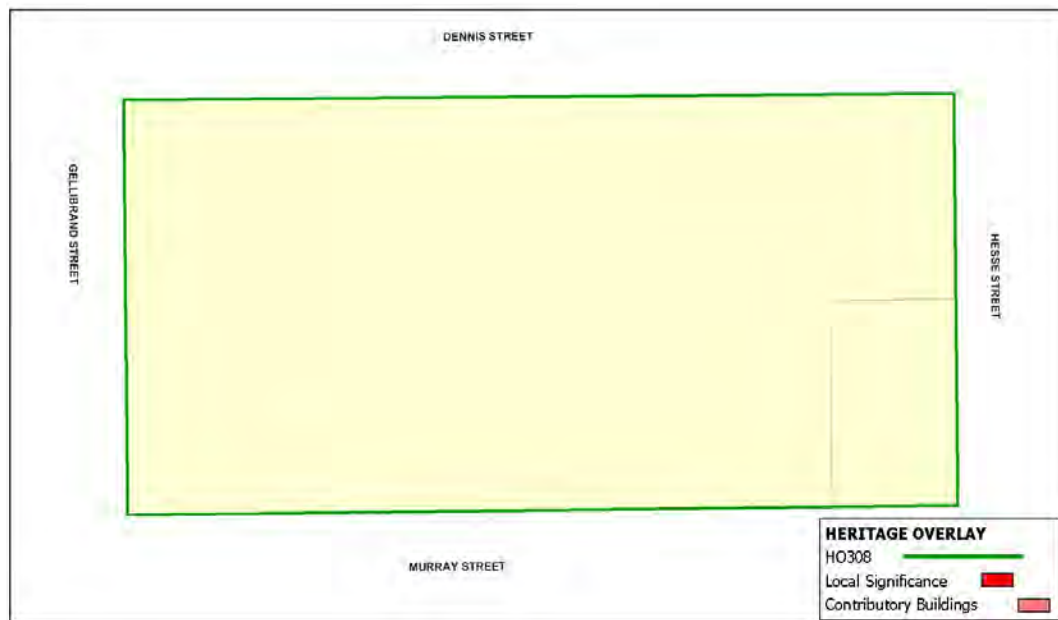
# Colac Otway Heritage Study

Volume II

Name of Place : MEMORIAL SQUARE PRECINCT

Ref. No. : 308

Location : Murray Street  
Colac



## STATEMENT OF SIGNIFICANCE :

The Colac Memorial Square, bounded by Murray, Gellibrand, Dennis and Hesse Streets, is a World War 1 memorial reserve that evolved from the Market Reserve set aside when Colac was surveyed in 1864. Now known as Memorial Square, the area incorporates a large walk-in war memorial (c1924) at its centre designed by Frederick Sales, and a generally symmetrical path system with extensive plantings of mature *Ulmus procera* (English Elm) framing the centrepiece. The Memorial Square also includes a number of memorials that commemorate members of the community, including those to Andrew Fisher, Fountain The St Johns Gymnastic Club, Rotary Club Clock, the Cliff Young Memorial Track and Plaque, the Lone Pine Plaque and the Jack Dillon Fountain and Plaque. The square is the focal point for community activities in the district, and is a popular recreational site providing respite for travellers passing through the Shire. The Memorial Square is of historical, architectural, aesthetic and social importance to the Shire of Colac Otway. The Memorial Square is historically important for its commemoration of the service and sacrifices of the Colac and district communities. The Memorial Square is architecturally important as one of the most impressive walk-in war memorials in regional Victoria. The Memorial Square is aesthetically and socially important as a public open space in continual use since the first settlement of Colac.

## RECOMMENDATIONS :

RECOMMENDED LISTING : Local

To be retained in the Colac Otway Shire Planning Scheme

THEMES : Memorials & Monuments (9.2)

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## HISTORY :

The earliest town plans of Colac show an area set aside for a Market Reserve in Murray Street. The reserve was not ever developed and remained a dust bowl in summer and mud heap in winter where farmers parked wagons.

In 1873 the Minister for Lands advised the Colac Shire Council that he would set aside the land for a public park. This was eventually agreed to and the block was enclosed with a picket fence in 1875 and some 140 trees planted.

In 1879 Council proposed to subdivide the reserve to allow commercial development along Murray Street but a violent public reaction thwarted this move. Nevertheless Council viewed the reserve as providing opportunities for various interest groups and allowed several structures to be built on it.

In 1887 a fire station and tower was erected. In 1890 the Colac Bowling Club was permitted to build a club house and greens, and in 1901 a Library, masquerading as the South African War Memorial, was sited in the south east corner. The Library memorial plaque was later stolen and not replaced so the younger generation had no inkling of the Library's true purpose after this.

After the First World War the role of the reserve was critically looked at and a number of decisions made on its future. The Shire sponsored the War Memorial Movement and when sufficient funds were available, erected the memorial in the centre of the reserve. The fire station was removed as part of this renewal as well as general beautification works also being carried out. The reserve was then named The Memorial Square. The open space in the middle of town was still not immune from building over and in 1954 the Town Council proposed to construct a new Town Hall on the site. There was furious local opposition and the plan was dropped. However the community would accept an extension to the war memorial and this was carried out in 1957. By now the Colac community fully accepted the role of the Square as open space that was not to be compromised. The Library building was removed in 1970 and the Bowling Club relocated in 1992 in order to provide a free expanse of parkland. The City Council rejuvenated the Square in 1993 with a Federal Grant and works included renewal of pathways, installation of a playground and construction of a Town Plaza and Pergola. The architects were Green & Dale. The Memorial Square houses a number of monuments and plaques that reflect the spirit of the community and its response to national and local events.

The centre piece of the Square is the First World War Memorial. A citizens committee devised the proposal to erect a Permanent Peace Memorial in the Market Square and, with Colac Shire Council approval and cooperation, undertook fund raising and a design competition for such a memorial. The chosen design was by Frederick Sales. The memorial is 50 feet high, 20 feet wide and 16 feet deep and is built on a base of heavy bluestone with a natural rock face. The front entrance comprises bluestone steps bordered by facing piers leading to the main entrance. A small panel carries the words "The Shire's Tribute" and other panels bear the names of the many well-known battles during the conflict. The portals of the building are enclosed between two Corinthian columns 20 feet high supporting the pediment of the Corinthian order and carved leaves of the Acanthus decorate the tops of the columns. The chamber with a tiled floor, a lofty dome and panelled roof lists the names of 1546 servicemen who enlisted and 318 who died. All the stone in the structure, including the Corinthian columns, came from Waurn Ponds. A torch emblem tops the Memorial in a bowl 11 feet in diameter with the sculptured head of Mars, the God of War, facing the four points of the compass. The main superstructure above the base is Ballan yellow dressed stone with rich veins of colour markings. The official unveiling took place on 15 November 1924 and was performed by Sir Henry Chauvel. The memorial is the most magnificent anywhere in country Victoria and is only bettered by the larger walk-in structures at Geelong and Melbourne. The memorial to those who served in the Second World War and Korean War was constructed as a separate entity on the Murray Street side of the First World War memorial. In 1955 Architects Mason & Weinstock developed a contemporary design involving a low wall and two tall columns facing a pool of remembrance. The memorial was opened on 3 August 1957 by Lt. Governor Sir Edmund Herring. Since then there have been other plaques placed on the memorial complex recognising the conflicts in Malaya, Borneo, the Malayan Peninsula and Vietnam 1948 – 1972; Women who Served and the Garden of Peace (the latter two unveiled on 15 August 1995, being the 50<sup>th</sup> anniversary of the end of World War Two).

(History cont.)

Other memorials and plaques within the Square include the (1) Fisher Memorial. A plaque commemorates the utterance of Andrew Fisher, leader of the Federal Labor (Opposition) Party, who in Colac on 31 July,

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1914 said that Australia would fight the Germans to the last man and the last shilling after details of German aggression against its neighbours were announced. (2) St John's Fountain The St Johns Gymnastic Club donated a polished granite drinking fountain in 1923. (3) Rotary Clock The Rotary Club movement donated a clock on an elevated metal standard on the Murray Street frontage, 23 February 1980. (4) Cliff Young Track Local resident Cliff Young rose to national attention in 1982 when he won the Sydney to Melbourne ultra marathon foot race. A running track around the Square was installed for the purposes of endurance running. A plaque to this effect was unveiled in 1982. (5) Lone Pine Plaque - An Aleppo Pine tree generated by seed from the original lone pine at Gallipoli was planted on the north side of the mound in 1995. A plaque records this. (6) Dillon Fountain. In 1972 Cr. Jack Dillon suggested that the Square be made more attractive by an illuminated fountain and this was installed and opened in 1974. The fountain was modelled on the El Alemain Fountain at Kings Cross. In 1993 the centrepiece fountain was removed and the basin converted to a reflective pool.

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#### PHYSICAL DESCRIPTION :

The Town Square precinct comprises the Memorial Square, the former market square, the avenue of mature trees and other plantings, layout paths and all the historic structures and Memorials contained within the square bound by Murray, Hesse, Gellibrand and Dennis Streets, it also includes all those properties which overlook the square. These consists of the group of remodelled 1950s shop fronts along Murray Street, the former SEC Commission office building, the Sewell Building, and a small group of Inter War shops on Gellibrand street, the Italianate 19<sup>th</sup> century building and its associated development on Hesse streets and the remaining group of 19<sup>th</sup> century Victorian villas along Dennis Street, all these buildings contribute to the character and narrative history of the development of the Square, providing physical evidence of the precarious evolution of the former market square from an area used by farmers to hitch their wagons while attending the sales yards and auctions opposite, to community use of the space and the beautification work associated with the War Memorial Movement and unveiling of the First World War Memorial in 1924. The Memorial dominates the square, entitled "The Shire's Tribute" and is one of the most impressive and aesthetically outstanding structure in Victoria, carved out of Ballan stone standing 50 feet high designed by Frederick Sales to commemorate the 1,546 local servicemen who enlisted and 318 who died during war. It is designed like a neo-Palladian sacrificial temple of remembrance, associated with the Inter War Stripped Classical architectural style. A series of steps leads up to a raised chamber on a platform with domed panelled roof, accessed through 20ft stylized Doric/Corinthian columns in antis, with surmounting Greek entablature and pediment topped by a giant Grecian urn and torch with sculptured heads of Mars, god of war, facing the four points of the compass. The shrine is placed within a wider landscaped setting designed in 1955 by architects, Mason & Weinstock, using contemporary sandstone paving, upright free standing columns, terraced walls and pool of remembrance since turned into a rose garden, other features include walkways, and extensive modern playground, 1900 Federation style Chinese influenced timber band rotunda, standing in the middle of a large paved area surrounded by timber park benches and low clipped green hedge and tall globe landscape lighting, pergola, miscellaneous collection of park bench seating, toilet block and barbeque. The square has also become a reciprocal for a number of memorial plaques mainly granite cairns with attached bronze plaques gathered in a random fashion in one location at the Hesse Murray street corner.

(Physical Description cont.)

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Height: 20m (average)

Canopy: 20m (average)

Trunk Circumference: not measured (3.1m in 1986)

Memorial Square is a World War 1 Memorial reserve developed from earlier parkland and bounded by Murray, Hesse, Dennis and Gellibrand Streets in central Colac. A park precinct, it is level in topography and its major elements comprising a c1924 [confirm] war memorial at its centre, and a geometric path system with extensive plantings of mature *Ulmus procera* (English Elm) framing this centrepoint. 54 trees assessed by NT in 1986 are a group planting which provides the context for the central memorial. Many perimeter trees precede the erection of the monument and appear to have been planted near or before the turn of the century (c1900), while trees closer to the memorial, especially those around the central circular path, date from the erection of the memorial (c1924), as confirmed by photographs of the time.

Further investigation should confirm any changes to the path layout and alterations to other fabric, as well as the exact extent of plantings predating the war memorial.

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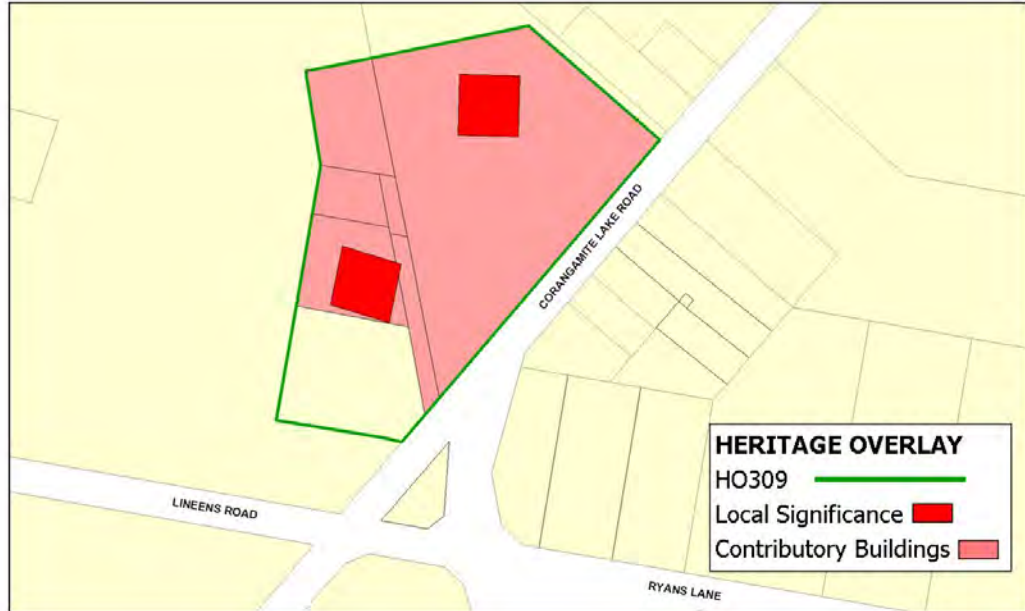
# Colac Otway Heritage Study

Volume II

Name of Place : CORAGULAC CHURCH PRECINCT

Ref. No. : 309

Location : Coragulac



## STATEMENT OF SIGNIFICANCE :

The Church Precinct at Coragulac extends from the junctions of Lineens, Larpent and Corangamite Lake Roads in the south, and to the north-east along Corangamite Lake Road. The Coragulac Church Precinct dates back to 1887 when Irish immigrant Thomas Baker purchased the Corunnun Estate, which was subsequently subdivided and settled by Irish-Catholic potatoe farmers from the Warrnambool and Koroit district. The Coragulac Church Precinct comprises the landmark red brick St Brendan's Church (1938), the memorial bell tower (1937), the red brick Good Samaritan Convent (1924), the red brick presbytery (now St Brendan's Parish House, 1920s), and mature plantings. The Coragulac Church Precinct is of historic, social and aesthetic importance to the Shire of Colac Otway. The Coragulac Church Precinct is historically important through its relationship to the Irish Catholic and Italian settlement of the area. The Coragulac Church Precinct is aesthetically important as good examples of Inter-War buildings designed by the architect A. A. Fritsch. The Coragulac Church Precinct is socially important for the role it played in assisting Irish and Italian migrants to settle in the district. The Coragulac Church Precinct is historically important through association with the provision of education in the Shire.

## RECOMMENDATIONS :

To be retained in the Colac Otway Shire Planning Scheme

## RECOMMENDED LISTING : Local

THEMES : Religious Institutions (9.1)

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## HISTORY :

In 1887 Irish immigrant Thomas Baker, along with a syndicate, purchased the Corunnun Estate. He subdivided the land and, through advertising, attracted Irish Catholic potatoe farmers from the Warrnambool and Koroit district. In a relatively short time the population of the estate area increased from 4 to 400. The construction of a spur line to Alvie in 1922 provided a fillip to the development of onion cropping on a large scale in the Cororooke-Alvie-Warrion area. The first Catholic church, a timber building, was completed in 1899 in response to the influx of Irish to the district. Because of the growing number of Catholic parishioners in the area, St Brendan's was declared a separate parish in 1918. By 1924 a presbytery, primary school and convent had been built. However fire destroyed the original St Brendan's church in 1938. The present St Brendan's church, designed by the prominent Melbourne architects, was completed in 1939 on the foundations of the old church. A year later in 1937 a bronze bell, mounted on a steel tower, was erected and dedicated to the memory of Father McCarthy, who was parish priest from 1918 to 1935. This bell and tower were later relocated to the present site to the south of the church in the mid-fifties, to make way for the construction of the school. In 1919 the Good Samaritan Sisters took over the running of the school from the Mercy Sisters, took up residency in the presbytery that had just been completed adjacent at 737 Corangamite Lake Road, conducting lessons in the church (destroyed by fire in 1938), until the Good Samaritan Convent was completed in 1924. Primary classes were by then conducted in a purpose-built school (now demolished) and a secondary college and boarding school operated from the convent. In the 1930s the Catholic population in the district was augmented with Italian migrants who settled in the vicinity and took up potatoe and mixed farming. In 1967 a science block was added to the convent, part-funded by the Commonwealth government in its post Second World War program to increase science education in secondary schools. The secondary college closed in 1970. In 1983 the Alvie and District Kindergarten relocated to the convent and utilised the former science block. It is still used by the kindergarten. The convent is now also used as a convention centre.

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## PHYSICAL DESCRIPTION :

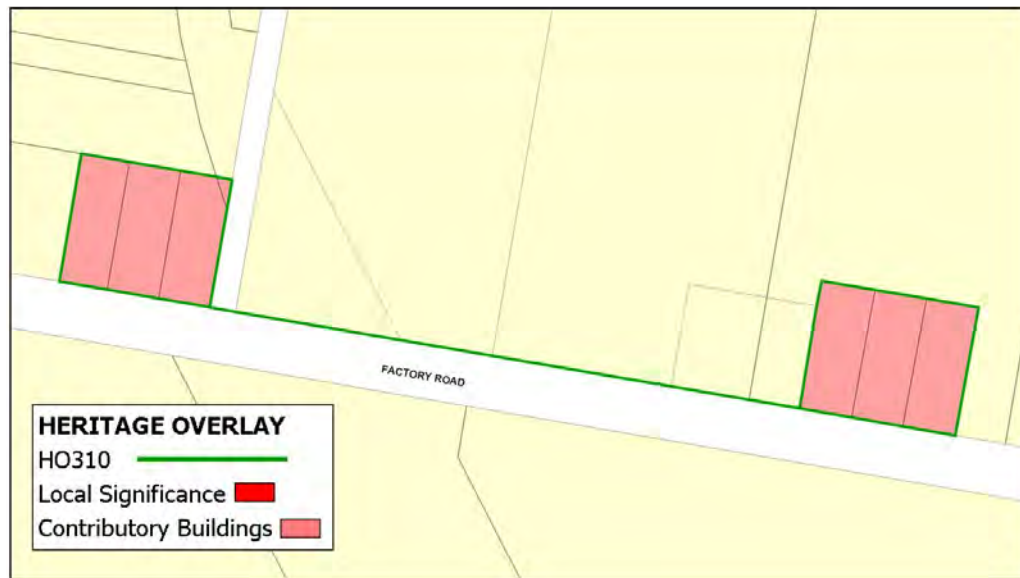
The Coragulac Church Precinct extends from the junction on Lineens Larpent and Corangamite Lake Roads in the south, and along Cororooke Road to the north east. The Precinct comprises the landmark red brick Interwar Romanesque mixed Gothic St Brendan's church (site #152). The church is located on the knoll of a hill, overlooking the countryside within a large Catholic complex. A metal open lattice bell tower stands to the south of the church. The Precinct also comprises the imposing two-storey ecclesiastic red brick convent built by Searle and Wallace for the Roman Catholic Ballarat diocese in 1924 (site #148). A red brick presbytery built in 1919, (now St Brendan's Parish House) is located adjacent to the convent and complements the precinct. The 1958 redbrick St Bendan's Primary School (designed by P.J. O'Connor and Brophy and constructed by M. J. McMahan) contributes to the continuum of ecclesiastical, educational and residential constructions that have taken place on this site since the land was first given over to Catholic church purposes in 1897. Despite the differences in age between the buildings that make up the precinct, they all have a commonality of theme and style that unifies the group. This relates to the general use of red face brick with painted timber joinery and a monumentality in approach to design which, combined with a sparsity of decorative detailing, creates a sombre ecclesiastical character to the place. The re-occurring use of gothic motifs in the window design, carved stones and finials in the shape of a cross makes the architecture particularly evocative. The relationship of the presbytery, convent and church reflect their functional use as prescribed by the Roman Catholic church. The convent has an imposing two storey colonnaded front verandah which is set between two projecting double storey gable wings. The building is located behind a mature hedge, accessed from a tree lined drive. The building overlooks the large open public space in front of the church. In contrast the presbytery, a strongly modelled Federation bungalow style building with deep return verandahs, faces outwards towards the main road. The residence is set in a mature garden separated from the convent by huge cypress trees and hedges. The access and relationship between the two buildings is obscured. In contrast the 1950s modern style little school sits comfortable between the convent and the church in open cleared ground. The whole complex is particularly scenic located on a small hill, facing west overlooking the open grasslands of the volcanic plains.

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Name of Place : FACTORY HOUSES PRECINCT

Ref. No. : 310

Location : Cororooke



## STATEMENT OF SIGNIFICANCE :

The Factory House Precinct is located on Factory Road Cororooke and incorporates the houses at 25, 27, 29, 57, 59 and 61 Factory Road Cororooke. The Factory House Precinct comprises six timber houses, two of which were built in the 1920s and the remaining four built in the late 1930s. The Factory Houses consist of two slightly larger residences located at 27 and 29 Factory Road, and four small box-like timber cottages with centrally placed gable fronted verandahs or porches. All six buildings have similar roof pitches and have utilised similar construction materials. The Factory House Precinct is of historic and architectural importance to the Shire of Colac Otway. The Factory House Precinct is of historic importance through association with the growth of the shire's dairy industry, and by demonstrating the effect of the industry on the establishment of settlements in the shire in hamlets like at Cororooke. The Factory House Precinct is historically important in illustrating private industry's dependency on an available labour force and the recognition of the need to provide housing to encourage workers to the area. The architectural importance of the Factory House Precinct is demonstrated in the basic shape and form of the six structures, in the unified character of the architectural style, and in the setting near the factory.

## RECOMMENDATIONS :

RECOMMENDED LISTING : Local

The site to be retained in the Colac Otway Shire Planning Scheme (Individual Listing)

THEMES : Developing Secondary Industries (5.3)

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## HISTORY :

The growth of the dairying industry resulted in the formation of small settlements dotted throughout the Shire. The Cororooke community, formed as a consequence of the development of the dairying industry, is an example of such a settlement. The small community at Cororooke sprang up after the establishment by the Colac Dairying Company, which had formed as a co-operative in 1892, set up a creamery at Cororooke in 1893. In 1901 a full-size butter factory replaced the 1893 creamery.

A small community began to collect at Cororooke to work, firstly, at the creamery and butter factory. They were followed by shopkeepers and other allied trades who serviced and provided for the factory and its workers. By 1901 Cororooke had a population of 100 and was described in Victorian Municipal Directories as a 'postal township with a post office, state school, two churches'. It is highly likely that, at this time, the dairying company's workers lived locally, some residing in the nearby boardinghouse that had just been set up by Mary Mahoney in 1901, when the creamery expanded to become a butter factory ( see site #246).

Cororooke continued to grow and by 1930 the population had crept up to 150 as businesses enlarged, and as the dairying company itself continued to expand in manufacturing the dairy products produced by the district's farmers.

Boardinghouse accommodation was no longer sufficient for the needs to of the Colac Dairying Company's workers. By the second decade of the twentieth century the Colac Dairying Company were providing accommodation for its workers. By 1930 the company was rated for 'dwellings'. Although it is not clear how many premises existed, peripheral site inspection suggests that these may have included the dwellings at 27 and 29 Factory Road.

By 1940 the company had constructed seven houses, indicated in rate book by the leap in rates from £475 to £750.

It is not clear how long these houses were occupied by the company's workers. They are now in private ownership.

The factory houses at 25, 27, 29 and at 57, 59 and 61 Factory Road Cororooke demonstrate recognition of the need of an available labour force if expansion was to occur. The factory houses also illustrate private industries readiness to accept this correlation, and that it did not remain the sole responsibility of governments to provide public housing.

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## PHYSICAL DESCRIPTION :

The Factory House Precinct comprises a group of six timber houses located at 25, 27, 29 and at 57, 59 and 61 Factory Road Cororooke, near the former Colac Dairying Co. factory. The houses form two distinct, but unified, groups of residences with similar allotments sizes and set backs. They consist of four small box-like cottages, which all have centrally placed gable fronted verandahs or porches and two slightly larger residences located at 27 and 29 Factory Road. These latter two residences may have been built slightly earlier than the others. They are typical asymmetrical Federation style timber cottages with projecting front gable rooms and side return verandahs, both have tall brick chimneys. All the buildings have similar roof pitches and construction materials. The group of buildings clearly relates to the factory and appear to have been specifically constructed to accommodate the workers. There have been some minor changes to the buildings such as alterations to the windows and there is a bull nose verandah across one of the central gable porches on one of the residences. However the significance of the buildings lies in basic shape and form of the structures, the unified character of the architectural style and setting near the factory.

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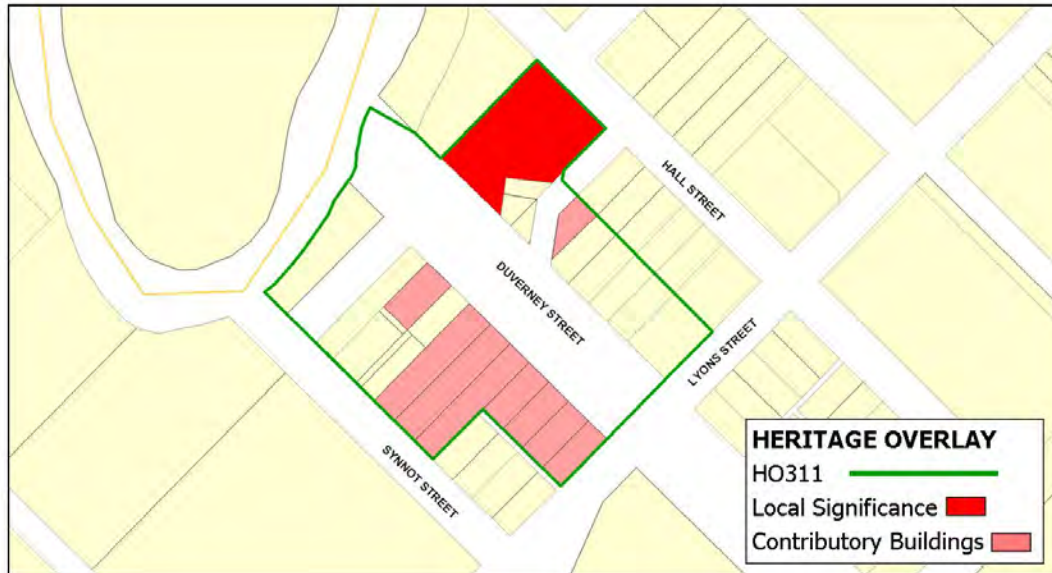
# Colac Otway Heritage Study

Volume II

Name of Place : DUVERNEY STREET PRECINCT

Ref. No. :311

Location : Duverney Street  
Cressy



## STATEMENT OF SIGNIFICANCE :

The Duverney Street Precinct extends on both sides of the road from Lyons Street through to the Woody Yallock Creek reserve. The Duverney Street Precinct comprises residential dwellings and retail buildings, all of which have been constructed of timber, as well as the exotic and indigenous tree plantings in the central roadway. The Duverney Street Precinct is of historic importance to the Shire of Colac Otway. The Duverney Street Precinct is historically important for its association with the Shire's early transport routes, the Frenchmen's Inn and the river crossing, and demonstrates the many early settlements that sprang up in the Shire adjacent to main thoroughfares in the mid-nineteenth century. The Duverney Street Precinct is historically important through association with nineteenth century town planning and illustrates the principles of Victorian rural town layout and urban design, evident in the central parkland and landscaping. The early rural town layout and associated buildings, in particular the two commercial properties and the six weatherboard houses.

## RECOMMENDATIONS :

RECOMMENDED LISTING : Local

The precinct to be retained in the Colac Otway Shire Planning Scheme

THEMES : Building Towns (5.1)

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## HISTORY :

Frenchman's Inn, which was established on the Woody Yallock Creek in 1840, provided the impetus for the development of the Duverney Street Precinct at Cressy. The first road routes into and through the Shire from the 1830s were nothing more than ribbons of dirt across the plains, darting from one creek crossing to the next. Punts were located at river crossings, and their operators were licensed. Inns sprung up at these river crossings, or were sited on main roads, to provide accommodation for travellers.

Major road routes were surveyed more or less following the original tracks. In 1845 a timber bridge was constructed over Woody Yallock River at Cressy, on the old line of road between Elephant Bridge and Geelong. This bridge and the approaches to it were damaged in the flood of 1852 so a paved ford (the remains of which have not been identified), in line with Synott Street, was used. An unsealed macadam paved road lead to it from the junction of Duverney Street and Bridge Street, and a retail area began to spring up around the route, adjacent to the Frenchman's Inn. The small settlement continued to modestly expand in the same location after a new bridge was built at the present crossing of the Hamilton Highway in 1854.

Most buildings, which comprise residential dwellings along with several shops, were constructed after the subdivisions in the area in the last decades of the nineteenth, first decade of the twentieth century. All have been built of timber.

The settlement remained small throughout the nineteenth century and in the first decades of the twentieth century; in 1914 only numbering approximately ninety permanent residents. However the town experienced a brief 'hey-day' during the first half of the twentieth century as large estates in the surrounding area were subdivided for closer settlement and soldier settlers. When the railway was extended through from Beac to Ballarat in 1912, Cressy became a major hub and the population rose to as high as 300 in 1930. But the railway also caused the relocation of the town's retail district closer to the station, and away from Duverney Street. The decline of the Duverney Street district was cemented when, after 1945, reductions in railway usage commenced, and Cressy stopped growing. Ironically, just as Cressy's population began to decline, an Infant And Maternal Welfare Centre was opened in 1973 in Duverney Street, and became a symbol of the growth that did not to eventuate.

Exotic and indigenous trees were planted along the centre section of the road reserve. Attempts were made to make the central parkland attractive at some stage in the twentieth century by the inclusion of picnic tables.

Duverney Street Precinct, established on Woody Yallock Creek at Cressy adjacent to the Frenchman's Inn, survives as a remnant of this phase of the Shire's development.

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## PHYSICAL DESCRIPTION :

Duverney Street is a remnant example of Victorian rural town layout and urban design. It consists of an oval drive around a large central landscaped park which has mass plantings of specimen trees such as mature nineteenth century cypress, elm and more recent native Australian trees. A few remnant trees survive on the opposite side of the road. The road is largely in its unformed original state, comprising on the private allotment side, a wide grass verge with an open concrete channel running down the centre, street trees are planted near the vehicular carriage way and a grassy unformed footpath is on the other side of the drain, only where the verandahs of the two commercial properties stretch over the footpath is it sealed. There are no street gutters or stormwater drains and only latterly has a concrete kerb been installed to define the boundary of the central park. The town centre was relocated before the street was fully developed so the land has only partially been take up, leaving areas to the west along the river flats vacant, likewise several allotments facing west remain empty. The southern side consist of several scattered nineteenth century timber weather board villas set at irregular distances from the road, with one attractive timber bungalow hall-like building with zero set back. There are two weatherboard nineteenth century commercial properties located at each extremity of the street, both with deep verandahs and supported by timber posts, which stretching across the footpath. Both buildings appear to be late nineteenth century or early twentieth century weatherboard structures with original double fronted shop fronts and interesting signage panels with traces of original advertisement and lettering.

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## **COLAC OTWAY SHIRE PLANNING SCHEME**

### **AMENDMENT C27 PART 2**

### **EXPLANATORY REPORT**

#### **Who is the planning authority?**

This amendment has been prepared by the Colac Otway Shire, which is the planning authority for this amendment. The Minister for Planning, in accordance with section 9(2) of the *Planning and Environment Act 1987*, has authorised Colac Otway Shire as planning authority to prepare this amendment (Authorisation No. A195).

#### **Land affected by the amendment**

The amendment applies to properties within 12 heritage areas located in Apollo Bay, Beac, Beech Forest, Birregurra, Colac, Coragulac, Cororooke and Cressy that are in both private and public ownership in the Colac Otway Shire.

#### **What the amendment does**

The amendment proposes to apply the Heritage Overlay to heritage areas identified in the Colac Otway Heritage Study. In particular, the amendment:

- Includes the heritage areas within the Schedule to the Heritage Overlay and on the Planning Scheme maps.
- Inserts two new local policies into the Local Planning Policy Framework.

#### **Strategic assessment of the amendment**

##### **• Why is the amendment required?**

The amendment is required to include areas identified as having heritage significance in the Colac Otway Heritage Study (2003) in the Heritage Overlay of the Colac Otway Planning Scheme.

The Colac Otway Shire is obliged, under Part 1 Section 4(1)(d) of the Planning and Environment Act 1987, to implement the objectives of the planning in Victoria, which includes “*to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest or otherwise of special cultural value*”.

The State Planning Policy Framework also clearly states that it is the responsibility of the Council to conserve and protect places of cultural and natural value.

The Heritage Overlay as amended by Amendment C27 Part 1 includes 235 places within the Colac Otway Shire, including 8 sites listed on the Victorian Heritage Register. Colac Otway Shire commissioned a heritage study in 1998. The study was undertaken in two stages. Stage

one commenced in 1998 and was completed in 1999. Stage two commenced in 1999 and was completed in November 2003.

A further audit of sites in the Colac Otway Heritage Study was undertaken in 2005 to determine whether any sites had been modified since the study was completed and hence no longer warranted inclusion in the Heritage Overlay.

As a result of the Study, statements of significance were prepared for individual places and areas which were identified as having significance. Heritage places were subsequently included in the Heritage Overlay through Amendment C27 Part 1.

This inclusion of the areas within the Heritage Overlay assists in assuring that the history and culture of the local area is preserved for future generations.

- **How does the amendment implement the objectives of planning in Victoria?**

S.4(1)(d) of the Planning and Environment Act 1987 states that one of the objectives of planning in Victoria is *“to conserve and enhance those building, areas or other places which are of scientific, aesthetic, architectural or historical interest or otherwise of special cultural value”*. The Amendment implements this objective through including those areas identified within the Colac Otway Shire as having heritage significance within the Heritage Overlay.

- **How does the amendment address the environmental effects and any relevant social and economic effects?**

With regard to environmental impacts, the Amendment will have no adverse effect on the natural environment and will add to the richness and diversity of the built environment.

With regard to economic and social impacts, it is expected, overall, that the amendment will have positive economic and social benefits for the municipality of the Colac Otway Shire by recognising the cultural significance of particular areas. The Burra Charter states that *‘significant places, sites and buildings help us to understand the past; they enrich our life now and we expect them to be of value to future generations’*. Heritage areas within the Shire demonstrate various important phases in the development of the region and can also provide evidence of now-obsolete aspects of daily life. They are valuable and irreplaceable elements which can contribute to the creation of a sense of place for the local community, and enrich the experience of visitors to the Shire.

It may be perceived that the protection of cultural heritage by means of a Heritage Overlay will have a negative impact on the economic value of the area. While it may impose some obligations on landowners, the Overlay does not entirely preclude development or alteration of a building within an heritage area, nor does the Overlay require restoration. Rather, the Overlay only requires that future development or alterations are considered in relation to the potential impact on the significance and understanding of the area. By the same token, it is envisaged that the retention and restoration of heritage areas may have a positive economic impact, for example providing certainty as to the future form and style of development of a neighbourhood within a heritage area.

- **Does the amendment comply with the requirements of any Minister’s Direction applicable to the amendment?**

The amendment complies with Ministerial Direction No. 11 *Strategic Assessments of Amendments* under Section 12 of the *Planning and Environment Act 1987*.

The amendment is consistent with the *Ministerial Direction on the Form and Content of Planning Schemes* under section 7(5) of the Act.

• **How does the amendment support or implement the State Planning Policy Framework?**

The objective of Clause 15.11 of the State Planning Policy Framework of the Colac Otway Planning Scheme is:

*“to assist the conservation of places that have natural, environmental, aesthetic, historic, cultural, scientific or social significance or other special value important for scientific and research purposes, as a means of understanding our past as well as maintaining and enhancing Victoria’s image and making a contribution to the economic and cultural growth of the State.”*

Clause 15.11-2 requires that *“Planning authorities should identify, conserve and protect places of natural or cultural value from inappropriate development. These include:*

- *Places of botanical, zoological or other scientific importance, including national parks and conservation reserves and the habitats of rare or endangered plants and animals.*
- *Places and sites of geological, palaeontological or other scientific importance, including rock formations and fossil sites.*
- *Places of Aboriginal cultural heritage significance, including historical and archaeological sites.*
- *Sites associated with the European discovery, exploration and settlement of Victoria.*
- *Important buildings, structures, parks, gardens, sites, areas, landscapes, towns and other places associated with the historic and cultural development of Victoria, including places associated with pastoral; expansion, gold mining, industrial development and the economic expansion and growth of Victoria.*

The Amendment responds to these clauses.

• **How does the amendment support or implement the Local Planning Policy Framework?**

The Local Planning Policy Framework of the Colac Otway Shire Planning Scheme supports the amendment.

**Municipal Strategic Statement**

**Clause 21.01-03 –The Nature of the Land** contains a key objective to manage the natural and cultural resources of the Shire in a sustainable manner to balance the needs of the future with protection for the key elements of the natural and cultural environment which are

fundamental to the prosperity of the Shire; and a key objective to protect those key visual, environmental and cultural features which give the Otway Coast its character.

**Clause 21.02 – Key Influences** states:

*“Encourage excellence in the design of new development, including the layout of subdivisions and provide for the recognition and protection where necessary of the cultural heritage of the community.”*

The MSS further considers heritage matters in the following way:

**Clause 21.04-02 – The nature of the land – Natural resources and cultural heritage management**

**Key Objective:** To manage the natural and cultural resources of the Shire in a sustainable manner to balance the needs of the future with protection for the key elements of the natural and cultural environment which are fundamental to the prosperity of the Shire.

**Strategies** include: Promote a co-operative regional approach to natural resource management.

**Implementation:** Completing and implementing a Shire-wide Conservation and Heritage Strategy for significant sites and buildings.

**Clause 21.04-11 Birregurra**

**Key Objective:** To promote Birregurra as a community with a viable economic future and an attractive residential environment.

**Strategies** include: Maintain and enhance the quality of Birregurra as a residential environment.

**Implementation:** Identifying and protecting heritage and other key features of the community.

The Local Planning Policy Framework articulates the Shire’s commitment to identify and protect places of cultural heritage significance. The Colac Otway Shire Heritage Study (2003) is the outcome of the implementation action *“Completing and implementing a Shire-wide Conservation and Heritage Strategy for significant sites and buildings”*. The Amendment fulfils this action.

- **Does the amendment make proper use of the Victoria Planning Provisions?**

The Amendment is consistent with the format and the intent of the Victoria Planning Provisions. The amendment correctly uses the Heritage Overlay as the tool to provide formal heritage recognition and protection for significant places. The proposed changes to the Planning Scheme ordinance and the maps are consistent with the VPP Practice Note *“Applying the Heritage Overlay”* February 1999.

- **How does the amendment address the views of any relevant agency?**

The Amendment is supported by Heritage Victoria, and the directions and strategies of Victoria’s Heritage 2010.

- **What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The Amendment will increase the number of places in the Schedule to the Heritage Overlay by 12. This will however increase significantly the number of properties affected by the Heritage Overlay. It is anticipated that there will be an increase in applications specifically triggered by the Heritage Overlay as a result of the amendment; however the Schedule to the Heritage Overlay has been drafted in a manner that reduces the need for unnecessary permit applications, for example by removing external paint controls. Furthermore, the introduction of local policy to guide the exercise of discretion will streamline the assessment of planning permit applications as will the continued use of the heritage advisory service.

### **Where you may inspect this Amendment**

The amendment is available for public inspection, free of charge, during office hours at the following places:

Colac Otway Shire Council  
2-6 Rae Street,  
COLAC VIC 3250

Apollo Bay Service Centre  
69 – 71 Nelson Street  
APOLLO BAY VIC 3233

The amendment can also be inspected free of charge at the Department of Planning and Community Development web site at [www.dpcd.vic.gov.au/planning/publicinspection](http://www.dpcd.vic.gov.au/planning/publicinspection).

## **22.07 HERITAGE PLACES AND AREAS**

/ /2008 C27  
Part 2

This policy applies to all places and areas affected by a Heritage Overlay.

### **22.07-1 Policy basis**

/ /2008 C27  
Part 2

Throughout Colac Otway are buildings, streetscapes, sites and precincts that represent a significant asset and resource for the Western District of Victoria. Protecting cultural heritage assets is important in maintaining the Shire's character and sense of place.

The Municipal Strategic Statement includes an objective to enhance and conserve the Shire's cultural heritage resources while facilitating adaptation and development which does not detract from their significance.

Recognition and protection of heritage places and areas is a crucial component of planning in Colac Otway. The development of good conservation practices will ensure the retention and viable re-use of Colac Otway's significant and contributory heritage places and areas.

This policy relates to the heritage strategies and objectives found in the State Planning Policy Framework and the Municipal Strategic Statement.

### **22.07-2 Objective**

/ /2008 C27  
Part 2

- To encourage the retention of locally significant and contributory heritage places within Heritage Overlay areas.
- To ensure that new land uses and developments and external alterations of existing buildings are sympathetic with the appearance and character of heritage places and areas and are consistent with the Statement of Significance and Physical Description of the relevant heritage place or area as listed in the 'Colac Otway Heritage Study (2003)'.
- To support the demolition of buildings that are 'non-contributory' in a heritage precinct as identified in the 'Colac Otway Heritage Study (2003)'.
- To ensure that subdivision or consolidation complements and supports the significance of heritage places.
- To encourage sympathetic reuse of heritage places so that such places are maintained and enhanced.

### **22.07-3 Policy**

/ /2008 C27  
Part 2

It is policy to:

- Assess any application for demolition, use and development or subdivision against the 'Guidelines for Assessing Planning Permit Applications' (Heritage Victoria, Draft February 2007).
- Consider the Colac Otway Heritage Study (2003) when assessing any application for demolition, use and development or subdivision of a heritage place or area.
- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the cultural significance of the place or area.
- Discourage the demolition or inappropriate alteration of all locally significant and contributory heritage places.
- Require an application for demolition of locally significant and contributory heritage places to be supported by the following documentation:
  - A structural engineering report demonstrating why demolition is necessary; or



- A report or statement to the satisfaction of the Responsible Authority that demonstrates that the demolition involves the removal of later inappropriate modifications and that the cultural heritage significance of the place will be enhanced.
- Discourage demolition of sites in heritage precincts that are not identified as locally significant or contributory in the Colac Otway Heritage Study (2003) until a planning permit for the replacement development is approved and a bona-fide contract for the new work has been confirmed.
- Encourage appropriate alternative uses of buildings in order to achieve the protection of important heritage places.

**22.07-4**

*/ 12008 C27  
Part 2*

**References**

Colac Otway Heritage Study (2003)

Guidelines for Assessing Planning Permit Applications (Heritage Victoria, Draft February 2007)

## **22.08 DEVELOPMENT IN HERITAGE AREAS**

/ /2008 C27  
Part 2

### **22.08-1 Local Area policy for HO 300 Pier Precinct Apollo Bay**

/ /2008 C27  
Part 2

#### **Policy Basis**

The MSS (at Clause 21.01–03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the area's special significance:

The Apollo Bay Pier Precinct has evolved following the first settlement of the town in the mid-nineteenth century and now includes the Apollo Bay Fisherman's Co-operative building, breakwaters, piers, and beacons. The Apollo Bay Pier Precinct is of historic and social importance to the Shire of Colac Otway. The Apollo Bay Pier Precinct is of historic importance through association with the development of the fishing industry which played an important role in the Shire's economic development and is demonstrated in the size of the fisherman's co-operative building, constructed at various stages, and the evolution of the piers and breakwaters. The Apollo Bay Pier Precinct is of social and historic importance through association with coastal trade, the life-blood of the settlement of Apollo Bay which had developed outward-looking to the sea and in isolation from the rest of the Shire for the first seventy years of its existence. The Apollo Bay Pier Precinct is historically important through association with the development of a leisure industry in the Shire, demonstrated by the number of berths provided for pleasure crafts.

#### **Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.
- Ensure the conservation of the Apollo Bay Fishermen's Co-operative building, the timber and stone piers, breakwaters and beacons in a manner that does not detract from the heritage significance of the area.

### **22.08-2 Local Area policy for HO 301 Beeac Commercial Precinct**

/ /2008 C27  
Part 2

#### **Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

Development of the Beeac Precinct commenced on the main route between Colac to Ballarat in the mid-nineteenth century, before the Township Survey of 1864. The fledgling

settlement expanded initially in response to the subdivision of land in the surrounding area and later after the railway was put through in 1889, following which Beeac became a district hub. Beeac reached a zenith in 1920 with a population of 300. The commercial and residential dwellings that make up the precinct, which were constructed during the seventy year period from the 1850s to 1920s, were mainly built in timber although a few masonry places, namely the banks, church buildings and post office, are exceptions. The Beeac Precinct also includes mature tree plantings and a war memorial on the corner of Lang and the Colac-Ballarat Road. The Beeac Precinct is historically and aesthetically important to the Shire of Colac Otway. The Beeac Precinct is historically important in demonstrating a continuum and the evolution of a township in response, firstly, to road travellers; then to an increased local population following the subdivision of surround estates; and thirdly, to the construction of rail routes. This continuum is evident in the buildings which range from the simple timber construction, to the more substantial stone, including the twentieth century brick post office building. The Beeac Precinct is important in exhibiting the aesthetic characteristics of a nineteenth century regional centre which developed, in response to demand and topographical restrictions, in a linear fashion, and has been enhanced by memorials and an avenue of mature plantings on the road verges.

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study 2003 as individually significant:

- Common School (site # 56)
- St Andrew's Anglican (site # 75)
- War Memorial (site # 58)

### **Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.

### **Exercising discretion**

Where a permit is required for development, it is policy to:

- Encourage development that adopts the form traditional to the area of freestanding simple timber buildings
- Encourage new development west of Main Street to use Victorian gable, hip or skillion roof forms, and materials such as weatherboard and galvanised roofing typical of that area.
- Discourage the use of Zinalume® roofing material.
- Encourage the maintenance and use of signage at the junction of skillion roof verandahs and the main hip or gable.
- Discourage below verandah signage.
- Discourage works that might threaten the maintenance of the *Cupressus macrocarpa* (Monterey Cypress) and native plantings along the road verges.
- Maintain the areas monuments in situ.
- Maintain the informal landscape character of the street reserve by retaining unsealed shoulders, open swale and open culvert drains, and extensive areas of grass.

**22.08-3 Local Area policy for HO 302 Beech Forest Precinct**/ /2008 C27  
Part 2**Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Beech Forest Precinct comprises structures, mostly built in timber, that date back to the town's early settlement at the beginning of the twentieth century, as well as, on the north side of the Old Main Road, the civic precinct of the former Otway Shire. The Beech Forest Precinct is of historic and social importance to the Shire of Colac Otway. The Beech Forest Precinct is of historic importance through association with the early settlement in the Otway Ranges, then at the half-way point on the track to Apollo Bay. The Beech Forest Precinct is of historic importance through association with the forests of the Otway Ranges and the development of the timber industry in the Shire, demonstrated in the predominance of simple timber buildings. The Beech Forest Precinct is of social and historic importance through association with the centre of local government in the area, and includes the civic buildings utilised by and constructed for the Otway Shire, including the hall and former shire offices, as well as the World War Two memorial.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Otway Shire Hall (site # 61)
- Otway Shire offices (site # 65)
- House (site # 66)
- World War II Memorial (site # 67)

**Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.

**Exercising discretion**

Where a permit is required for development, it is policy to:

- Support development on the north side of Beech Forest Road that respects the pre-eminence of the former civic buildings
- Discourage the use of Zinalume® roofing material.
- Maintain the informal landscape character of the street reserve by retaining unsealed shoulders, open swale and open culvert drains, and extensive areas of grass.
- Support development on the south side of Beech Forest Road that reflects the existing character through use of painted weatherboard, hipped rooves and single storey form.

**22.08-4 Local Area policy for HO 303 Birregurra Main Street Precinct**/ /2008 C27  
Part 2**Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Birregurra Main Street Precinct comprises a mixture of public, commercial and residential sites. The buildings have predominantly been constructed in timber, although important exceptions constructed in masonry, brick and other more substantial materials exist. Influenced by the nearby Buntingdale Mission, the town was settled in 1863 on one of the main transport routes to Geelong. The settlement grew to be an important market and timber town, its growth aided by the railway from Geelong to Colac, and the spur line to the Otways town of Forrest. The Birregurra Main Street Precinct is of historic importance to the Shire of Colac Otway, demonstrating a continuum of growth from the simple timber buildings constructed at the time of settlement in the 1860s located mainly, but not exclusively, to the east, to the more substantial building of the early decades of the twentieth century predominantly but not exclusively constructed to the west. This continuum provides a cultural map of the town's social and economic evolution. The Birregurra Main Street Precinct is of historic importance in demonstrating the community's commitment to their town, especially through the street plantings that illustrate efforts to beautify the town, and the memorials.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Stone Pine Avenue (site # 84)
- Riverside Inn (site # 85)
- Native Youth Hotel (site # 86)
- Steven's Corner Store (site # 87)
- War Memorial (site # 88)
- House (site # 90)
- Post Office (site # 91)
- Commercial Bank (site # 92)
- Shops (site # 95)

**Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.

**Exercising discretion**

Where a permit is required for development, it is policy to:

- Encourage reconstruction of shop fronts and verandahs, where sufficient information exists to enable this, or where it is known a verandah did exist, construction of sympathetic typical shop fronts and verandahs (preferably with simplified detailing, so that they are not construed as original).
- Encourage new development to adopt traditional roof forms and materials.
- Encourage the retention and repair, and where necessary replacement of the traditional galvanised iron roofing.
- Discourage the use of Zinalume© roofing material.
- Encourage new development east of Strachan Street to use Victorian gable, hipped or hip and gable roof forms, and materials such as weatherboard and galvanised roofing typical of that area.
- Maintain the informal landscape character of the Main Street reserve by retaining unsealed shoulders, open swale and open culvert drains, and extensive areas of grass.
- Discourage development that might affect the mature plantings in Main Street.

**22.08-5**/ 2008 C27  
Part 2**Local Area Policy HO 304 Birregurra Church Precinct****Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Birregurra Church Precinct comprises the brick Presbyterian and Catholic churches and associated residences, and the Anglican stone Christ Church, two vestries and timber halls, along with the mature exotic plantings in the church grounds. The Birregurra Church Precinct is of architectural, aesthetic and historic importance to the Shire of Colac Otway. The Birregurra Church Precinct is of architectural and aesthetic importance in exhibiting a richness and diversity of features in the church buildings, especially the spires and towers, and exotic plantings. The Birregurra Church Precinct is historically important through association with the earliest representation of European religion in the Shire, the Buntingdale Mission, and in illustrating the influence the Wesleyan Mission had on the development of the town, and the Shire.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Christ Church Vicarage (site # 81)
- Buntingdale Mission Cairn (site # 82)
- Uniting Church (site # 83)
- Catholic Church & Presbytery (site # 98)
- Christ Church (site # 99)

**Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.

- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.

### Exercising discretion

Where a permit is required for development, it is policy to:

- Discourage the use of Zinalume© roofing material.

## 22.08-6

/ 2008 C27  
Part 2

### Local Area Policy HO 305 Murray Street Precinct, Colac

#### Policy Basis

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Murray Street Precinct is of historic and architectural importance to the Shire of Colac Otway. The Murray Street Precinct is of historic importance through association with Colac's late nineteenth and early twentieth century period of prosperity and consolidation as a large regional service centre for the surrounding rich agricultural and grazing district. The Murray Street Precinct is of historic importance in demonstrating a palimpsest of Colac's growth as a regional centre over a fifty year period, through the nineteenth century civic and financial buildings constructed to the east near Barongarook Creek, and the early twentieth century and inter-war retail that followed later as Colac's industries expanded and its population grew. The Murray Street Precinct is architecturally important in illustrating the development of civic pride, authority and community solidarity in a regional nineteenth century Anglo-Celtic farming community, demonstrated in the clustering of a series of elegant architect-designed nineteenth century Victorian Italianate civic and government buildings near the entrance to the commercial area, adjacent to the bridge over Barongarook creek. The Murray Street Precinct is of architectural importance in exhibiting twentieth century styles, including Art Nouveau and Arts and Craft, that demonstrate the prosperity of the period and the confidence held in Colac's continued growth by those who constructed these commercial premises.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Adam Rea's Store (site # 130)
- Post Office (site # 131)
- Shire Hall, fmr (site # 132)
- Union Bank (fmr) (site # 133)
- Regent Picture Theatre (site # 134)
- Moran & Cato shops (site # 135)
- State Savings Bank (fmr) (site # 136)
- National Bank (fmr) (site # 137)
- Colac Reformer Building (site # 138)
- Central Arcade (site # 139)
- State Electricity Commission Offices (site # 140)

- Office Building (site # 141)
- J G Johnston & Co (site # 142)
- Shops (site # 143)
- Shops (site # 144)
- Austral Hotel (site # 145)
- Chevrolet Salerooms (site # 146)
- Shops (site # 147)
- Coles Showrooms & Factory (site # 148)

### **Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.

### **Exercising discretion**

Where a permit is required for development, it is policy to:

- Encourage reconstruction of shop fronts and verandahs, where sufficient information exists to enable this, or where it is known a verandah did exist, construction of appropriate typical shop fronts and verandahs (preferably with simplified detailing, so that they are not construed as original).
- Discourage the removal or alteration of historic shopfronts dating to mid-twentieth century.
- Encourage infill development to reflect the scale, ratio of solid to void and rhythm of articulation of significant buildings either adjoining or which predominate in the building group within which the site is located.

**22.08-7**

*/ 2008 C27  
Part 2*

### **Local Area policy for HO 306 Colac Estate Housing Precinct, Colac**

#### **Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Colac Estate Housing Precinct was one of the first housing estates commenced in country Victoria, and was the initiative of the Housing Commission and the Borough of Colac. The Colac Estate was commenced in the mid-1940s and completed by the early 1950s. The design of the Colac Housing Estate reflects planning philosophies that were emerging after the Second World War as increased powers were gradually devolved to local government. The Colac Estate was constructed to alleviate the severe housing shortage in Colac, and under the auspices of the government's post war decentralisation policy which



encouraged industry and labour to establish in regional areas outside metropolitan Melbourne. The Colac Estate Housing Precinct is historically and architecturally important to the Shire of Colac Otway. The Colac Estate Housing Precinct is historically important through association with State government's post war decentralisation policies, and mid-twentieth century industrial expansion. The Colac Estate Housing Precinct is historically important in demonstrating the materials adopted to alleviate building material shortage after the Second World War and attempts at improving efficiency through prefabrication. The Colac Estate Housing Precinct is architecturally important in exhibiting the diversity of mid-twentieth century public housing design, and the attempts to integrate layout and these design features within a suburban landscape.'

### **Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.
- Ensure that the precinct retains its appearance as a significant example of suburban style post war public housing
- Discourage additions and alterations that are visible from the street.
- Retain the original curvilinear road layout and distribution of public open space.

### **Exercising discretion**

Where a permit is required for development, it is policy to:

- Encourage the retention of post-war public housing heritage places.
- Encourage building forms that are detached and single storey reflecting the post-war public housing style.
- Ensure that new development is consistent with the substantially intact original buildings that are modest, single storey in form and scale.
- Ensure that new development is sympathetic with materials and finishes of existing buildings.
- Discourage the use of Zincolume® roofing material.
- Ensure that new development has front and side setbacks equal to or slightly greater than any adjoining buildings.
- Discourage front fences greater than 1 metre in height.

## **22.08-8**

/ /2008 C27  
Part 2

### **Local Area policy for HO 307 Residential Precinct, Colac**

#### **Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Colac Residential Precinct predominantly comprises single storey, exterior-painted weatherboard dwellings with corrugated iron clad roofs that were constructed in the late nineteenth and early twentieth centuries. The Precinct is distinguished by its street plantings, wide roads, grassy verges and deep culverts. The Colac Residential Precinct is of architectural, aesthetic and historic importance to the Shire of Colac Otway. The Colac Residential Precinct is of aesthetic importance in illustrating the principle characteristics of nineteenth century town planning in the grid format and wide road reserves. The Colac Residential Precinct is of architectural importance in demonstrating a continuum of residential styles incorporating modest Gothic; late Victorian Boom style; Federation and mid twentieth century brick dwellings that provide a 'map' in built form of Colac's residential development. The Colac Residential Precinct is of historic importance in demonstrating the evolution of Colac as an important regional centre, the residential development commencing initially in an area close to the churches, then later fanning out in a north east direction from an apex at Queen and Manifold Streets, adjacent to the original creek crossing and the civic precinct.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- House & stables (site # 115)
- The Elms (site # 117)
- St Johns Church & Hall (site # 124)
- St Andrew's Church & fmr. school (site # 125)
- Second Presbyterian Manse (site # 150)
- First Presbyterian Manse (site # 151)

### **Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.
- Conserve the garden settings of residential and institutional buildings including their mature plantings.
- Conserve the historic character of the road formation throughout the precinct, including drains, grassed verges and tree plantings.

### **Exercising discretion**

Where a permit is required for development, it is policy to:

- Encourage development that respects the modest scale and predominantly single storey character of the area.
- Ensure garages are set to the rear of the allotment, or at least as far as possible to the rear of the house where dictated by an odd allotment shape.
- Not permit building within any standard building setback established in the street.
- Maintain existing road formation and street infrastructure including the deep grassy verges and open channel or culvert drains.
- Discourage development that might affect the mature street tree plantings.

- Discourage development that might affect gardens with mature character.
- Encourage development that uses, or is compatible with the predominant materials and built form in the precinct namely painted weatherboard cladding and pitched roofs of grey or unpainted corrugated galvanised iron.

**22.08-9**/ /2008 C27  
Part 2**Local Area policy for HO 308 Memorial Square Precinct, Colac****Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Colac Memorial Square is a World War 1 memorial reserve that evolved from the Market Reserve set aside when Colac was surveyed in 1864. Now known as Memorial Square, the area incorporates a large walk-in war memorial (c1924) at its centre designed by Frederick Sales, and a generally symmetrical path system with extensive plantings of mature *Ulmus procera* (English Elm) framing the centrepiece. The Memorial Square also includes a number of memorials that commemorate members of the community, including those to Andrew Fisher, the St Johns Gymnastic Club Fountain, Rotary Club Clock, the Cliff Young Memorial Track and Plaque, the Lone Pine Plaque and the Jack Dillon Fountain and Plaque. The square is the focal point for community activities in the district, and is a popular recreational site providing respite for travellers passing through the Shire. The Memorial Square is of historical, architectural, aesthetic and social importance to the Shire of Colac Otway. The Memorial Square is historically important for its commemoration of the service and sacrifices of the Colac and district communities. The Memorial Square is architecturally important as one of the most impressive walk-in war memorials in regional Victoria. The Memorial Square is aesthetically and socially important as a public open space in continual use since the first settlement of Colac.'

**Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.
- Maintain the open public park character of the reserve both as the appropriate setting for the war memorials and to maintain its now established use for community use and public recreation.
- Conserve the Frederic Sales 1924 war memorial and those memorials erected to commemorate members of the community, including the Andrew Fisher Memorial Plaque; the St Johns Gymnastic Club Fountain, the Rotary Club Clock; the Cliff Young Memorial Track and Plaque, the Plaque commemorating Lone Pine and the Jack Dillon Fountain and Plaque.
- Conserve the elm trees and other historic plantings in the square.

**Exercising discretion**

Where a permit is required for development, it is policy to:

- Discourage development that would compromise the open public park character of the precinct.
- Conserve the *Ulmus procera* (English Elm) and other historic plantings in the square including plantings associated with the 1924 war memorial.
- Confine the erection of further memorials to the Hesse Street /Murray Street corner.

## **22.08-10 Local Area policy for HO 309 Coragulac Church Precinct**

/ /2008 C27  
Part 2

### **Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Coragulac Church Precinct dates back to 1887 when Irish immigrant Thomas Baker purchased the Corunnun Estate, which was subsequently subdivided and settled by Irish-Catholic potato farmers from the Warrnambool and Koroit district. The Coragulac Church Precinct comprises the landmark red brick St Brendan's Church (1938), the memorial bell tower (1937), the red brick Good Samaritan Convent (1924), the red brick presbytery (now St Brendan's Parish House, 1920s), and mature plantings. The Coragulac Church Precinct is of historic, social and aesthetic importance to the Shire of Colac Otway. The Coragulac Church Precinct is historically important through its relationship to the Irish Catholic and Italian settlement of the area. The Coragulac Church Precinct is aesthetically important as good examples of Inter-War buildings designed by the architect A. A. Fritsch. The Coragulac Church Precinct is socially important for the role it played in assisting Irish and Italian migrants to settle in the district. The Coragulac Church Precinct is historically important through association with the provision of education in the Shire.'

The precinct is also significant for including the following places that have been identified in the Colac Otway Heritage Study as individually significant:

- Good Samaritan Convent (site # 164)
- St Brendan's Catholic Church & Bell Tower (site # 165)

### **Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.
- Maintain the visually prominent position of the church and the memorial bell tower.

### **Exercising discretion**

Where a permit is required for development, it is policy to:

- Discourage development that might threaten the visibility and prominence of the church and bell tower.

- Discourage development that would disturb the appreciation of the spatial relationship between the Church, the memorial Bell Tower, the Convent and the former presbytery.
- Discourage development that might adversely affect the mature plantings including the substantial *Cupressus macrocarpa* (Monterey Cypress) trees lining the driveway to the convent.

## **22.08-11 Local Area policy for HO 310 Factory Houses Precinct, Cororooke**

/ /2008 C27  
Part 2

### **Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Factory House Precinct comprises six timber houses, two of which were built in the 1920s and the remaining four built in the late 1930s. The Factory Houses consist of two slightly larger residences located at 27 and 29 Factory Road, and four small box-like timber cottages with centrally placed gable fronted verandahs or porches. All six buildings have similar roof pitches and have utilised similar construction materials. The Factory House Precinct is of historic and architectural importance to the Shire of Colac Otway. The Factory House Precinct is of historic importance through association with the growth of the shire's dairy industry, and by demonstrating the effect of the industry on the establishment of settlements in the shire in hamlets like at Cororooke. The Factory House Precinct is historically important in illustrating private industry's dependency on an available labour force and the recognition of the need to provide housing to encourage workers to the area. The architectural importance of the Factory House Precinct is demonstrated in the basic shape and form of the six structures, in the unified character of the architectural style, and in the setting near the factory.'

### **Policy**

It is policy to:

- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.
- Retain and restore the uniformity of the surviving structures.

### **Exercising discretion**

Where a permit is required for development, it is policy to:

- Encourage the removal of recent additions where these are visible from the street.
- Discourage alterations or additions that are visible from the street or that detract from the appreciation of the basic simple forms of the buildings.
- Not permit building within any standard building setback established in the street.

**22.08-12 Local Area policy for HO 311 Duverney Street Precinct, Cressy**

/ /2008 C27  
Part 2

**Policy Basis**

The MSS (at Clause 21.01 – 03) suggests that for heritage areas it is useful to have further guidance that encourages development to have regard to the special significance and characteristics of each precinct.

The Statement of Significance for this area which is based on the History and Description for this precinct in the Colac Otway Heritage Study 2003 provides an indication of the precinct's special significance:

'The Duverney Street Precinct comprises residential dwellings and retail buildings, all of which have been constructed of timber, as well as the exotic and indigenous tree plantings in the central roadway. The Duverney Street Precinct is of historic importance to the Shire of Colac Otway. The Duverney Street Precinct is historically important for its association with the Shire's early transport routes, the Frenchmen's Inn and the river crossing, and demonstrates the many early settlements that sprang up in the Shire adjacent to main thoroughfares in the mid-nineteenth century. The Duverney Street Precinct is historically important through association with nineteenth century town planning and illustrates the principles of Victorian rural town layout and urban design, evident in the central parkland and landscaping. The early rural town layout and associated buildings, in particular the two commercial properties and the six weatherboard houses.'

**Policy**

It is policy to:

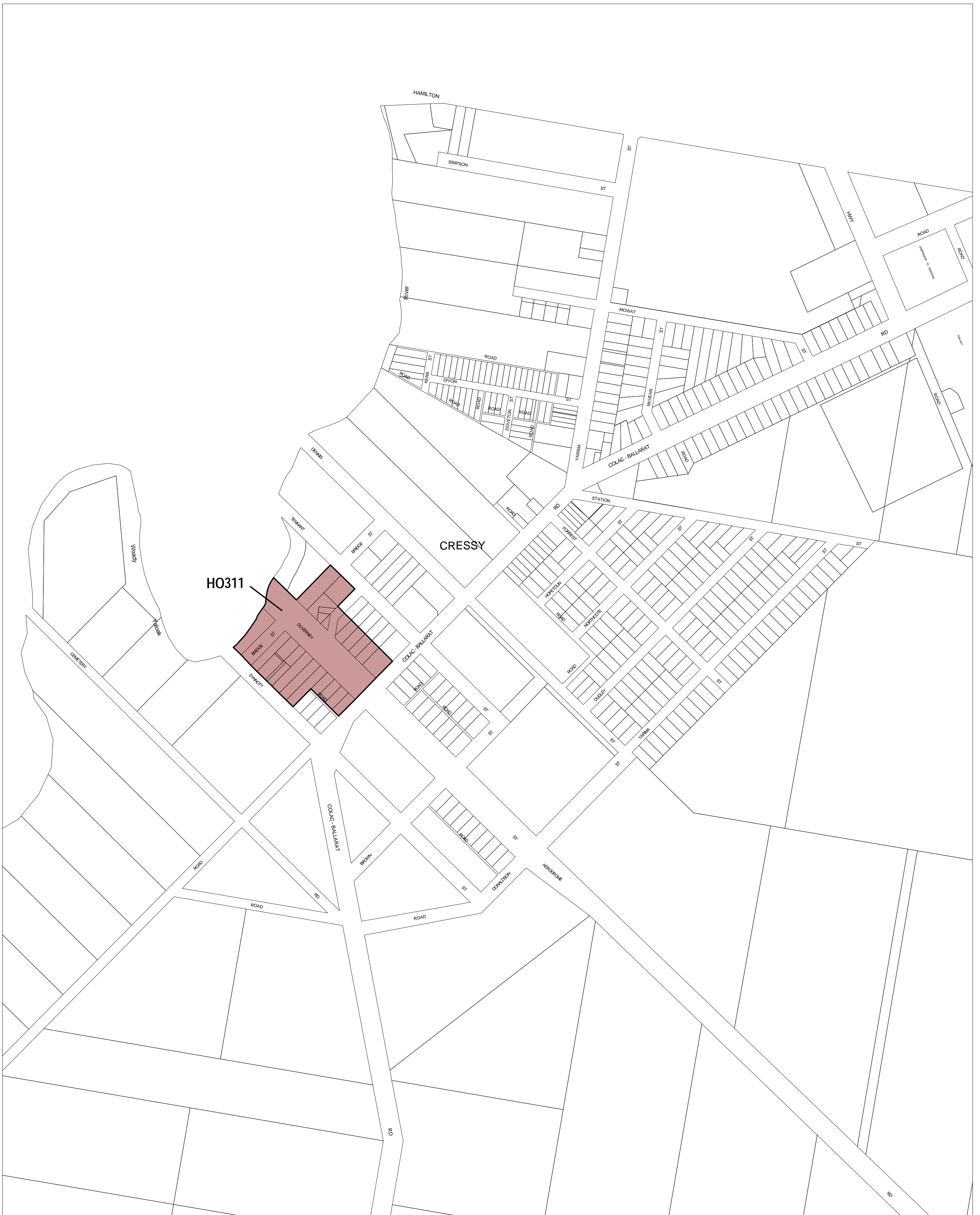
- Encourage the restoration, adaptation and reconstruction of heritage places in a manner that does not detract from the heritage significance of the area.
- Discourage the demolition or inappropriate alteration of all places that contribute to the heritage significance of the area.
- Maintain the exotic and indigenous plantings in the central road reserve.
- Retain the historic unformed character of the street.

**Exercising discretion**

Where a permit is required for development, it is policy to:

- Discourage further street works such as formation of footpaths, construction of drains or sealing of the carriageway or shoulders.
- Encourage the retention and conservation of historic commercial signage.

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

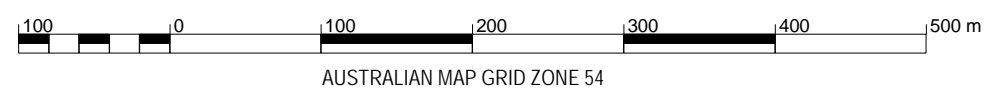


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This map should be read in conjunction with additional Planning Overlay Maps (if applicable) as indicated on the INDEX TO MAPS.

**Overlays**

HO Heritage Overlay



AUSTRALIAN MAP GRID ZONE 54



INDEX TO ADJOINING METRIC SERIES MAP

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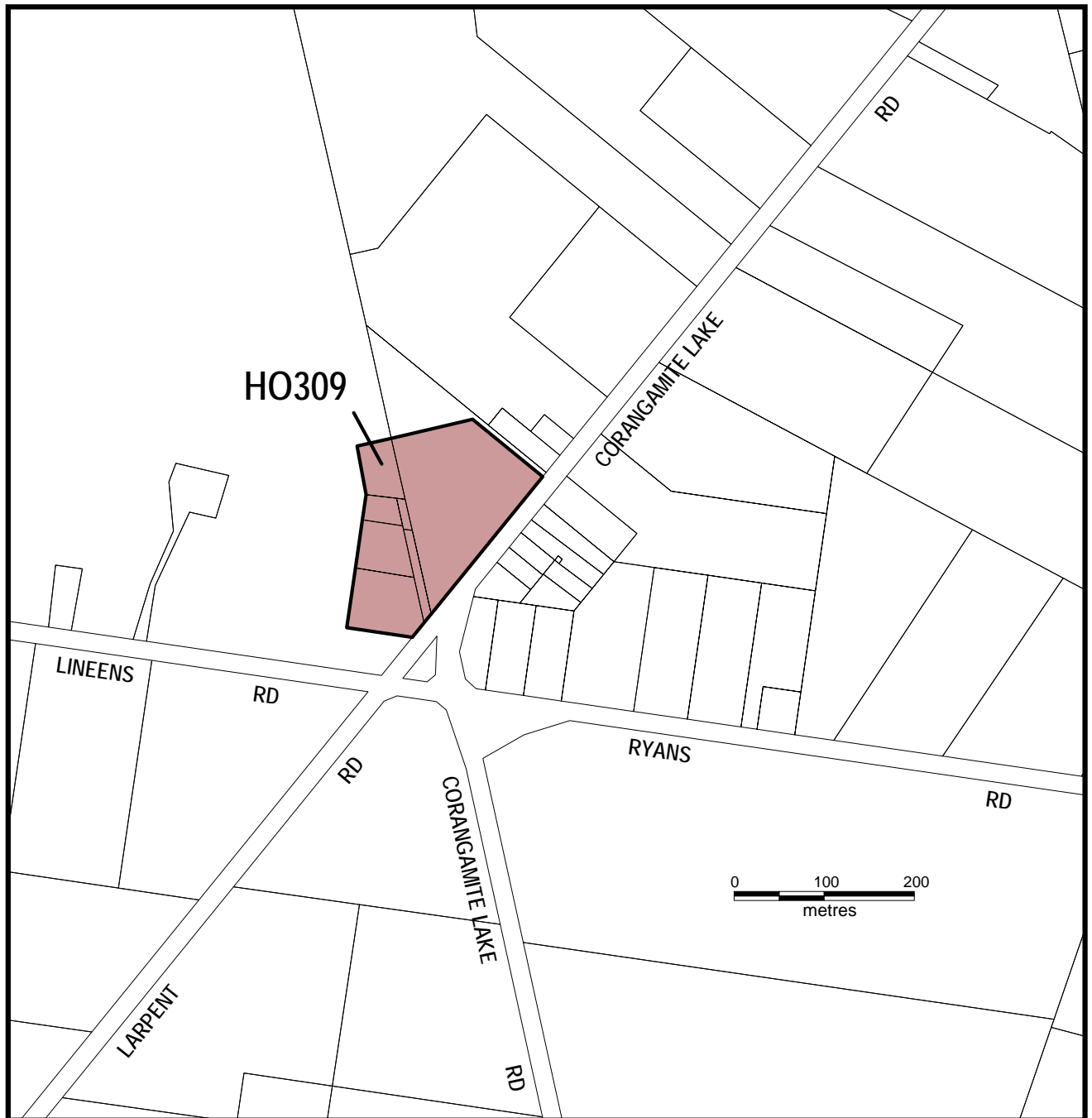
Printed: 14/4/2008

AMENDMENT C27 PART 2

HERITAGE OVERLAY

MAP No 3HO

# COLAC OTWAY PLANNING SCHEME LOCAL PROVISION



Part of Planning Scheme Map 5HO

## LEGEND

**HO309** HERITAGE OVERLAY ( HO309 )

## AMENDMENT C27 PART 2

PREPARED BY: INFORMATION SERVICES  
Statutory Systems  
Planning, Heritage and Urban Design  
Department of Planning and Community Development






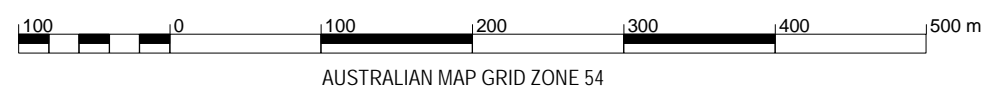
# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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| Overlays                                                                          |                  |
|-----------------------------------------------------------------------------------|------------------|
|  | Heritage Overlay |



AUSTRALIAN MAP GRID ZONE 54



INDEX TO ADJOINING METRIC SERIES MAP

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AMENDMENT C27 PART 2

HERITAGE OVERLAY

MAP No 7HO

# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION

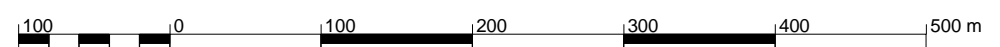


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## Overlays

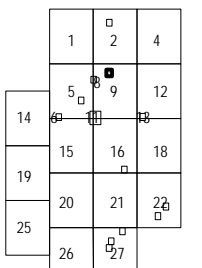
HO Heritage Overlay



AUSTRALIAN MAP GRID ZONE 54



## INDEX TO ADJOINING METRIC SERIES MAP



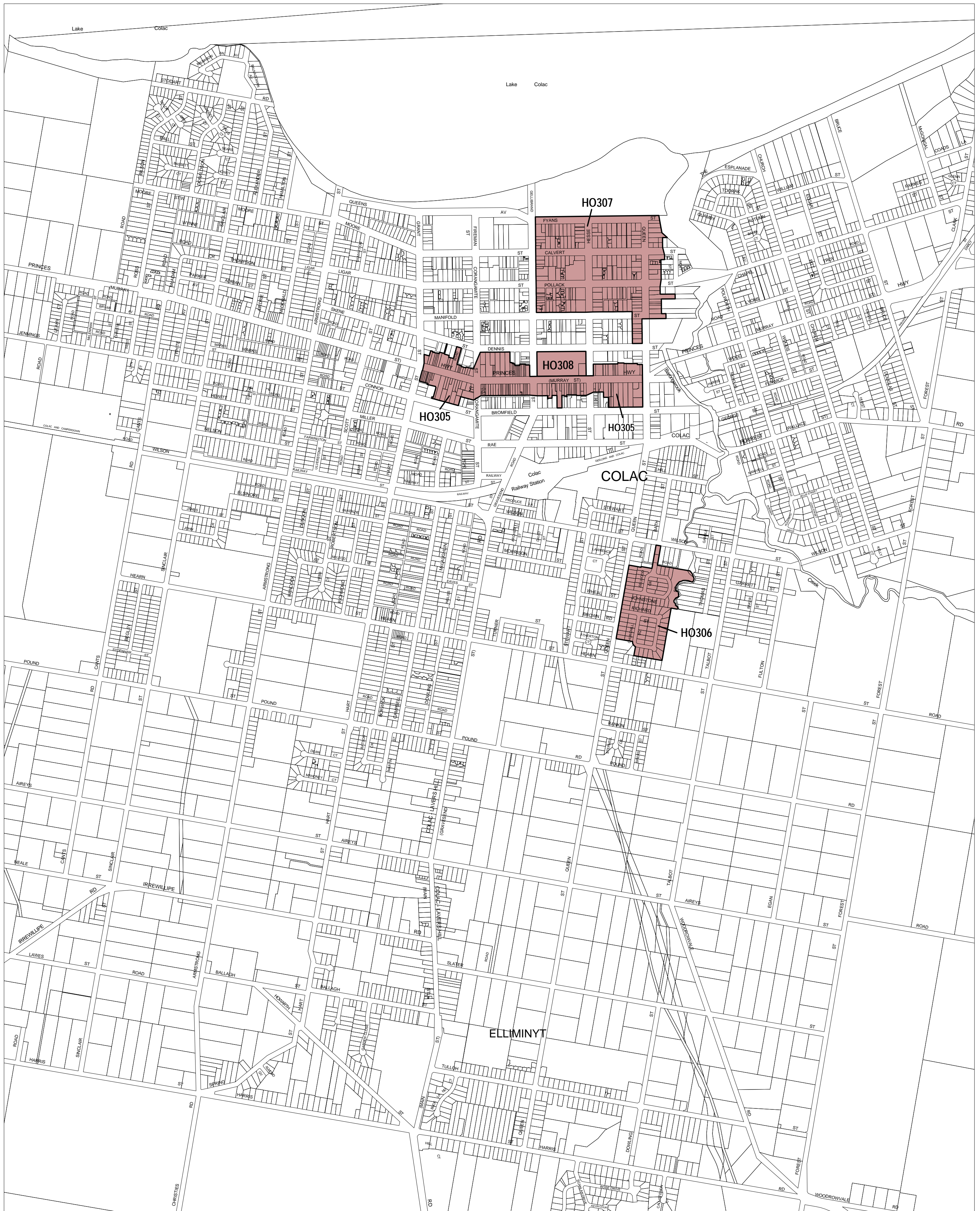
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AMENDMENTC27 PART 2

HERITAGE OVERLAY

MAP No 10HO

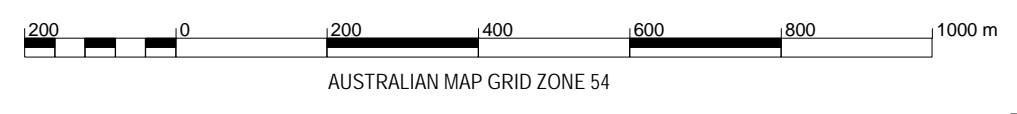
# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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**Overlays**

HO Heritage Overlay



INDEX TO ADJOINING METRIC SERIES MAP

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AMENDMENT C27 PART 2

HERITAGE OVERLAY

MAP No 11HO

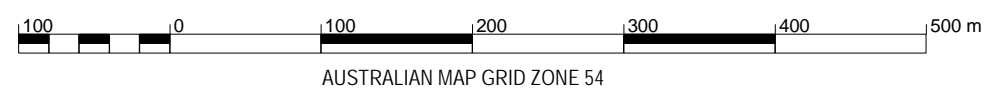
# COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



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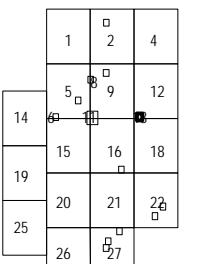
**Overlays**  
HO Heritage Overlay



AUSTRALIAN MAP GRID ZONE 54



INDEX TO ADJOINING METRIC SERIES MAP



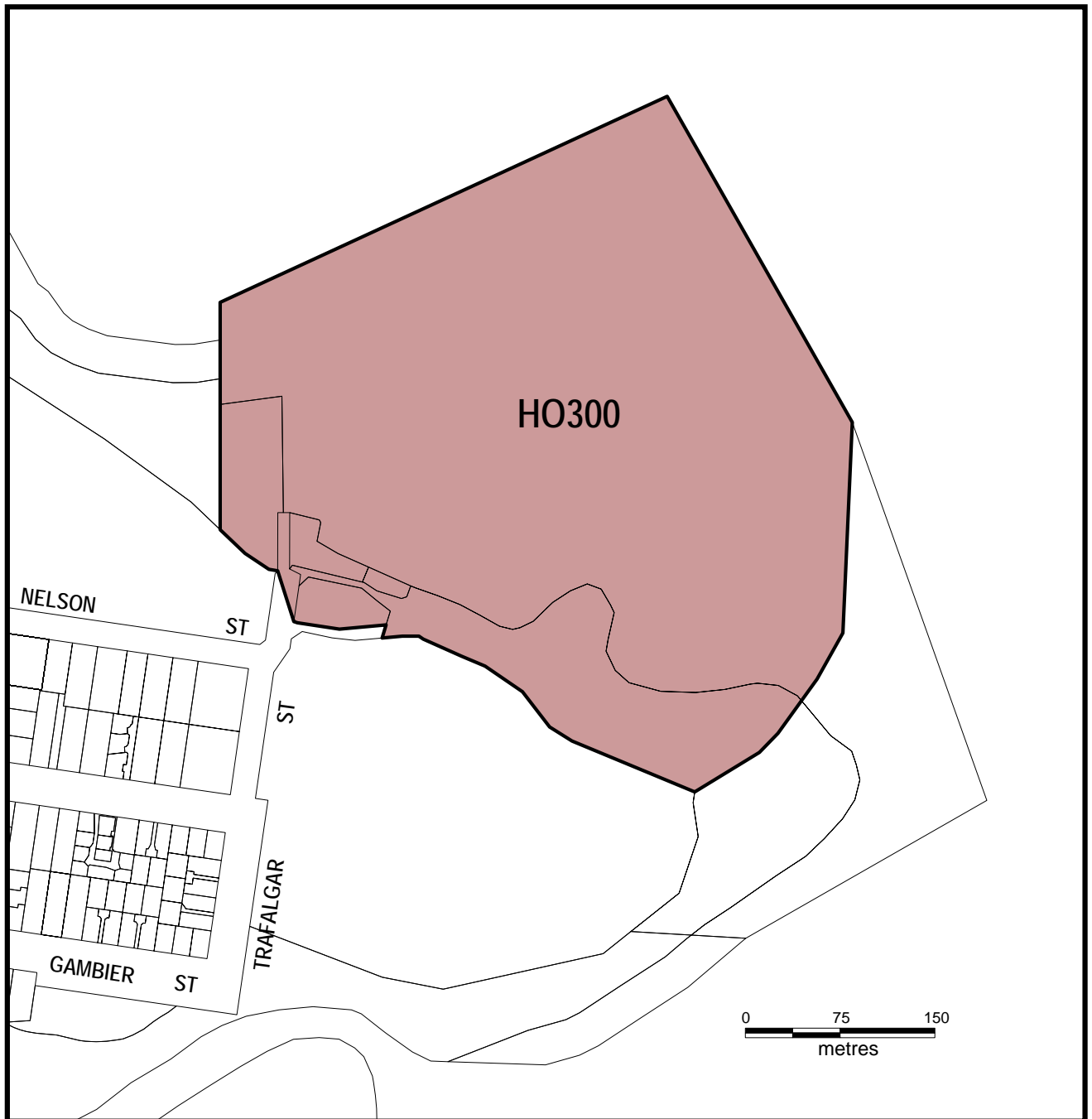
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AMENDMENTC27 PART 2

HERITAGE OVERLAY

MAP No 13HO

# COLAC OTWAY PLANNING SCHEME LOCAL PROVISION



Part of Planning Scheme Maps 27HO & 29HO

## LEGEND

**HO300** HERITAGE OVERLAY ( HO300 )

## AMENDMENT C27 PART 2

PREPARED BY: INFORMATION SERVICES  
Statutory Systems  
Planning, Heritage and Urban Design  
Department of Planning and Community Development



--/--/2008  
C27 Part 2

## SCHEDULE TO THE HERITAGE OVERLAY

The requirements of this overlay apply to both the heritage place and its associated land.

| PS Map Ref | Heritage Place                                                                     | External Paint Controls Apply? | Internal Alteration Controls Apply? | Tree Controls Apply? | Outbuildings or fences which are not exempt under Clause 43.01-4 | Included on the Victorian Heritage Register under the Heritage Act 1995? | Prohibited uses may be permitted? | Name of Incorporated Plan under Clause 43.01-2 | Aboriginal heritage place? |
|------------|------------------------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
| HO1        | <i>Coragulac Hse Plantings &amp; Washington Palm 895 Corangamite Lake Rd Alvie</i> | Yes                            | Yes                                 | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO2        | <i>Glen Alvie 40 Finns Road Alvie</i>                                              | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO3        | <i>Red Rock Reserve Alvie (GR 719080763550)</i>                                    | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO4        | <i>Pioneer Memorial Foreshore Apollo Bay</i>                                       | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO5        | <i>'Speculant' anchor Foreshore Reserve Apollo Bay</i>                             | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO6        | <i>Monterey Cypress Avenue Great Ocean Road Apollo Bay</i>                         | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 7       | <i>War Memorial Great Ocean Road Apollo Bay</i>                                    | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 8       | <i>Mechanics' Institute 21 Great Ocean Road Apollo Bay</i>                         | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 12      | <i>Apollo Bay Hotel 95 Great Ocean Road Apollo Bay</i>                             | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

## COLAC OTWAY PLANNING SCHEME

| PS Map Ref | Heritage Place                                             | External Paint Controls Apply? | Internal Alteration Controls Apply? | Tree Controls Apply? | Outbuildings or fences which are not exempt under Clause 43.01-4 | Included on the Victorian Heritage Register under the Heritage Act 1995? | Prohibited uses may be permitted? | Name of Incorporated Plan under Clause 43.01-2 | Aboriginal heritage place? |
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| HO13       | Visitor Information Centre 100 Great Ocean Road Apollo Bay | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO14       | Submarine Cable Station 6250 Great Ocean Road Apollo Bay   | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO15       | Dairy Manager's Residence 1 Hardy Street Apollo Bay        | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO16       | Marriner's Lookout 165 Marriner's Lookout Rd Apollo Bay    | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO18       | Masonic Hall 15 McLachlan Street Apollo Bay                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO19       | Uniting Church & Hall cnr. Nelson & Diana Sts Apollo Bay   | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO20       | Our Lady Star of the Sea Church 1 Nelson Street Apollo Bay | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO21       | The Folley 11 Nelson Street Apollo Bay                     | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO23       | Post Office (fmr.) 21 Nelson Street Apollo Bay             | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO24       | Augustus Lee Memorial 25 Nelson Street Apollo Bay          | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 25      | Chalet Otway 59-71 Noel Street Apollo Bay                  | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 26      | Martin's tramline Apollo Bay (GR 726851704528)             | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

COLAC OTWAY PLANNING SCHEME

| PS Map Ref | Heritage Place                                                     | External Paint Controls Apply? | Internal Alteration Controls Apply? | Tree Controls Apply? | Outbuildings or fences which are not exempt under Clause 43.01-4 | Included on the Victorian Heritage Register under the Heritage Act 1995? | Prohibited uses may be permitted? | Name of Incorporated Plan under Clause 43.01-2 | Aboriginal heritage place? |
|------------|--------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
| HO 27      | <i>Johnson Bros chute Apollo Bay (GR 732693709991)</i>             | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 28      | <i>Post Office (fmr.) 20 Alford Road Barongarook</i>               | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 29      | <i>Primary School #2210 275 Barongarook Road Barongarook</i>       | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 30      | <i>Public Hall 280 Barongarook Road Barongarook</i>                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 31      | <i>Trees, fmr. Conway's store 10 Reynolds Road Barongarook</i>     | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 32      | <i>Turtons Track Barramunga &amp; Tanybryn</i>                     | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 33      | <i>Henry sawmill Barramunga (GR 738166727250)</i>                  | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 34      | <i>Henry No 1 sawmill Barramunga (GR 738166572551)</i>             | No                             | No                                  | No                   | No                                                               | Yes Ref. No.H1815                                                        | No                                | Nil                                            | No                         |
| HO 35      | <i>Henry No 2 sawmill Barramunga (GR 741934723850)</i>             | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 36      | <i>Henry &amp; Sanderson Sawmills Barramunga (GR 738280728930)</i> | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 37      | <i>Tunnel, Henry's tramway GR 739355724974 Barramunga</i>          | No                             | No                                  | No                   | No                                                               | Yes Ref. No. H1817                                                       | No                                | Nil                                            | No                         |
| HO 39      | <i>Hayden No 4 sawmill Barwon Downs (GR 753572729480)</i>          | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |



COLAC OTWAY PLANNING SCHEME

| PS Map Ref | Heritage Place                                                        | External Paint Controls Apply? | Internal Alteration Controls Apply? | Tree Controls Apply? | Outbuildings or fences which are not exempt under Clause 43.01-4 | Included on the Victorian Heritage Register under the Heritage Act 1995? | Prohibited uses may be permitted? | Name of Incorporated Plan under Clause 43.01-2 | Aboriginal heritage place? |
|------------|-----------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
| HO 40      | <i>Mackie No 2 sawmill Barwon Downs (GR 740284732660)</i>             | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 41      | <i>Mackie No 4 sawmill 0 Barwon Downs (GR 73816672725)</i>            | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 42      | <i>Mackie No 5 sawmill Barwon Downs (GR 745772728460)</i>             | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 43      | <i>St Joseph's Catholic Church 209 Callahans Lane Barwon Downs</i>    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO 44      | <i>Hayden's sawmills Delaneys Road Barwon Downs (GR 745840733310)</i> | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 45      | <i>Presbyterian Church 1560 Forrest Birregurra Rd Barwon Downs</i>    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO 46      | <i>Blackwood 1630 Forrest Birregurra Rd Barwon Downs</i>              | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 48      | <i>Braeburne 155 Beeac Dreeite Road Beeac</i>                         | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 49      | <i>Beeac Cemetery 20 Cemetery Road Beeac</i>                          | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 50      | <i>Railway earthworks Colac-Ballarat Road Beeac (GR 730926766428)</i> | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 51      | <i>Grassyvale 305 Cororooke Road Beeac</i>                            | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 52      | <i>Avenue of Honour Coulson &amp; Wallace Streets Beeac</i>           | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 53      | <i>Beeac Creamery 5 Eurack Road Beeac</i>                             | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |

COLAC OTWAY PLANNING SCHEME

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|------------|--------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
| HO 54      | <i>Councillors Memorial Lang Street Beeac (GR 731153769195)</i>    | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 55      | <i>Primary School 35 Lang Street Beeac</i>                         | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO 56      | <i>Common School 53 Main Street Beeac</i>                          | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO57       | <i>St Andrew's Uniitng 53 Main Street Beeac</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO58       | <i>War Memorial 53 Main Street Beeac</i>                           | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO59       | <i>Mingawalla Woolshed 1420 Warrowie Road Beeac</i>                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO60       | <i>Robin &amp; Kincaid Sawmills Beech Forest (GR 709441719270)</i> | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO61       | <i>Otway Shire Hall 2 Main Road Beech Forest</i>                   | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO62       | <i>Butter Factory Well 32 Main Road Beech Forest</i>               | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO63       | <i>Otway Shire offices 6 Main Road Beech Forest</i>                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO64       | <i>Smedley sawmill Olangolah Beech Forest (GR 729570722780)</i>    | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO65       | <i>Primary School 1560 Old Beech Forest Road Beech Forest</i>      | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

## COLAC OTWAY PLANNING SCHEME

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| HO66       | <i>House 48 Old Main Road Beech Forest</i>                                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO67       | <i>World War II memorial Old Main Road Beech Forest (GR 723510720148)</i> | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO68       | <i>Railway turning loop Southorn Street Beech Forest</i>                  | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO69       | <i>Railway workers' house 32 Southorn Street Beech Forest</i>             | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO70       | <i>McDonald tramway Wimba Beech Forest (GR 724290725990)</i>              | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO71       | <i>Wesleyan Methodist Church 50 Beal Street Birregurra</i>                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO72       | <i>Railway Station 460 Birregurra Road Birregurra</i>                     | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO73       | <i>Water Tower 470 Birregurra Road Birregurra</i>                         | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO74       | <i>Studbrook 365 Birregurra Forrest Road Birregurra</i>                   | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO75       | <i>Studbrook Woolshed 350 Birregurra Forrest Road Birregurra</i>          | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO76       | <i>Buntingdale Mission site 530 Birregurra Forrest Road Birregurra</i>    | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO77       | <i>Ripplevale 4100 Cape Otway Road Birregurra</i>                         | Yes                            | Yes                                 | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

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| HO78       | <i>Sunnybrae 4285 Cape Otway Road Birregurra</i>                  | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO79       | <i>Killurin 320 Dunlops Road Birregurra</i>                       | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO80       | <i>Golf links &amp; gardens 1 Hopkins Street Birregurra</i>       | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO81       | <i>Christ Church Vicarage 2 Hopkins Street Birregurra</i>         | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO82       | <i>Buntingdale Mission Cairn 1 Jenner Street Birregurra</i>       | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO83       | <i>Uniting Church 1 Jenner Street Birregurra</i>                  | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO84       | <i>Stone Pine Avenue Main Street Birregurra (GR 743067753070)</i> | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO85       | <i>Riverside Inn 10 Main Street Birregurra</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO86       | <i>Native Youth Hotel 20 Main Street Birregurra</i>               | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO87       | <i>Steven's Corner Store 38 Main Street Birregurra</i>            | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO88       | <i>War Memorial 42 Main Street Birregurra</i>                     | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO90       | <i>House 52 Main Street Birregurra</i>                            | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO91       | <i>Post Office 65 Main Street Birregurra</i>                      | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO92       | <i>Commercial Bank 77 Main Street Birregurra</i>                  | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

## COLAC OTWAY PLANNING SCHEME

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|------------|----------------------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
| HO93       | <i>Shops 79-81 Main Street Birregurra</i>                                        | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO95       | <i>Bleak House 10 McDonnells Road Birregurra</i>                                 | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO96       | <i>Dwelling, Store &amp; Post Office (fmr.) 4500 Princess Highway Birregurra</i> | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO97       | <i>House 4705 Princess Highway Birregurra</i>                                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO98       | <i>Catholic Church &amp; Presbytery 7 Skene Street Birregurra</i>                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO99       | <i>Christ Church 1 Sladen Street Birregurra</i>                                  | Yes                            | Yes                                 | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO100      | <i>Masonic Hall 29 Strachan Street Birregurra</i>                                | Yes                            | Yes                                 | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO101      | <i>House 48 Strachan Street Birregurra</i>                                       | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO102      | <i>Cape Otway Lighstation Landing site Blanket Bay Cape Otway</i>                | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO103      | <i>Cape Otway Lighstation 1140 Otway Lighthouse Road Cape Otway</i>              | Yes                            | No                                  | No                   | No                                                               | Yes Ref. No. H1222                                                       | No                                | Nil                                            | No                         |
| HO104      | <i>Butter Factory 25 Moomowroong Road Carlisle River</i>                         | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO105      | <i>Primary School 55 Moomowroong Road Carlisle River</i>                         | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO106      | <i>House 12 Alexander Street Colac</i>                                           | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

## COLAC OTWAY PLANNING SCHEME

| PS Map Ref | Heritage Place                                                      | External Paint Controls Apply? | Internal Alteration Controls Apply? | Tree Controls Apply? | Outbuildings or fences which are not exempt under Clause 43.01-4 | Included on the Victorian Heritage Register under the Heritage Act 1995? | Prohibited uses may be permitted? | Name of Incorporated Plan under Clause 43.01-2 | Aboriginal heritage place? |
|------------|---------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
| HO107      | <i>House (Glen Ora) 1 Bromfield Street Colac</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO108      | <i>Firemen's Memorial 1 Calvert Street GR 725765575369 Colac</i>    | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO109      | <i>Lislea House 61 Corangamite Street Colac</i>                     | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO111      | <i>Scout Hall 100 Dennis Street Colac</i>                           | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO112      | <i>Convent of Mercy 1 Fireman Street Colac</i>                      |                                |                                     |                      |                                                                  |                                                                          | No                                |                                                |                            |
| HO113      | <i>Caravan Park Amenity Units (24) 1 Fyans Street Colac</i>         | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO114      | <i>Botanic Gardens 1 Fyans Street Colac</i>                         | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO115      | <i>House &amp; stables 16 Fyans Street Colac</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO116      | <i>St Mary's Catholic church 1 Gellibrand Street Colac</i>          | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO117      | <i>The Elms 16 Gellibrand Street Colac</i>                          | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO118      | <i>Colac House 29-35 Gellibrand Street Colac</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO119      | <i>Independent Order Oddfellows Hall 43 Gellibrand Street Colac</i> | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO120      | <i>Legacy House 45 Gellibrand Street Colac</i>                      | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO121      | <i>Railway Station 102a Gellibrand Street Colac</i>                 | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

COLAC OTWAY PLANNING SCHEME

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|------------|-------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
| HO122      | <i>Railway Turning Circle 102a Gellibrand Street Colac</i>        | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO123      | <i>Cemetery 56 Gravesend Street</i>                               | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO124      | <i>St Johns Church &amp; Hall 19-23 Hesse Street Colac</i>        | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO125      | <i>St Andrew's Ch. &amp; fmr. School 25-29 Hesse Street Colac</i> | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO126      | <i>Freemason's Hall 34 Hesse Street Colac</i>                     | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO127      | <i>Road culverts Manifold Street Colac</i>                        | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO128      | <i>Thornbank 44 Moore Street Colac</i>                            | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO129      | <i>House 56 Moore Street Colac</i>                                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO130      | <i>Adam Rea's Store 1 Murray Street Colac</i>                     | Yes                            | No                                  | No                   | No                                                               | Yes. Ref. No. H0433                                                      | No                                | Nil                                            | No                         |
| HO131      | <i>Post Office 4 Murray Street Colac</i>                          | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO132      | <i>Shire Hall, (fmr) 6 Murray Street Colac</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO133      | <i>Union Bank (fmr.) 15 Murray Street Colac</i>                   | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO134      | <i>Regent Picture Theatre 19-21 Murray Street Colac</i>           | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO135      | <i>Moran &amp; Cato shops 23-25 Murray Street Colac</i>           | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO136      | <i>State Savings Bank(fmr) 24 Murray Street</i>                   | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

COLAC OTWAY PLANNING SCHEME

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|------------|-------------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
|            | <i>Colac</i>                                                            |                                |                                     |                      |                                                                  |                                                                          |                                   |                                                |                            |
| HO137      | <i>National Bank (fmr) 28 Murray Street Colac</i>                       | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO138      | <i>Colac Reformer Building 66 Murray Street Colac</i>                   | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO139      | <i>Central Arcade 90-94 Murray Street Colac</i>                         | Yes                            | Yes                                 | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO140      | <i>State Electricity Commission Offices 119-121 Murray Street Colac</i> | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO141      | <i>Office Building 126 Murray Street Colac</i>                          | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO142      | <i>J G Johnston &amp; Co 144 Murray Street Colac</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO143      | <i>Shops 168-170 Murray Street Colac</i>                                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO144      | <i>Shops, Browne &amp; Holme 172-176 Murray Street Colac</i>            | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO145      | <i>Austral Hotel 185 Murray Street Colac</i>                            | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO146      | <i>Chevrolet Salerooms 224 Murray Street Colac</i>                      | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO147      | <i>Shops 243-253 Murray Street Colac</i>                                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO148      | <i>Coles Showrooms &amp; Factory 266-68 Murray Street Colac</i>         | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO149      | <i>High Colac School 413 Murray Street</i>                              | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |



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| HO150      | <i>Prince of Colac Wales Hotel 127 Murray Street East Colac</i> | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO151      | <i>Second Presbyterian Manse 19 Pollock Street Colac</i>        | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO152      | <i>First Presbyterian Manse 21 Pollock Street Colac</i>         | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO153      | <i>Yeowarra 5855 Princess Highway Colac</i>                     | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO154      | <i>Police Lock-up 40 Queen Street Colac</i>                     | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO155      | <i>Maternal &amp; Child Health Centre 49 Queen Street Colac</i> | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO156      | <i>Drill Hall 63-67 Queen Street Colac</i>                      | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO157      | <i>Wesleyan Church &amp; Hall 15 Skene Street Colac</i>         | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO158      | <i>Firestation 26 Dennis Street Colac</i>                       | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO159      | <i>Balnagowan 3 Stodart Street Colac</i>                        | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO160      | <i>Mooringarara 26-34 Wallace Street Colac</i>                  | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO161      | <i>Wesleyan Methodist Parsonage 81 Wallace Street Colac</i>     | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO162      | <i>Colac Dairy Company Complex 131 Wilson Street Colac</i>      | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO163      | <i>Onion Dehydration Factory 20 Rossmoyne Road Colac West</i>   | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

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| HO164      | <i>Good Samaritan Convent 725 Corangamite Lake Road Coragulac</i>                        | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                                    | No                         |
| HO165      | <i>St Brendan's Catholic church &amp; Bell Tower 725 Corangamite Lake Road Coragulac</i> | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                                    | No                         |
| HO166      | <i>St David's Church 520 Corangamite Lake Road Cororooke</i>                             | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                                    | No                         |
| HO167      | <i>Shop 546 Cororooke Road Cororooke</i>                                                 | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                                    | No                         |
| HO168      | <i>Dairy factory 15 Factory Road Cororooke</i>                                           | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                                    | No                         |
| HO169      | <i>Frenchman's Inn 5 Hall Street Cressy</i>                                              | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                                    | No                         |
| HO170      | <i>St Andrew's Church &amp; Hall 1 Lyons Street Cressy</i>                               | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                                    | No                         |
| HO171      | <i>Police lock-up 7 Lyons Street Cressy</i>                                              | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                                    | No                         |
| HO172      | <i>Water tower 19 New Station Street Cressy</i>                                          | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Cressy Water Tower Conservation Management Plan (2008) | No                         |
| HO174      | <i>Avenue of Honour Yarima Rd/New Station/Lyons Sts Cressy</i>                           | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                                    | No                         |
| HO175      | <i>Primary School #731 17 Yarima Road Cressy</i>                                         | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                                    | No                         |
| HO176      | <i>Watch Hill 3815 Corangamite Lake Road Cundare</i>                                     | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                                    | No                         |

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| HO177      | <i>Bluestone Cottage 3840 Corangamite Lake Road Cundare</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO178      | <i>Tennis pavilion 10 Rippons Road Dreeite</i>                                 | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO179      | <i>Stockyard &amp; Watertank Base 575 Beeac-Dreeite Road Dreeite</i>           | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO180      | <i>House 1890 Corangamite Lake Road Dreeite</i>                                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO181      | <i>Dreeite Estate Dining Hall/Watertank 1995 Corangamite Lake Road Dreeite</i> | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO182      | <i>Dry Stone Rabbit Wall Iletts Road Dreeite</i>                               | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO183      | <i>Consumption Cairn 60 Iletts Road Dreeite (GR 724750768370)</i>              | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO185      | <i>House 100 Iletts Road Dreeite</i>                                           | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO186      | <i>Galloway Dyke, Lawlors Road Dreeite (GR715890767290)</i>                    | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO187      | <i>St Andrews Uniting 545 South Dreeite Road Dreeite South</i>                 | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO188      | <i>House 85 Harris Street Eliminyt</i>                                         | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO189      | <i>Avenue of Honour Eurack Road Eurack</i>                                     | No                             | No                                  | Yes                  | No                                                               | Yes Ref. No. H2102                                                       | No                                | Nil                                            | No                         |
| HO190      | <i>Marandoo 1000 Eurack Road Eurack</i>                                        | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO191      | <i>Eurack 585 Mt Hesse Road Eurack</i>                                         | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

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| HO192      | Seebeck/Henry tramline Forrest (GR 735455732200)              | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO193      | Railway bridge remnants 2315 Birregurra Forrest Road Forrest  | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO194      | Primary School #2708 10 Grant Street Forrest                  | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO195      | House 1 Hennigan Crescent Forrest                             | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO196      | Cemetery 20 Cemetery Road Forrest                             | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO197      | Sawdust Burner 2390 Colac-Lavers Hill Road Gellibrand         | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO198      | Railway workers' house 13 Main Road Gellibrand                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO199      | Gellibrand Public Hall 1 Old Main Road Gellibrand             | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO200      | Gellibrand Hotel 20 Old Main Road Gellibrand                  | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO201      | Wonga Park Windbreak 385 Wonga Road                           | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO202      | Teacher's residence (fmr.) 20 Irrewarra School Road Irrewarra | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO203      | Irrewarra House Estate 85 Irrewarra School Road Irrewarra     | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO204      | Irrewarra Homestead 20 Ryans Road Irrewarra                   | Yes                            | Yes                                 | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

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| HO205      | <i>Farm Complex 190 Warrowie Road Irrewarra</i>                                 | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO206      | <i>Bible Christian Church (fmr.) 1920 Irrewillipe Road Irrewillipe</i>          | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO208      | <i>Henry's Nettle &amp; Carisbrook sawmills Kennett River (GR 740570718279)</i> | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO209      | <i>General Store 15 Great Ocean Road Kennet River</i>                           | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO210      | <i>Dugout Grey River Road Kennett River (GR 745260717090)</i>                   | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO211      | <i>Chilean Wine Palm 155-7 Corangamite Lake Road Larpent</i>                    | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO212      | <i>Northern Timber Company sawmill Lavers Hill (GR 707246717530)</i>            | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO213      | <i>Lavers Hill P-12 College 10 College Drive Lavers Hill</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO214      | <i>Japanese Flowering Cherry Tree 53-81 Great Ocean Road Lavers Hill</i>        | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO215      | <i>Melba Gully 35 Melba Gully Road Lavers Hill</i>                              | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO216      | <i>Mooleric 635 Mooleric Road Ombersley</i>                                     | Yes                            | Yes                                 | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO217      | <i>Turkeith 715 Mooleric Road Ombersley</i>                                     | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO218      | <i>Mount Hesse Station 155 Mount Hesse</i>                                      | Yes                            | No                                  | No                   | No                                                               | Yes. Ref. No. H                                                          | No                                | Nil                                            | No                         |

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|            | <i>Estate Road Ombersley</i>                                                     |                                |                                     |                      |                                                                  | 1208                                                                     |                                   |                                                |                            |
| HO219      | <i>Gnarwyn 960 Colac Ballarat Road Ondit</i>                                     | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO220      | <i>Ondit Memorial School Ground 10 Ondit Warrion Road Ondit</i>                  | Yes                            | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO222      | <i>Hitt No 4 sawmill Otway State Forest (GR 725536728483)</i>                    | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO223      | <i>St Joseph's Catholic Church 1429 Princess Highway Pirron Yallock</i>          | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO225      | <i>Pirron Yallock Railway Station 2 Station Street Pirron Yallock</i>            | Yes                            | No                                  | No                   | No                                                               | Yes. Ref. No. H1584                                                      | No                                | Nil                                            | No                         |
| HO226      | <i>Godfrey Creek graves, Great Ocean Road Separation Creek (GR 754040722550)</i> | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO227      | <i>Stanway Harrington Memorial Cairn Separation Creek</i>                        | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO228      | <i>House 5640 Great Ocean Road Skenes Creek</i>                                  | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO229      | <i>Cora Lea Cheese Factory 280 Swan Marsh Road Swan Marsh</i>                    | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO230      | <i>Colac Diarving Co. factory Swan Marsh Road Swan Marsh (GR 707856749905)</i>   | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO231      | <i>Sharp's No. 1 &amp; No. 3 sawmills Tanybryn (GR 735310718318)</i>             | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO232      | <i>Sharp No 2 sawmill Tanybryn (GR</i>                                           | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

COLAC OTWAY PLANNING SCHEME

| PS Map Ref | Heritage Place                                                    | External Paint Controls Apply? | Internal Alteration Controls Apply? | Tree Controls Apply? | Outbuildings or fences which are not exempt under Clause 43.01-4 | Included on the Victorian Heritage Register under the Heritage Act 1995? | Prohibited uses may be permitted? | Name of Incorporated Plan under Clause 43.01-2 | Aboriginal heritage place? |
|------------|-------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
|            | 733775717100)                                                     |                                |                                     |                      |                                                                  |                                                                          |                                   |                                                |                            |
| HO233      | <i>Kirrewur 5755 Princess Highway Warncoort</i>                   | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO234      | <i>Tarndwarncoort Homestead 50 Roseneath Road Warncoort</i>       | Yes                            | No                                  | No                   | No                                                               | Yes. Ref. No. H0281                                                      | No                                | Nil                                            | No                         |
| HO235      | <i>Uniting Church &amp; hall 603 Coragulac Beeac Road Warrion</i> | Yes                            | No                                  | No                   | No                                                               | No                                                                       | Yes                               | Nil                                            | No                         |
| HO236      | <i>Public Hall 633 Coragulac Beeac Road Warrion</i>               | Yes                            | Yes                                 | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO237      | <i>Cattleshed &amp; Water tank 159 Ricarton Road Warrion</i>      | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO238      | <i>House (ruin) 350 Barpinba Road Weering</i>                     | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO239      | <i>Weering 280 Porneet Road Weering</i>                           | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO240      | <i>Weering School 340 Weering School Road Weering</i>             | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO241      | <i>Wongarra Heights 65 Sunnyside Road Wongarra</i>                | Yes                            | Yes                                 | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO242      | <i>Armistead's sawmill Wye River (GR 749037716510)</i>            | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO243      | <i>War Memorial Cairn Great Ocean Road Wye River</i>              | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO244      | <i>Wye River Hotel 19 Great Ocean Road Wye River</i>              | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |

COLAC OTWAY PLANNING SCHEME

| PS Map Ref | Heritage Place                                                                          | External Paint Controls Apply? | Internal Alteration Controls Apply? | Tree Controls Apply? | Outbuildings or fences which are not exempt under Clause 43.01-4 | Included on the Victorian Heritage Register under the Heritage Act 1995? | Prohibited uses may be permitted? | Name of Incorporated Plan under Clause 43.01-2 | Aboriginal heritage place? |
|------------|-----------------------------------------------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
| HO245      | <i>Knott No.1 Sawmill Wyelangata (GR 716835716760)</i>                                  | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO246      | <i>Marchbank Sawmill Wyelangata (GR 715289723760)</i>                                   | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO247      | <i>Knott's No. 3 Sawmill Wyelangata (GR 715203715520)</i>                               | No                             | No                                  | No                   | No                                                               | Yes Ref. No. H 1818                                                      | No                                | Nil                                            | No                         |
| HO248      | <i>Hugh Murray Memorial Cairn &amp; Plaque Colac Forrest Road Yeo (GR 728651752754)</i> | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO250      | <i>Yeodene Public Hall 130 Yeodene Birregurra Road Yeodene</i>                          | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO251      | <i>Yuulong Public hall 5655 Great Ocean Road Yuulong</i>                                | Yes                            | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
|            |                                                                                         |                                |                                     |                      |                                                                  |                                                                          |                                   |                                                |                            |
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|            |                                                                                         |                                |                                     |                      |                                                                  |                                                                          |                                   |                                                |                            |



COLAC OTWAY PLANNING SCHEME

| PS Map Ref | Heritage Place                                    | External Paint Controls Apply? | Internal Alteration Controls Apply? | Tree Controls Apply? | Outbuildings or fences which are not exempt under Clause 43.01-4 | Included on the Victorian Heritage Register under the Heritage Act 1995? | Prohibited uses may be permitted? | Name of Incorporated Plan under Clause 43.01-2 | Aboriginal heritage place? |
|------------|---------------------------------------------------|--------------------------------|-------------------------------------|----------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------------------------|
| HO300      | <i>Pier Precinct Apollo Bay</i>                   | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO301      | <i>Beeac Commercial Precinct Beeac</i>            | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO302      | <i>Beech Forest Precinct Beech Forrest</i>        | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO303      | <i>Birregurra Main Street Precinct Birregurra</i> | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO304      | <i>Birregurra Church Precinct Birregurra</i>      | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO305      | <i>Murray St Precinct Colac</i>                   | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO306      | <i>Colac Estate Housing Precinct Colac</i>        | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO307      | <i>Residential Precinct Colac</i>                 | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO308      | <i>Memorial Square Precinct Colac</i>             | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO309      | <i>Coragulac Church Precinct Coragulac</i>        | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO310      | <i>Factory Houses Precinct Cororooke</i>          | No                             | No                                  | No                   | No                                                               | No                                                                       | No                                | Nil                                            | No                         |
| HO311      | <i>Duverney St Precinct Cressy</i>                | No                             | No                                  | Yes                  | No                                                               | No                                                                       | No                                | Nil                                            | No                         |



There are two options for Council to consider. Option one is for Council to endorse the Terms of Reference. Option two is for Council not to endorse the Terms of Reference and seek further consultation with the LCCC.

Option one is the preferred option.

### **Proposal**

That Council endorse the Terms of Reference for the Lake Colac Coordinating Committee.

### **Financial and other Resource Implications**

There are no financial implications with this report.

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

There are no risk issues related to the recommendation in this report.

### **Environmental Considerations**

There are no environmental considerations related to this report.

### **Communication Strategy/Consultation**

At the 12 March 2008 meeting of the LCCC the Terms of Reference was an agenda item and discussed amongst the group. The Colac Otway Shire's Chief Executive Officer read through and explained each section of the Terms of Reference to the members of the LCCC and sought feedback from Committee members. There were no issues raised by members of the group.

The minutes of the 12 March 2008 Lake Colac Coordinating Committee read "All committee members were agreeable to this Terms of Reference."

### **Implementation**

Upon Council endorsing the Terms of Reference for the LCCC, the decision will be relayed back to the LCCC at the June meeting.

### **Conclusion**

The Terms of Reference for the LCCC will guide things such as the structure of the committee, how it will function at meetings and the roles and responsibilities of key members of the committee including the chairperson and minute taker. This will assist the committee in functioning successfully and maximising the opportunities for fruitful community partnerships.

### **Attachments**

LCCC Terms of Reference

### **Recommendation(s)**

***That Council endorse the Terms of Reference for the Lake Colac Coordinating Committee.***

~~~~~) ~~~~~



TERMS OF REFERENCE

Committee Name: **LAKE COLAC COORDINATING COMMITTEE (LCCC)**

| | |
|---------------------|---|
| Directorate | Sustainable Planning and Development |
| Responsible Officer | Mike Barrow, Manager Economic Development |
| Committee Type | Community Advisory Committee |

1. PURPOSE

BACKGROUND

The Lake Colac Management Plan was adopted by Colac Otway Shire Council in November 2002. The purpose of the Plan is to provide an ongoing framework for the community, Local and State Government agencies to manage and promote ecologically sustainable development and land use practices for Lake Colac and its catchments. The Lake Colac Management Plan recommended the formation of a committee to coordinate implementation of the Plan and the Lake Colac Coordinating Committee (LCCC) was established in March 2003.

The Lake Colac Master Plan was adopted by Council in November 2003 to drive future infrastructure and environmental development specific to the Southern Foreshore of Lake Colac. The LCCC is responsible for advising Council on the implementation of the Management Plan and the Lake Colac Master Plan.

Following a review of the Committee in 2007, and via a Council resolution in 2008, a decision was made to alter the status of the LCCC from a Committee appointed under Section 86 of the Local Government Act as a 'Committee of Council' to a 'Community Advisory Committee' with a Terms of Reference.

Scope

The Committee will:

- Provide strategic input and advice on the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan.
- Provide strategic logistical advice and support on operational matters related to the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan.
- Support planning and implementation of special projects
- Raise issues of community or Government concern in relation to Lake Colac.

2. OBJECTIVES

- To be a forum of coordinated efforts of community, Local Government and State Government agencies to implement the Lake Colac Management Plan and the Lake Colac Master Plan.
- To advise Council on the revitalisation and development of Lake Colac as a recreational, tourism, social, environmental and economic asset.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership will reflect key stakeholder interest in Lake Colac.

- 2 Colac Otway Shire Councillors (including the Mayor)
- 4 Colac Otway Shire Officers (CEO, Lake Colac Project Officer, Manager Economic Development, Manager Environment)
- 1 Parks Victoria representative
- 1 Department of Sustainability and Environment representative
- 1 Corangamite Catchment Management Authority representative
- 1 Barwon Water representative
- 10 local community representatives.

Community representatives will be selected through an Expression of Interest process managed by Colac Otway Shire Council staff.

4. DELEGATED AUTHORITY AND DECISION MAKING

In accordance with Council Committee Policy, the LCCC will act in an advisory capacity only and have no delegated authority to make decisions. The LCCC will provide advice to Council and staff to assist them in their decision making.

5. MEETING PROCEDURES

In accordance with Council Committee Policy, LCCC meetings shall be conducted generally in accordance with Processes of Municipal Government Local Law No 4 where Council has resolved that the provisions of the Local Law are to apply.

Meetings are to be held at a time and place determined by the Advisory Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

The LCCC is expected to meet four times per year or as required if an important issue arises that requires a coordinated response.

6. CHAIRPERSON

In accordance with Council Committee Policy, the position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet and internet.

7. AGENDAS AND MINUTES

In accordance with Council Committee Policy, Agendas and Minutes must be prepared for each meeting of the LCCC. The agenda must be provided to members of the committee not less than 48 hours before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a meeting of an Advisory Committee must:

- (a) contain details of the proceedings and resolutions made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the chair before being published or distributed and then formally endorsed at the subsequent meeting.

As a general rule, LCCC committees Agendas and Minutes and Attachments will be available to the public, and placed on the Internet, with the exception of reports and attachments that are confidential in nature

8. VOTING

In accordance with Council Committee Policy, Councillor and community members have voting rights. Staff provide support and advice to the committee and have no voting rights.

In the event of an equality of votes the chairperson has a second vote.

9. CONDUCT AND INTEREST PROVISIONS

In accordance with Council Committee Policy, a LCCC member must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

10. GUESTS

The group may invite guests to appear at the meeting via the approval of a majority of members. Guests may include any persons whom provide technical or other insight as appropriate from time to time. The group is encouraged to make use of guests where particular skills/experience can be provided.

11. QUORUM REQUIREMENTS

A minimum of six members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

12. REPORTING

In accordance with Council Committee Policy, the LCCC is required to prepare a formal report on an annual basis in line with its stated objectives. The report will be presented to Council for noting under Sustainable Planning and Development.

13. ADMINISTRATION SUPPORT

Administration support is provided by the Lake Colac Project Officer who will be responsible for convening meetings, and providing minutes, agendas, meeting papers, etc. In the event that the Lake Colac Project Officer is unavailable, he/she will designate these responsibilities to another member of staff and notify the Chair of such arrangements.

14. SUNSET CLAUSE

In accordance with Council Committee Policy, the LCCC will be reviewed as part of the annual Council Statutory meeting.

15. TERMS OF REFERENCE

The Terms of Reference and objectives of the LCCC are to be reviewed by the committee biennially and by Council within twelve (12) months after a general election. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the committee and be presented to Council for formal approval.

CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM | D | W |
|--|---|---|
| <p><u>GENERAL BUSINESS</u></p> <p><u>OM082204-20.1 Item for Signing and Sealing - Agreement between Colac Otway Shire and Corangamite Regional Library Corporation (CRLC)</u></p> <p><u>Recommendation</u></p> <p><i>That Council sign and seal the Service Support Agreement between Colac Otway Shire and the Corangamite Regional Library Corporation.</i></p> | | |
| <p><u>OM082204-20.2 Item for Signing & Sealing - Section 173 Agreement, 65-71 Great Ocean Road, Apollo Bay</u></p> <p><u>Recommendation</u></p> <p><i>That Council sign and seal the Section 173 Agreement between Colac Otway Shire and C & G Thomas Pty Ltd covenanting Certificate of Title Volume 8869 Folio 747 that the Common Property on the plan of subdivision shown on the endorsed plans to be developed as 18 non dedicated car spaces together with the necessary access in respect of those 18 car spaces shall be maintained and kept available for use as a car park and access ways to be accessed initially via 14 Pascoe Street only and then additionally over contiguous and proximate land which is similarly developed to implement the Parking Precinct plan. For the avoidance of doubt, the Owner agrees that the 18 car spaces and access ways to be constructed on the Common Property may be accessed and utilised by vehicles travelling to and from centrally located car parking facilities on contiguous and proximate land similarly developed so as to implement the Parking Precinct Plan. The annexed plan A is a copy of the relevant sheet of the Endorsed Plans depicting the said 18 car spaces.</i></p> | | |

| | | |
|--|--|--|
| <p><u>OM082204-20.3 Item for Signing & Sealing - Section 173 Agreement, 73-75 Great Ocean Road, Apollo Bay</u></p> <p><u>Recommendation</u></p> <p><i>That Council sign and seal the Section 173 Agreement between Colac Otway Shire and Tregellas Pty Ltd covenantee Certificate of Title Volume 3225 Folio 888 that:</i></p> <ul style="list-style-type: none"> ○ <i>The area shown as 'driveway (future office)' shown on the annexed plan A shall, until alternate access to the car park constructed on the Common Property becomes available via 14 Pascoe Street and the intervening property, remain available to facilitate access from the car park on the Common Property to Pascoe Street.</i> ○ <i>The Common Property on the plan of subdivision shall be maintained and kept available for use as a car park and access ways to be accessed initially by the driveway shown on annexed plan A, and then when alternative access to the street network becomes available via 14 Pascoe Street and contiguous and proximate land which is similarly developed to implement the Parking Precinct plan. For the avoidance of doubt, the Owner agrees that the car park and access ways to be constructed on the Common Property may be accessed and utilised by vehicles travelling to and from centrally located car parking facilities on contiguous and proximate land similarly developed so as to implement the Parking Precinct Plan.</i> | | |
|--|--|--|

Recommendation

That recommendations to items listed in the Consent Calendar, with the exception of items, be adopted.

MOVED

SECONDED

OM082204-20 GENERAL BUSINESS***OM082204-20.1 Item for Signing and Sealing - Agreement between Colac Otway Shire and Corangamite Regional Library Corporation (CRLC)***

The attached Agreement relates to a Service Support Agreement between the Shire and CRLC.

At the CRLC Board meeting held on 13 March 2008 it was resolved to approve the Services Support Agreement which documents the range of financial and other support services that the Colac Otway Shire provides to the Corporation.

The services specification as listed in the Agreement covers the following areas:

- Financial Services
- Risk Management
- Human Resources

Recommendation

That Council sign and seal the Service Support Agreement between Colac Otway Shire and the Corangamite Regional Library Corporation.

~~~~~1) ~~~~~



**OM082204-20.2      *Item for Signing & Sealing - Section 173 Agreement, 65-71 Great Ocean Road, Apollo Bay***

The applicant agreed to enter into a Section 173 Agreement as per condition 2 of Planning Permit PP122/07 that allowed for development of two shops, two offices, four dwellings and nine lot subdivision.

Condition 2 reads –

2. Prior to the development commencing, a Section 173 Agreement must be entered into between the owners and the Responsible Authority and registered on the title to the land requiring that part of the common property being 18 non dedicated car spaces and necessary accessways shown on the endorsed plans shall be maintained and kept available for use as a car park and accessways to be accessed initially via 14 Pascoe Street only, and then additionally over contiguous and proximate land which is similarly developed in a manner so as to implement the creation of the centrally located car park as depicted in the draft Apollo Bay Precinct Plan. The Responsible Authority's reasonable legal costs of the Agreement and its registration shall be paid by the permit holder.

Attached is a copy of the planning permit and a locality plan.

The Council owns land at 14 Pascoe Street which is to be used as a car park, and has reached agreement over some years to co-ordinate its development with a central car park at the rear of properties at 16, 18 and 20 Pascoe Street. Agreements have been drafted for each of the properties which will result in rear parking behind retail developments fronting Pascoe Street and Great Ocean Road, accessed through the Council land, being accessible for the public.

**Recommendation**

***That Council sign and seal the Section 173 Agreement between Colac Otway Shire and C & G Thomas Pty Ltd covenanting Certificate of Title Volume 8869 Folio 747 that the Common Property on the plan of subdivision shown on the endorsed plans to be developed as 18 non dedicated car spaces together with the necessary access in respect of those 18 car spaces shall be maintained and kept available for use as a car park and access ways to be accessed initially via 14 Pascoe Street only and then additionally over contiguous and proximate land which is similarly developed to implement the Parking Precinct plan. For the avoidance of doubt, the Owner agrees that the 18 car spaces and access ways to be constructed on the Common Property may be accessed and utilised by vehicles travelling to and from centrally located car parking facilities on contiguous and proximate land similarly developed so as to implement the Parking Precinct Plan. The annexed plan A is a copy of the relevant sheet of the Endorsed Plans depicting the said 18 car spaces.***

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**PLANNING
PERMIT**

TO:
BERNIE NOY
NOY BROTHERS BUILDING
PO BOX 223
APOLLO BAY 3233

Assessment No - 430106500
Permit No - PP122/07A
Planning Scheme - Colac-Otway Scheme
Responsible Authority - COLAC OTWAY SHIRE

ADDRESS OF THE LAND:

65-71 GREAT OCEAN ROAD, APOLLO BAY
C/A 4 SECTION 7, PARISH OF KRAMBRUK

THE PERMIT ALLOWS:

DEVELOPMENT OF TWO SHOPS, TWO OFFICES, FOUR DWELLINGS AND NINE LOT SUBDIVISION IN ACCORDANCE WITH THE ENDORSED PLANS.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT

DEVELOPMENT

Amended Plans

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans dated 5 June 2007, but modified to show:
 - a) Modified roof forms which include pitching or curving of roofing in the façade of the development to better assimilate with the surrounding area.
 - b) Nomination of rubbish storage areas for the dwellings and shops.
 - c) Nomination of mailboxes for the dwellings.
 - d) Provision of lighting at the entrances to the dwellings.
 - e) Provision of a pedestrian access pathway through the car spaces located to the north east of the development.
 - f) Nomination of materials and finishes to be used in the construction of the building.

Date Issued: 17 September 2007
Date Amended: 8 November 2007

Signature for the Responsible
Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



CONDITIONS CONTINUED FOR PERMIT NO. PP122/07A

- g) Relocation of signage panels such that signage panels are provided on the verandah fascia.
 - h) Reorientation of the staircase/ entry areas to the dwellings such that a footpath area is available to the rear of the dwelling entry points.
2. Prior to the development commencing, a Section 173 Agreement must be entered into between the owners and the Responsible Authority and registered on the title to the land requiring that part of the common property being 18 non dedicated car spaces and necessary accessways shown on the endorsed plans shall be maintained and kept available for use as a car park and accessways to be accessed initially via 14 Pascoe Street only, and then additionally over contiguous and proximate land which is similarly developed in a manner so as to implement the creation of the centrally located car park as depicted in the draft Apollo Bay Precinct Plan. The Responsible Authority's reasonable legal costs of the Agreement and its registration shall be paid by the permit holder.
3. Prior to the commencement of the use hereby permitted, all pedestrian paths and access lanes shown on the endorsed plans must be constructed to the satisfaction of the Responsible Authority and maintained to the satisfaction of the Responsible Authority.
4. Before the development starts, a traffic and parking management plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. Traffic and parking operations on and adjacent to the site must conform to this endorsed plan. The plan must include:
- a) The location of car spaces to be allocated for the dwellings, noting that eight spaces must be allocated for the dwellings.
 - b) The location of car spaces to be allocated for the Iluka component of the development, noting that eleven spaces must be allocated for this component of the development.
 - c) The signage/ method proposed to allocate car parking spaces.
 - d) The location and specifics of a direction sign advising the public of the location of the public car park. Note: This sign should not exceed 0.3 square metres in area.

Before the use starts, car spaces must be allocated as set out in the traffic and parking management plan.

Date Issued: 17 September 2007
Date Amended: 8 November 2007

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.

CONDITIONS CONTINUED FOR PERMIT NO. PP122/07A

5. Car spaces, access lanes and driveways must be kept available for these purposes at all times.

Before the use commences, the areas set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:

- a) Constructed
- b) Properly formed to such levels that they can be used in accordance with the plans
- c) Surfaced with an all weather seal coat
- d) Drained
- e) Line marked to indicate each car space and all access lanes
- f) Clearly marked to show the direction of traffic along access lanes and driveways

to the satisfaction of the Responsible Authority.

Car spaces, access lanes and driveways must be kept available for these purposes at all times. The Responsible Authority may allow some elements of the above works to be deferred to its satisfaction to allow for the implementation of a combined central car park on the land and on contiguous land.

Lighting

6. Prior to the use/ development commencing, low intensity lighting must be provided to the satisfaction of the Responsible Authority to ensure that car park areas and pedestrian access-ways are adequately illuminated during evening periods without any loss of amenity to occupiers of nearby land.

Prior to the development commencing, low intensity lighting must be provided to the satisfaction of the Responsible Authority to ensure that car park areas and pedestrian access-ways are adequately illuminated during evening periods without any loss of amenity to occupiers of nearby land.

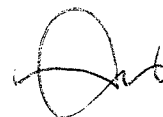
Drainage

7. Prior to the commencement of the development, a drainage plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plan must show the detention of stormwater on the site so that the discharge rate post development does not exceed the pre development discharge rate. Construction of the drainage system, and all run off from stormwater, including overflow from water storage, shall be taken to a legal point of discharge to the satisfaction of the Responsible Authority. The drainage plan must be implemented to the satisfaction of the Responsible Authority prior to the occupation of any part of the development. The permit holder must satisfy this drainage condition by the implementation to the satisfaction of the Responsible Authority of a combined drainage scheme which provides for the drainage of the land and contiguous land. The drainage plan may be implemented in stages to the satisfaction of the Responsible Authority.

Date Issued: 17 September 2007
Date Amended: 8 November 2007

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



CONDITIONS CONTINUED FOR PERMIT NO. PP122/07A

Construction Management Phase

8. Prior to commencement of any construction on this site, a detailed Construction Management Plan must be submitted to and approved by the Responsible Authority. This plan must detail the following:
- a) A staging plan for all construction phases including indicative dates for commencement and completion.
 - b) Intended access for construction vehicles.
 - c) Engineering assessment of assets that will be impacted on by construction and recommended techniques to minimise any adverse impact.
 - d) Details of actions to be implemented to in the event of damage to abutting assets.
 - e) Details of where construction personnel will park.
 - f) Hours/days of construction.
 - g) Phone numbers of on-site personnel or other supervisory staff to be contactable in the event of issues arising on site.
 - h) Details of site cleanliness and clean up regimes.
 - i) Material storage.
 - j) Dust suppression.

When approved this Construction Management Plan shall form part of this permit as it relates to the development.

9. All development and works must be carried out in accordance with the Construction Management Plan required by the above condition and endorsed under this permit, to the satisfaction of the Responsible Authority.
10. During the construction phase of the development, the following conditions must be met:
- (a) Only clean rainwater shall be discharged to the stormwater drainage system;
 - (b) Stormwater drainage system protection measures shall be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enters the stormwater drainage system;
 - (c) Vehicle borne material from the premises shall not accumulate on the roads abutting the site;
 - (d) All machinery and equipment must be cleaned (if required) on site and not on adjacent footpaths or roads;
 - (e) Fencing is to be fitted and installed so as to ensure safe access for pedestrians; and,
 - (f) All litter (including items such as cement bags, food packaging and plastic strapping) must be contained on site;

to the satisfaction of the Responsible Authority.

Date Issued: 17 September 2007
Date Amended: 8 November 2007

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



CONDITIONS CONTINUED FOR PERMIT NO. PP122/07A

Plant

11. No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the ridge of the building(s) without the written consent of the Responsible Authority.

Datum Point

12. Prior to the commencement of any construction on the site a datum point must be set in an accessible secure place immediately adjacent to the front boundary of the property setting natural ground level to enable checking of frame/wall/roof heights as construction proceeds. This datum point must not be affected during construction. Details of this datum point and natural ground level must be provided on plans prior to any construction commencing on the site to the satisfaction of the Responsible Authority.

Lighting

13. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land or road reserve.

Waste

14. All waste material not required for further on-site processing must be regularly removed from the site to the satisfaction of the Responsible Authority.

Walls on Boundaries

15. All external walls on or facing property boundaries must be cleaned and finished to the satisfaction of the Responsible Authority.

Amenity

16. The amenity of the area must not be detrimentally affected by the use or development through the:
- a) Transport of materials, goods or commodities to or from the land;
 - b) Appearance of any building, works or materials;
 - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - d) Presence of vermin;

to the satisfaction of the Responsible Authority.

Signage

17. The signs must not be illuminated by external or internal light except with the written consent of the Responsible Authority.

Date Issued: 17 September 2007
Date Amended: 8 November 2007

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



CONDITIONS CONTINUED FOR PERMIT NO. PP122/07A

SUBDIVISION

18. Prior to the certification of the Plan of Subdivision, the plan of subdivision must be amended to show the following changes to the satisfaction of Responsible Authority:
- a) The eight spaces for the dwellings and the eight spaces for the Iluka component to be allocated to those uses and excluded from the common property area.
19. Prior to the certification of the Plan of Subdivision all easements deemed necessary to protect existing or future drainage lines within the subject site, and any easements required between the subject site and the nominated legal point of discharge must be created to the satisfaction of the Responsible Authority.
20. Prior to the issue of a Statement of Compliance for the subdivision, the subdivider must:
- Construct the stormwater detention system in accordance with the approved plan;
 - Construct and line mark the car parking area;
- all to the satisfaction of the Responsible Authority, unless the Responsible Authority otherwise agrees to defer the completion of stages of the work in order to accommodate the implementation of the centrally located carpark.
21. The time limit for the commencement of the subdivision hereby approved is two years from the date of issue of this permit and it must be completed within five years of the date of the subdivision plan.

Condition Required By Telstra

22. That the plan of subdivision submitted for certification be referred to Telstra in accordance with Section 8 of the Subdivision Act 1988.
24. Telstra will not consent to the issue of a Statement of Compliance until such time as the applicant provides satisfactory evidence of compliance with the above conditions

Conditions Required by Tenix

25. Easements in favour of SPI Networks (Gas) Pty Ltd must be created on the plan to the satisfaction of SP AusNet (Gas).
26. The plan of subdivision submitted for certification must be referred to SP AusNet (Gas) in accordance with Section 8 of the Subdivision Act 1988.

Date Issued: 17 September 2007
Date Amended: 8 November 2007

Signature for the Responsible
Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



CONDITIONS CONTINUED FOR PERMIT NO. PP122/07A

Conditions Required by Barwon Water

General

27. The creation of easements over all existing and proposed sewers located within the subdivision in favour of the Barwon Region Water Authority. The width of the easement is to be 2.0m, centrally located over the sewer mains.
28. Any plan submitted under the Subdivision Act 1988 must be forwarded to Barwon Water under Section 8 of the Act.
29. The creation of a Body Corporate to encumber all lots within the subdivision.

Water

30. The provision and installation of individual water services including meters to all lots in the subdivision in accordance with Barwon Water's requirements and Victorian Plumbing Regulations. A dimensioned plan showing location of all meters relative to the allotment boundaries, and its number(s), is to be submitted. Note that tapplings and services are not to be located under existing or proposed driveways.
31. The payment of New Customer Contributions for each individual lot created and/or each additional metered connection for water supply within the subdivision.
32. An additional tapping(s) is to be supplied to service the proposed development. A dimensioned plan showing location of all new tapplings relative to the allotment boundaries, and its number(s), is to be submitted, where a meter is not being fitted. Note that tapplings and services are not to be located under existing or proposed driveways.
33. Barwon Water's records indicate that an existing water service and meter is located on this property. A dimensioned plan showing the location of existing boundaries, and its number, is to be submitted. Private water service pipes are not permitted to cross allotment boundaries and must be plugged and abandoned at the boundaries of such allotments.

Sewer

34. The provision of sewerage services to all lots in the subdivision in accordance with Barwon Water's requirements and Victorian Plumbing Regulations. Individual allotment house connection drains are to be provided for and extend into each allotment.

Date Issued: 17 September 2007
Date Amended: 8 November 2007

**Signature for the Responsible
Authority:**

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



CONDITIONS CONTINUED FOR PERMIT NO. PP122/07A

35. The payment of New Customer Contributions for sewer for each additional lot created and/or each additional metered connection within the subdivision.
36. Reticulated sewer mains or a sewer main extension are required to service the proposed development. Note that 'ILUKA' lot is remote from sewer unless incorporated into the Body Corporate.
37. The provision of a separate sewer connection branch to all lots in the subdivision in accordance with Barwon Water's requirements, Victorian Plumbing Regulations, and all relative statutory regulations.

Conditions Required by Powercor

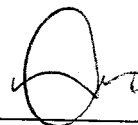
38. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd (Powercor) in accordance with Section 8 of that Act.
39. The applicant shall:
 - Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards (A payment to cover the cost of such work will be required). In the event that a supply is not provided the applicant shall provide a written undertaking to Powercor Australia Ltd that prospective purchasers will be so informed.
 - Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry.
 - Set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision.

Alternatively, at the discretion of Powercor Australia Ltd a lease(s) of the site(s) and for easements for associated powerlines, cables and access ways shall be provided. Such a lease shall be for a period of 30 years at a nominal rental with a right to extend the lease for a further 30 years. Powercor Australia Ltd will register such leases on the title by way of a caveat prior to the registration of the plan of subdivision.

Date Issued: 17 September 2007
Date Amended: 8 November 2007

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



CONDITIONS CONTINUED FOR PERMIT NO. PP122/07A

- Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall Show on the plan an easement(s) in favour of "Powercor Australia Ltd" for the purpose of:
 - o Power supply (underground).
 - o Power supply (overhead).
 - o Distribution of Electricity.
- Obtain for the use of Powercor Australia Ltd any other easement external to the subdivision required to service the lots.
- Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.
- Obtain Powercor Australia Ltd's approval for lot boundaries within any area affected by an easement for a power-line and for the construction of any works in such an area.
- Provide to Powercor Australia Ltd., a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

Expiry of permit:

In accordance with Section 68 of the Planning and Environment Act 1987, this permit will expire if one of the following circumstances applies:

- The development and use are not started before 17 September 2009
- The development is not completed before 17 September 2011

In accordance with Section 69 of the Planning and Environment Act 1987, the Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within three months afterwards.

Date Issued: 17 September 2007
Date Amended: 8 November 2007

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



CONDITIONS CONTINUED FOR PERMIT NO. PP122/07A

THIS PERMIT HAS BEEN AMENDED AS FOLLOWS:

| Date of amendment | Brief description of amendment |
|-------------------|--|
| 8 November 2007 | Changes to conditions 2, 5, 6, 7 and 20 to facilitate a coordinated approach to a centrally located car parking area and associated drainage for development in this section of Pascoe Street. |

Date Issued: 17 September 2007
Date Amended: 8 November 2007

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



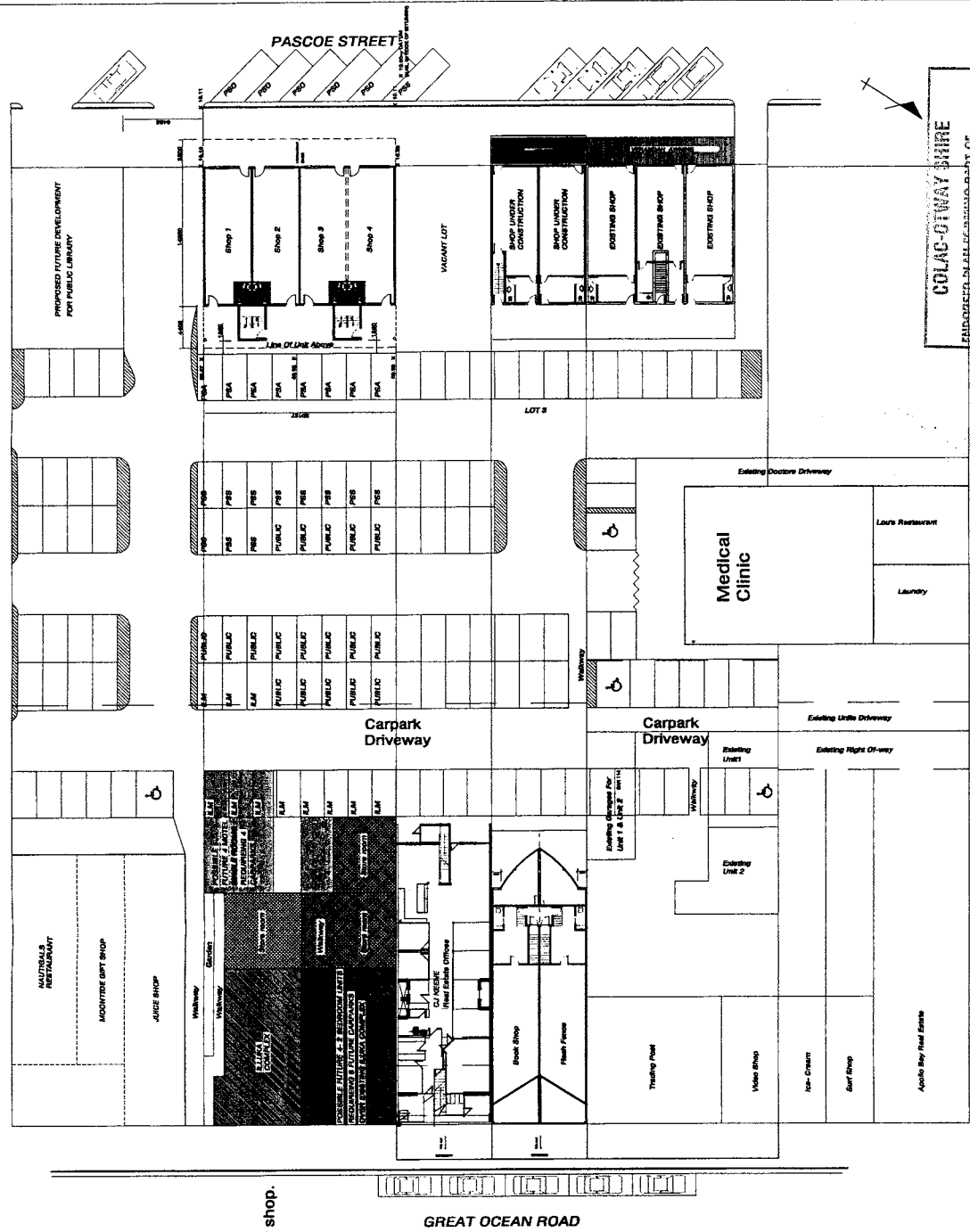
PROPOSED OVERALL SITE PLAN WITH CAR PARKING DETAILS

PROPOSED CAR PARKS TOTAL= 54

EXTRA ON-STREET PARKS CREATED= 6

NUMBER OF CAR PARKS REQUIRED: 36 SPACES

- (ILM) * The Iliuka Commercial shop will require 11 car spaces.
 - (PSS) * 300sqm of shop space x 3.5 car spaces per 100sqm = 10.50 spaces
 - (PSS) * Proposed 2 shops along Pascoe street will require 12 car spaces.
 - (PSS) * 64sqm per shop, 8 car spaces per 100sqm of shop floor = 5.12 spaces per shop.
 - (PSA) * Proposed 4 units above shops on Pascoe street require 8 car spaces.
 - (PSO) * 2 car spaces per 3 bedroom apartment.
 - (PSO) * Proposed Benglgo Bank Office requires 5 car spaces.
 - (PSO) * 129.5sqm of office floor, 3.5 spaces per 100sqm = 4.52 car spaces
- 18 Public Car spaces created with proposal.



COLLAC-GUYAY SHIRE
 ENDORSED PLAN FOR THE REPORT OF
 PLANNING PERMIT NO. P172-107A
 ISSUED DATE 8 NOV 07
 SHEET 6 of 6



DESIGN: Bernard M Noy
 PLANS BY: Noy Brothers Building
 DATE: 11th October 2007
 SCALE: 1:500

STEEL SIZE/DETAILS:
 Designed & Specified by the Engineer
 JOB NO:
 BEN07/08

DESIGN: Bernard M Noy
 PLANS BY: Noy Brothers Building
 DATE: 11th October 2007
 SCALE: 1:500

JOB REFERENCE:
 TOWN PLANNING PLANS
 SHOPS, OFFICES AND APARTMENTS & CARPARKING
 LOT 65-71 GREAT OCEAN ROAD,
 FRONTING PASCOE STREET
 APOLLO BAY, VICTORIA

PHONE: (03) 5237 7880
 FAX: (03) 5237 6630

CONTACT:

SHEET: 13 OF 18

SCALE: 1:500

APOLLO BAY REAL ESTATE

Revisions for planning permit specifications, OCT 11th 2007

www.noybrothersbuilding.com.au

PLANNING DEPARTMENT Admin Map



Title :



There are no features selected with textual information.
There are no features selected with textual information.
There are no features selected with textual information.

Legend

| | | | |
|--|-----------------|--|---------------------------------------|
| | Overlays - ALL | | PUBLIC CONSERVATION AND RESOURCE ZONE |
| | Planning Apps | | ROAD ZONE - CATEGORY 1 |
| | Property | | FARMING ZONE |
| | Parcel | | RURAL LIVING ZONE |
| | Parcel Proposed | | TOWNSHIP ZONE |
| | Crown Land | | PUBLIC USE ZONE - EDUCATION |
| | Easement | | PUBLIC PARK AND RECREATION ZONE |
| | Watercourse | | INDUSTRIAL 1 ZONE |
| | Floodway (CMA) | | RESIDENTIAL 1 ZONE |
| | Floodplan (CMA) | | BUSINESS 1 ZONE |
| | | | BUSINESS 4 ZONE |
| | | | LOW DENSITY RESIDENTIAL ZONE |
| | | | PUBLIC USE ZONE - TRANSPORT |
| | | | INDUSTRIAL 3 ZONE |
| | | | RURAL CONSERVATION ZONE - SCHEDULE 2 |
| | | | INDUSTRIAL 2 ZONE |
| | | | SPECIAL USE ZONE - SCHEDULE 1 |
| | | | URBAN FLOODWAY ZONE |

** Not all layers depicted here are necessarily shown on map **

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Colac Otway Shire
2-6 Rae Street.
COLAC. VIC. 3250
Ph: 03 5232 9400
Fax: 03 5232 1046
Email:
info@colacotway.vic.gov.au
Web:
www.colacotway.vic.gov.au



This map is produced on the Geocentric Datum of Australia (GDA94). GDA94 supersedes the Australian Geodetic Datum 1966 (AGD66).
Colac-Otway Shire Council uses the Map Grid of Australia (MGA94) Zone 54 projection.

OM082204-20.3 *Item for Signing & Sealing - Section 173 Agreement, 73-75 Great Ocean Road, Apollo Bay*

The applicant agreed to enter into a Section 173 Agreement after consultation with Council in satisfactorily addressing conditions 8 and 9 of the Planning Permit P02/296B that allowed for the construction of three (3) offices & six (6) units amendment and the construction of a garage over carpark.

Conditions 8 & 9 read –

8. *The office adjacent to the northern boundary fronting Pascoe Street must not be constructed until such time as alternative permanent legal access is provided to the internal carparking area, to the satisfaction of the Responsible Authority.*
9. *That the use and development must be in accordance with the draft Apollo Bay Parking Precinct Plan.*

Attached is a copy of the planning permit and a locality plan.

The Council owns land at 14 Pascoe Street which is to be used as a car park, and has reached agreement over some years to co-ordinate its development with a central car park at the rear of properties at 16, 18 and 20 Pascoe Street. Agreements have been drafted for each of the properties which will result in rear parking behind retail developments fronting Pascoe Street and Great Ocean Road, accessed through the Council land, being accessible for the public.

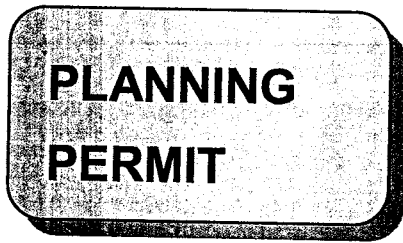
Recommendation

That Council sign and seal the Section 173 Agreement between Colac Otway Shire and Tregellas Pty Ltd covenanting Certificate of Title Volume 3225 Folio 888 that:

- ***The area shown as 'driveway (future office)' shown on the annexed plan A shall, until alternate access to the car park constructed on the Common Property becomes available via 14 Pascoe Street and the intervening property, remain available to facilitate access from the car park on the Common Property to Pascoe Street.***
- ***The Common Property on the plan of subdivision shall be maintained and kept available for use as a car park and access ways to be accessed initially by the driveway shown on annexed plan A, and then when alternative access to the street network becomes available via 14 Pascoe Street and contiguous and proximate land which is similarly developed to implement the Parking Precinct plan. For the avoidance of doubt, the Owner agrees that the car park and access ways to be constructed on the Common Property may be accessed and utilised by vehicles travelling to and from centrally located car parking facilities on contiguous and proximate land similarly developed so as to implement the Parking Precinct Plan.***

-----~\)





TO:
G DELARUE
P O BOX 92
COLAC 3250

Assessment No - 430107300
Permit No - P02/296B
Planning Scheme - Colac-Otway Scheme
Responsible Authority - COLAC OTWAY SHIRE

ADDRESS OF THE LAND:

73-75 GREAT OCEAN ROAD, APOLLO BAY
LOT 1 PS602562, PARISH OF KRAMBRUK

THE PERMIT ALLOWS:

THE CONSTRUCTION OF THREE (3) OFFICES & SIX (6) UNITS AMENDMENT -
CONSTRUCT A GARAGE OVER CARPARK IN ACCORDANCE WITH THE
ENDORSED PLANS.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT

1. Access onto and within the property shall be constructed to the satisfaction of the Responsible Authority.
2. Where a concrete driveway is proposed the construction requirements shall be in accordance with the Colac-Otway Shire's Standard Vehicles Crossing drawing.
3. The driveway must enter the roadway perpendicular to the roads centre line and be in a safe location for users, pedestrians, cyclists and motorists by consideration of both vertical and horizontal sight distance to the satisfaction of the Responsible Authority.
4. The roof and exterior walls shall be constructed of a non-reflective material which will effectively blend the development in with the natural colours of the surrounding landscape (ie. not white, off-white, beige, cream, fawn, light yellow or similar colour, galvanised or zincalume).

Date Issued: 20 September 2002
Date Amended: 13 November 2006
Date Amended: 11 January 2008

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.

CONDITIONS CONTINUED FOR PERMIT NO. P02/296B

5. Prior to commencement of the use, areas set aside for parked vehicles and access lanes as shown on the endorsed plans must be:-
- (a) Constructed to the satisfaction of the Responsible Authority.
 - (b) Properly formed to such levels that they can be used in accordance with the plans.
 - (c) Surfaced with a hot mix finish to the satisfaction of the Responsible Authority.
 - (d) Drained and maintained to the satisfaction of the Responsible Authority.
 - (e) Line-marked to indicate each car space and all access lanes to the satisfaction of the Responsible Authority.

Parking areas and access lanes must be kept available for these purposes at all times.

6. The surface of the car park area must be treated to the satisfaction of the Responsible Authority to prevent dust causing loss of amenity to the neighbourhood.
7. In areas set aside for car parking, measures must be taken to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
8. The office adjacent to the northern boundary fronting Pascoe Street must not be constructed until such time as alternative permanent legal access is provided to the internal carparking area, to the satisfaction of the Responsible Authority.
9. That the use and development must be in accordance with the draft Apollo Bay Parking Precinct Plan.
10. The layout of the site and the size of the proposed buildings and works as shown on the endorsed plans shall not be altered or modified without the consent of the Responsible Authority.
11. Exterior lights shall be installed in such positions so as to effectively illuminate all pertinent public areas and shall be connected to a time clock switch or other approved systems to the satisfaction of the Responsible Authority.
12. If the development authorised by this permit is not completed within two (2) years, this permit shall expire, unless an extension of time is approved by the Responsible Authority. The written request for an extension of time must be received before 3 months have elapsed after the date of expiry.

Date Issued: 20 September 2002
Date Amended: 13 November 2006
Date Amended: 11 January 2008

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.



CONDITIONS CONTINUED FOR PERMIT NO. P02/296B

13. The plan of subdivision submitted for certification under the Subdivision of Land Act 1988 shall be referred to Powercor Australia Ltd (Powercor) in accordance with Section 8 of that Act.
14. The applicant shall :-
- a. Enter into negotiations with Powercor prior to the lodging of a Plan of Subdivision for certification. An agreement may be required with Powercor for the supply of electricity to each lot and for the extension, augmentation or re-arrangement of any existing electricity supply system as required by Powercor, subject to Powercor being able to provide a supply of electricity. (A payment to cover the cost of such work will be required). In the event that a supply cannot be provided the applicant shall provide a written undertaking to Powercor that prospective purchasers will be so informed.
 - b. Re-arrange to the satisfaction of Powercor, any existing private lines that cross boundaries of the proposed lots to supply existing installations. Such lines shall be constructed with underground cables.
 - c. Provide easements or set aside reserves satisfactory to Powercor, where easements or reserves have not been otherwise provided, for all existing and new Powercor electric lines and substations on the land required to service the lots and adjoining land, save for lines and substations located, or to be located, on public roads set out on the plan. These easements and reserves shall be "in favour of Powercor Australia Ltd".
 - d. Provide to Powercor Australia Ltd., a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.

NOTES:

1. Building approval is required prior to commencement of construction.
2. This permit was extended on 13 November 2006 and will now expire on 20 September 2008, unless a further extension is granted.


THIS PERMIT HAS BEEN AMENDED AS FOLLOWS:

| Date of amendment | Brief description of amendment |
|-------------------|--|
| 13 November 2006 | <ul style="list-style-type: none">• Condition 8 added to ensure legal access is maintained to internal car parking area.• Subsequent conditions renumbered• Note 2 added |
| 11 January 2008 | <ul style="list-style-type: none">• Amended plans approved |

Date Issued: 20 September 2002
Date Amended: 13 November 2006
Date Amended: 11 January 2008

Signature for the Responsible Authority:

Note: Under Part 4, Division 1A of the Planning and Environment Act 1987, a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.





PLANNING DEPARTMENT
Admin Map



There are no features selected with textual information.
 There are no features selected with textual information.
 There are no features selected with textual information.

| | | | |
|---|--|---|--|
| <p>Legend</p> <ul style="list-style-type: none"> Overlays - ALL Planning Apps Property Parcel Parcel Proposed Crown Land Easement Watercourse Floodway (CMA) Floodplan (CMA) | | <ul style="list-style-type: none"> PUBLIC CONSERVATION AND RESOURCE ZONE ROAD ZONE - CATEGORY 1 FARMING ZONE RURAL LIVING ZONE TOWNSHIP ZONE PUBLIC USE ZONE - EDUCATION PUBLIC PARK AND RECREATION ZONE INDUSTRIAL 1 ZONE RESIDENTIAL 1 ZONE BUSINESS 1 ZONE BUSINESS 4 ZONE LOW DENSITY RESIDENTIAL ZONE PUBLIC USE ZONE - TRANSPORT INDUSTRIAL 3 ZONE RURAL CONSERVATION ZONE - SCHEDULE 2 INDUSTRIAL 2 ZONE SPECIAL USE ZONE - SCHEDULE 1 URBAN FLOODWAY ZONE | <p>Disclaimer</p> <p>Contains VICMAP Information
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| <p>** Not all layers depicted here are necessarily shown on map **</p> | | <p>Colac Otway Shire
 2-6 Rae Street.
 COLAC, VIC. 3250
 Ph: 03 5232 9400
 Fax: 03 5232 1046
 Email:
 ing@colacotway.vic.gov.au
 Web:
 www.colacotway.vic.gov.au</p> | <p> This map is produced on the Geocentric Datum of Australia (GDA94). GDA94 supersedes the Australian Geodetic Datum 1966 (AGD66). Colac-Otway Shire Council uses the Map Grid of Australia (MGA94) Zone 54 projection.</p> |

CONSENT CALENDAR

OFFICERS' REPORT

D = Discussion
W = Withdrawal

| ITEM | D | W |
|---|---|---|
| <p><u>NOTICES OF MOTION</u></p> <p><u>OM082204-21.1 Notice of Motion No. 137-07/08</u>
 <u>Consideration of Additional Documentation for Proposed Planning Scheme Amendment C29 (Cr Wilmink)</u></p> <p><u>Recommendation</u></p> <p><i>That Council consider the content of this Notice of Motion.</i></p> | | |
| <p><u>OM082204-21.2 Notice of Motion No 138-07/08</u>
 <u>Groundwater Extraction - Gellibrand Valley Aquifer (Cr Smith)</u></p> <p><u>Recommendation</u></p> <p><i>That Council consider the content of this Notice of Motion.</i></p> | | |
| <p><u>OM082204-21.3 Notice of Motion No. 139-07/08</u>
 <u>reference Document for Proposed Planning Scheme Amendment C29 (Cr Wilmink)</u></p> <p><u>Recommendation</u></p> <p><i>That Council consider the content of this Notice of Motion.</i></p> | | |
| <p><u>OM082204-21.4 Notice of Motin No. 140-07/08</u>
 <u>Consideration to Defer Planning Scheme Amendment C29 (Cr Wilmink)</u></p> <p><u>Recommendation</u></p> <p><i>That Council consider the content of this Notice of Motion.</i></p> | | |

Recommendation
That recommendations to items listed in the Consent Calendar, with the exception of items, be adopted.

MOVED

SECONDED

OM082204-21 NOTICES OF MOTION

OM082204-21.1 Notice of Motion No. 137-07/08 Consideration of Additional Documentation for Proposed Planning Scheme Amendment C29 (Cr Wilmink)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on Tuesday 22 April 2008:

That the: "Great Ocean Green – Preliminary Cut & Fill Schematic Plan – Date: 26th February 2007", or the current version thereof, be added to the documentation for proposed Colac Otway Planning Scheme Amendment C29; that all councillors be provided with a copy of this plan, and that they have a minimum of two working days after receiving this plan before having to consider the proposed Amendment C29.

I ask that note be taken that: 'Total cut is 703,535 m3, all from the western areas of the site; and that

'Depth of cut from existing level' is down to -13.5: -5 metres on this map, while it states in the CDZ –

"COLAC OTWAY PLANNING SCHEME (Page 1 of 2)

SCHEDULE 6 TO THE ENVIRONMENTAL SIGNIFICANCE OVERLAY
Shown on the planning scheme map as ESO6.

GREAT OCEAN GREEN – ACID SULFATE SOILS

1.0 Statement of environmental significance

The general elevation of area is between 1.9m to 5.5m AHD, rising to a maximum of 12.2 AHD in the northwestern corner of the Site. The level of the majority of the site is below the 5m AHD threshold level, which is associated, or may have the potential to have developed AASS and PASS

2.0 Environmental objectives to be achieved

To avoid the disturbance of Acid Sulfate Soils wherever possible. . . ."

Recommendation

That Council consider the content of this Notice of Motion.

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**OM082204-21.2      Notice of Motion No 138-07/08 Groundwater Extraction -  
Gellibrand Valley Aquifer (Cr Smith)**

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on Tuesday 22 April 2008:

*That Council, although it is outside our area of authority and responsibility, recognises the community's concern regarding the potential impacts of ground water extraction from the Gellibrand Valley Aquifer*

**Recommendation**

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

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OM082204-21.3 Notice of Motion No. 139-07/08 reference Document for Proposed Planning Scheme Amendment C29 (Cr Wilmink)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on Tuesday 22 April 2008:

That the Corangamite Catchment Management Authority – Floodplain Management Strategy, April 2002, be used as a reference document for proposed Colac Otway Planning Scheme Amendment C29, as required by the:

The State Planning Policy Framework - 15.02 Floodplain management (where it states;)

“Planning authorities should have regard to the following documents when preparing planning schemes for areas affected by flooding: . . .

- Any floodplain management manual of policy and practice, or catchment management or floodplain management strategy adopted by the relevant responsible management authority.”*

Recommendation

That Council consider the content of this Notice of Motion.

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**OM082204-21.4      Notice of Motin No. 140-07/08 Consideration to Defer Planning Scheme Amendment C29 (Cr Wilmink)**

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on Tuesday 22 April 2008:

*That that Council moves to defer any further position on C29 until the Victorian Governments Future Coasts project is completed and therefore:*

- *Council requests the Minister of Planning for an extension of time until 30 November 2009 to consider the proposed C29 amendment, so that the amendment doesn't lapse whilst Council waits for the State Governments Future Coasts report.*
- *Council considers the Future Coasts report as soon as it is released, and that*
- *Council considers the findings of the report, identifies any policy or practice which it considers to be relevant to proposed Amendment C29, and refers the report to the applicant for the rezoning inviting them to address the issues in the report as they may relate to their proposal.*

**Recommendation**

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

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**Recommendation**

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

| <b><i>SUBJECT</i></b>            | <b><i>REASON</i></b>                                                                                         | <b><i>SECTION OF ACT</i></b>                                             |
|----------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b><i>Minutes</i></b>            | <b><i>Matter which may prejudice Council or any person</i></b>                                               | <b><i>Section 89(2)(h)</i></b>                                           |
| <b><i>Contractual Matter</i></b> | <b><i>• Contractual Matter<br/>• Legal Advice<br/>• Matter which may prejudice Council or any person</i></b> | <b><i>Section 89(2)(d)<br/>Section 89(2)(f)<br/>Section 89(2)(h)</i></b> |
|                                  |                                                                                                              |                                                                          |