



**Colac Otway  
SHIRE**

**AGENDA**

**ORDINARY COUNCIL MEETING**

**OF THE**

**COLAC-OTWAY SHIRE**

**COUNCIL**

**22 JULY 2008**

**at 3.00 pm**

**COPACC Meeting Room  
Rae Street, Colac**

# COLAC-OTWAY SHIRE COUNCIL MEETING

22 JULY 2008

## TABLE OF CONTENTS

### OFFICERS' REPORTS

#### CHIEF EXECUTIVE OFFICER

OM082207-1	CEO'S PROGRESS REPORT TO COUNCIL.....	8
OM082207-2	COLAC OTWAY SHIRE'S NOMINATION TO THE G21 BOARD .....	19

#### CORPORATE AND COMMUNITY SERVICES

OM082207-3	ADOPTION OF THE 2008/2009 BUDGET .....	26
OM082207-4	REVIEW OF DELEGATION TO CHIEF EXECUTIVE OFFICER .....	33
OM082207-5	CORANGAMITE REGIONAL LIBRARY CORPORATION (CRLC) AGREEMENT.....	36
OM082207-6	BRANCH LIBRARY DESIGN PRINCIPLES .....	39
OM082207-7	POSITIVE AGEING STRATEGY.....	43

#### INFRASTRUCTURE

OM082207-8	DECLARATION OF A ROAD CLOSURE - WEST BARWON RESERVOIR ..	51
OM082207-9	DECLARATION OF ROAD CLOSURE - OLANGOLAH RESERVOIR .....	53
OM082207-10	SPECIAL CHARGE SCHEME - MARKS STREET, COLAC .....	55
OM082207-11	PROPOSED LEASE AGREEMENT, CROWS NEST TOWER, TUXION ROAD, APOLLO BAY .....	59

#### GENERAL BUSINESS

##### **OM082207-12 GENERAL BUSINESS**

OM082207-12.1	Item for Signing and Sealing - Memorandum of Understanding between Colac Otway Shire and the Friends of the Colac Botanic Gardens .....	64
OM082207-12.2	Item for Signing and Sealing – Agreement for the Sale of Electricity – Contract 0806 Electricity Supply to Public Lighting .....	65
OM082207-12.3	Item for Signing and Sealing - Section 177 to end three (3) Section 173 Agreements, 1 Dollar Drive, Separation Creek .....	66

NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** will be held in the COPACC Meeting Room, Rae Street, Colac on 22 July 2008 at 3.00 pm.

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## AGENDA

**1. OPENING PRAYER**

**2. PRESENT**

**3. APOLOGIES**

**4. MAYORAL STATEMENT**

Colac Otway Shire encourages active community input and participation in Council decisions. Council meetings provide one of these opportunities as members of the community may ask questions relating to matters being considered by Council at the current meeting. Questions not related to current agenda items can be made in writing and will be addressed if received within two days of the Council meeting. Council meetings also enable Councillors to debate matters prior to decisions being taken.

I ask that we all respect each other during this process by:

- being courteous and respectful in the way in which you speak;
- not speaking unless you have been permitted to by me as chairperson;
- respecting the local laws which govern meeting procedure (copies of these are here for your information); and
- understanding that I have a responsibility to ensure proper meeting procedure and the upholding of the local law.

Thank you, now question time. 30 minutes is allowed for question time.

1. Questions received in writing prior to the meeting
2. Questions from the floor

**5. QUESTION TIME**

**6. DECLARATION OF INTEREST**

## **7. CONFIRMATION OF MINUTES**

- Ordinary Meeting of the Colac-Otway Shire Council held on the 24/06/08.

### **Recommendation**

That Council confirm the above minutes.

- Special Meeting of the Colac-Otway Shire Council held on the 15/07/08.

### **Recommendation**

That Council confirm the above minutes.

## **OFFICERS' REPORTS**

### **Chief Executive Officer**

- OM082207-1 CEO'S PROGRESS REPORT TO COUNCIL
- OM082207-2 COLAC OTWAY SHIRE'S NOMINATION TO THE G21 BOARD

### **Corporate and Community Services**

- OM082207-3 ADOPTION OF THE 2008/2009 BUDGET
- OM082207-4 REVIEW OF DELEGATION TO CHIEF EXECUTIVE OFFICER
- OM082207-5 CORANGAMITE REGIONAL LIBRARY CORPORATION (CRLC) AGREEMENT
- OM082207-6 BRANCH LIBRARY DESIGN PRINCIPLES
- OM082207-7 POSITIVE AGEING STRATEGY

### **Infrastructure**

- OM082207-8 DECLARATION OF A ROAD CLOSURE - WEST BARWON RESERVOIR
- OM082207-9 DECLARATION OF ROAD CLOSURE - OLANGOLAH RESERVOIR
- OM082207-10 SPECIAL CHARGE SCHEME - MARKS STREET, COLAC
- OM082207-11 PROPOSED LEASE AGREEMENT, CROWS NEST TOWER, TUXION ROAD, APOLLO BAY

## **GENERAL BUSINESS**

### **OM082207-12 General Business**

- OM082207-12.1 ITEM FOR SIGNING AND SEALING - MEMORANDUM OF UNDERSTANDING BETWEEN COLAC OTWAY SHIRE AND THE FRIENDS OF THE COLAC BOTANIC GARDENS

- OM082207-12.2 ITEM FOR SIGNING AND SEALING – AGREEMENT FOR THE SALE OF  
ELECTRICITY – CONTRACT 0806 ELECTRICITY SUPPLY TO PUBLIC  
LIGHTING
- OM082207-12.3 ITEM FOR SIGNING AND SEALING - SECTION 177 TO END THREE (3)  
SECTION 173 AGREEMENTS, 1 DOLLAR DRIVE, SEPARATION CREEK

**Tracey Slatter**  
**Chief Executive Officer**

## CONSENT CALENDAR

### OFFICERS' REPORT

D = Discussion

W = Withdrawal

ITEM	D	W
<p><b><u>CHIEF EXECUTIVE OFFICER</u></b></p> <p><b><u>OM082207-1 CEO'S PROGRESS REPORT TO COUNCIL</u></b></p> <p>Department: Executive</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council</i></p> <ol style="list-style-type: none"> <li>1. <i>Endorse the comments on Constitutional Recognition for Local Government and forward the "Handling Notes and Feedback" form to the Australian Local Government Association, and</i></li> <li>2. <i>Receive the CEO's Progress Report to Council for information.</i></li> </ol>		
<p><b><u>OM082207-2 COLAC OTWAY SHIRE'S NOMINATION TO THE G21 BOARD</u></b></p> <p>Department: Executive</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council nominate the following persons to the G21 Board positions:</i></p> <ul style="list-style-type: none"> <li>• <i>Member - Tracey Slatter, Chief Executive Officer</i></li> <li>• <i>Council Nominated Director - Tracey Slatter, Chief Executive Officer</i></li> <li>• <i>Council Nominated Alternate Representative - Cr Chris Smith, Mayor</i></li> </ul>		

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

**OM082207-1 CEO'S PROGRESS REPORT TO COUNCIL**

AUTHOR: Tracey Slatter  
DEPARTMENT: Executive

ENDORSED: Tracey Slatter  
FILE REF: GEN00460

**EXECUTIVE****Constitutional Recognition for Local Government**

The push to achieve constitutional recognition of Local Government has been given a new impetus with the Election last November of a Labor Federal Government. The Australian Labor Party went into the Election with a commitment to consult during its first term with Local Government, on the process for achieving constitutional recognition.

The Australian Local Government Association (ALGA) in consultation with state and territory Local Government Associations, is convening a Local Government Constitutional Summit – A Special National General Assembly at the end of this year to bring together Councils to discuss and, if possible, agree on a position to put to the a Federal Government.

The Australian Local Government Association has provided all Councils with a Council Resource Kit to facilitate a Council Conversation about constitutional recognition.

The kit includes a copy of the Australian Constitution, as well as other information including Fact Sheets on Changing the Constitution, current policy positions and other useful background material.

Councillors have discussed the issue of Constitutional Recognition for Local Government at a workshop. Initial comments will be provided to the ALGA using the Online Feedback Form.

The feedback from every Council will be incorporated into material that will be developed for the Local Government Constitutional Summit, which will be held in Melbourne from 9-11 December 2008.

A copy of the Handling Notes and Feedback Form is attached to this report which indicates from the Councillor's view, the importance of all of the objectives listed.

It is proposed that Council endorse the completed feedback form as attachment 1 on Council's policy position on the matter at this stage.

**G21 Presentation to State Government Interdepartmental Committee**

Colac Otway Shire, Chief Executive Officer, Tracey Slatter, is part of a small G21 team that will be presenting G21's top ten priority projects to the State Government over coming months. This is an important next step for G21. A number of projects are directly relevant to Colac Otway Shire, including Princes Highway West.

**G21 Councils Present to VicRoads**

The five G21 Councils presented to VicRoads on Wednesday 15 July 2008 to highlight key priorities and issues for the region. From a Colac Otway Shire perspective, issues presented included: Princes Highway West duplication; Colac-Lavers Hill Road upgrade; the need for passing/overtaking lanes on Forest-Skene's Creek Rd; and the need for further planning for town by-passes including Colac.



**Meetings with Local Members of Parliament**

As part of Council's regular schedule of meetings with local Members of Parliament, the Mayor Chris Smith and Chief Executive Officer, Tracey Slatter, met with Member for Corangamite, Darren Cheeseman on Wednesday 15 of July 2008 (in addition to attending the business breakfast) and with Members for Western Victoria, Jaala Pulford and Gail Tierny on Thursday 17 July. Key priorities discussed included community planning for a long term vision for Colac Otway Shire; the Beechy Precinct; and Princes Highway West.

**CORPORATE & COMMUNITY SERVICES****Recreation****Beechy Precinct Project**

Minister Batchelor visited Colac on 2 July 2008 for the much awaited announcement of the allocation of \$4.4million to enable the construction of the Beechy Precinct Global Connector including the Joint Use Library.

Minister Merlino visited Colac on Wednesday 9 July 2008 to announce the allocation of \$250,000 for Council to improve the surface quality of the Central Reserve Multi-purpose fields. This project must be undertaken and completed within the 2008/2009 financial year and must ensure community and school joint use as part of the Beechy Centre.

Current funding opportunities are currently being investigated specifically for traffic management strategies and infrastructure in relation to all traffic movement to, from and within the Precinct. Although the Traffic Management Plan is currently at draft stage opportunity exists to be working with funding partners to investigate funding and strategy options.

**Barwon South West Regional Trails Masterplan Project**

A total of nine tenders were received for the Barwon South West Regional Trails Masterplan Project. The project management working group assessed the submissions on 8 July 2008. Short listing for interviews were conducted on 17 July 2008.

**Pirron Yallock Recreation Reserve**

The Pirron Yallock Recreation Reserve Clubroom facilities upgrade project is complete. Signage acknowledging funding support from Regional Development Victoria, Council and the Club's input is being developed for installation at the facility.

**Country Action Grants Scheme**

Strategic Planning Workshops have been held to assist local sporting clubs and organisations to prepare a business plan. 'GrantEd' was contracted to facilitate the workshops and this was made possible through funding received from Sport and Recreation Victoria Country Action Grants .

**Water Harvesting**

The Water Harvesting Project is complete. Signage will be displayed at Birregurra and Forrest Recreation Reserves and Birregurra Golf Club acknowledging funding contributors for the project.

**Lease Agreements**

Lease Agreements for the Colac and District Football Umpires Association and the Colac and District Cricket Association for Lake Colac Oval located at Queens Avenue Colac are in progress in consultation with the Department of Sustainability and Environment.

**Recreation 'Live It Up' Week**

Recreation 'Live It Up' Week is a concept to improve the physical, mental and social health and well being of people across the broader community. The aim of the week is for people of all ages and abilities to get active and try a new recreational/hobby pursuit.

The Ctrl-Alt-Delete Youth Recreation Expo, held in October 2007 generated considerable interest across the region with local community clubs and organisations showcasing information and activities to over 800 interested members of the local community. Recreation Week is a natural outcome of the Expo, this time allowing members of the local community to follow up interest by visiting clubs and groups at their home venues, trying out a number of activities and joining up for new recreational pursuits/programs.

It is proposed that the event would commence on a Saturday and run over a one week period, during October/November 2008. Recreation Week would provide free recreational activities for all residents across the Shire. It is expected that the community organisations will conduct their own activities consistent with their core business.

Expressions of Interest are currently being called from Clubs to participate to determine if this proposal will go ahead.

**Country Football Netball Program**

Council has received notification from Sport and Recreation Victoria that funding for the proposed Forrest Football Netball facility redevelopment was unsuccessful. Council will work with the Club and Sport and Recreation Victoria to submit a revised application in the future.

An application has been submitted to Sport and Recreation Victoria's Country Football Netball Program for resurfacing of Otway District's Netball Facility and Council await notification as to the success of this application.

**Birregurra Skate Park**

Council has sought additional quotes for the construction of the Birregurra Skate Park. Planning requirements for the Birregurra Skate Park remain in progress.

**Barwon South West Sport and Recreation Forum**

Colac Otway Shire successfully hosted the Barwon South West Sport and Recreation Forum at COPACC on Friday 27 June 2008, with guest speakers Matthew Phelan on Cultural Heritage Management Planning responsibilities for sporting and recreation developments, Ian Seuren of Regional Development Victoria regarding "Moving Forward" updates and John O'Brien representing Sport and Recreation Victoria on changes to the guidelines for the Country Football Netball Program.

**Youth Council****D@SH disco**

In October 2007 the Colac Otway Youth Council held a successful Ctrl-Alt-Delete Youth Expo. Following on from the Youth Expo, the Youth Council organised D@SH, an underage disco to ensure a wider range of appropriate activities are offered to youth a low cost. The disco was held on Friday 18 July at the Colac Guide Hall in Queen Street, Colac.

Youth Councillors worked with FReeZA as mentors in event management, to ensure all requirements were considered in the planning and delivery of the event. The disco was supported by RJ's Sound as a 30 year anniversary of this local business.

**Arts****Creative Use Of Community Facilities Conference**

An exhibition to support the "Creative Use Of Community Facilities" conference held at COPACC on 20 June was displayed in the COPACC Gallery in the first half of July.

The exhibition "Ladies Please Bring a Plate" celebrated rural women's catering taken to behind the scenes in a number of groups from the region including, Ladies Auxiliaries, Schools, Hospitals, Committees, Churches, Halls and other Community Groups.

The exhibition featured items from a number of organisations including the Apollo Bay Mechanics Institute and Historical Society, Barwon Downs Hall, Country Women's Association, Barwon Downs Hall, Birregurra Public and Historic Society and the Yeodene Hall.

**Apollo Bay Arts Council**

Cr. Wilmlink and Recreation and Arts Coordinator, Irene Pagram, attended a busy and productive AGM for the local Arts Council, Apollo Bay Arts, on Friday evening 11 July 2008, with over 60 members of the community attendance.

The partnership with Colac Otway Shire was mentioned as a highlight of the year's activities. Two seeding grants from the implementation of the 2007-2011 Arts and Culture Strategy, resulted in the Community Arts creation of Serafina, the giant SeaDragon puppet, who led the opening parade for the Apollo Bay Music Festival, and the visual arts skills development workshops "A Journey Through The Otways" which will have a public outcome in an exhibition at King Parrot Gallery in August 2008.

As a result of experiencing successful project management initiated by the seeding grants, the Tuesday Painters, auspiced by Apollo Bay Arts, have been successful in gaining a Council Grant for further skills development workshops.

On Sunday 3 August, the "Warm Winter Words" event, now celebrating its 15<sup>th</sup> year, will be held with high profile writers John Marsden and Alex Miller as guests. This event is supported by Council's Events Grant.

Appreciation was also noted for the continuing Creative Village budget support, permitting the regular maintenance and upgrade of the iconic foreshore wood carvings, which continue to draw positive feedback from visitors to the region.

**Culture****NAIDOC WEEK**

NAIDOC Week was celebrated in Apollo Bay on 18 July, with a flag raising ceremony and acknowledgement of Country at Marrar Woon.

**Council Community Funding Program – 2008/2009 Grants**

A Civic Reception for grant recipients was held at COPACC on 14 July. Grant funds of \$117,500 were awarded for 63 partnerships with community volunteers; this will achieve a range of projects to the value of \$437,112. Officers have begun working with several unsuccessful applicants from this year's grant round to strengthen their applications for the next round and to consider other funding options.

**COPACC**

During 2007/08 1,049 events were held at COPACC attracting in excess of 40,000 people

Occupancy rates at COPACC meeting rooms have risen from 20,711 hours in 2006/07 to 26,876 in 2007/08.

Menopause the Musical, playing on August 5, has been sold out for two weeks. The COPACC Choir will perform in the foyer prior to the musical.

One performance of Milli, Jack and the Dancing Cat, playing on August 26, has sold out, with ticket sales looking promising for the second show.

During the Arts & Culture Strategy forums small communities across the Shire called for performing arts to be staged in their towns and villages. COPACC's first outreach programme will be the staging of The First Step on a Tram is Hell at Lavers Hill Hall on July 30. Proceeds from the show will go to the not-for-profit Otway Hinterland Events who will use the money to stage further events for Otways communities.

## **Events**

### **E Team Developments - July**

The July "E Team" meeting was held on Tuesday 8 July for Event Committees representing the Falls Festival, the 2009 Custom Car and Bike Show, the Ulyssees Motorbike Toy Run and Australia Day Celebrations 2009. Committee members of the Otway Soup Fest also presented a debrief of their event which was held in June.

### **Festival and Event Support Scheme 2008-2009**

Following the announcement of successful applicants under the 2008-2009 Festival and Event Support Scheme, all applicants have been contacted and advised of the outcome of their applications.

### **2008 Calendar of Events Project**

An advertising campaign featuring the recently produced Calendar of Events flyer was launched in June, with advertisements placed in regional and local papers announcing "What's on" in Winter/Spring in Colac Otway. Awareness of events will continue to be raised through the distribution of the promotional flyer and posters featuring a listing of events aimed at increasing visitor patronage to local events. This project is a direct outcome of recommendations identified in the 2007-2011 Festival and Events Strategy. The Calendar of Events is also available on Council's website.

### **Events Workshop 2008**

The recently held Events Training Workshop was hailed as "a great success" by attendees who are eager to participate in what is planned to become an annual event. Twenty local event organisers from a diverse range of Events attended the Workshop to gain knowledge and information on Council's Event Approval Process, Occupational Health and Safety issues at events and writing successful funding applications/seeking sponsorship. This project is a direct outcome of recommendations identified in the 2007-2011 Festival and Events Strategy.

### **Birregurra Weekend Festival "Think-Tank" meeting**

A meeting called by local Police was held Thursday 26 June to discuss the issue of underage drinking at the Birregurra Festival. There has been an ongoing problem with youth drinking and creating disturbances on the Saturday night of the Festival in the township of Birregurra. The purpose of the "think-tank" meeting was to identify ways for stakeholders to work together to address the issue and to develop strategies to solve the problem. Those invited to the meeting included local Police, Birregurra Festival Committee members, members of the local Community Health group, local Colac school Principals and Officers from the Colac Otway Shire. The working group identified several proposals including;

increasing police presence at the event on the Saturday night, targeting young people through an education campaign via schools and advertising and, scheduling a FReeZA event on the Saturday night in Colac to deter youth from travelling to Birregurra on the night of the festival.

Further future meetings are planned to progress the proposed solutions.

### **Stakeholder Meeting re Road Closures on Great Ocean Road**

Vic Roads, Surf Coast Shire, Colac Otway Shire and Victoria Police have developed draft guidelines with criteria. These guidelines aim to assist considerations before approving community events that require the closure of the Great Ocean Road across the municipal boundaries of Surf coast Shire and Colac Otway Shire (between Anglesea and Apollo Bay.)

A community engagement meeting was held to present information about the guidelines to representatives of community groups for their consideration and contribution.

The meeting was held on 25 June at the Wye River Surf Life Saving Club. Approximately 40 community members attended the meeting and provided valuable feedback on the night.

Community representatives were presented with the guidelines for consideration and have been asked to provide written feedback to Vic Roads by 11 August 2008. A second Workshop will be held on 20 August to report back to the community on feedback received.

### **Upcoming Events**

There are no events planned for July that are required to under take the E Team process.

### **Bluewater Fitness Centre**

Term 2 Learn to Swim finished with all enrolments participating in the theme week, "come as your favourite super hero" (most impressive was one little man that made a very commendable Incredible HULK character). The kids also participated in their swim and survive assessments and level progression assessments.

Installation of dual flush water toilet systems was completed in the Recreation Centre in an effort to reduce water usage. Money for this job came from an environment grant.

The School holiday program went well during July and much preparation had been done for the kids and their families to experience a variety of activities. Activities included swimming, craft, cooking, life skills and physical activity.

## **INFRASTRUCTURE & SERVICES**

### **Special Charge Schemes Update**

#### **Pound Road, Colac**

##### *Road Construction*

Following the October Council Meeting, where Council Declared a Special Charge Scheme for the construction of the unsealed section of Pound Road, formal First Notices were forwarded to effected property owners.

Construction of Pound Road is programmed in the 2008/2009 Capital Works Program.

#### **Slater Street, Elliminyt**

##### *Road Construction*

The Construction of the unsealed section of the Slater Street tender was advertised on 26 October 2007 and awarded to R Slater and Sons.

Construction of Slater Street was programmed in the 2007/2008 Capital Works Program, and has been carried over into 2008/09 as construction was not completed by the end of June 2008. The works commenced at the end of May 2008.

### **Eliminyt Gas**

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

SP AusNet advised Council on 19 June 2008 that the project is 50% complete, with all 125mm large gas mains installed and approximately 1.2km of the smaller 63mm mains installed. The works still to be completed include approximately 6km of 63mm main, testing of network, connection to existing network, commissioning of new mains and necessary reinstatement works.

The project is still on track to be completed within the contract timeframe, and is expected to be completed by the end of 2008.

### **Morrison Street**

#### *Road Shoulder Construction*

A meeting was held with residents of Morrison Street on 23 April 2008 to introduce and discuss a possible Special Charge Scheme for the construction of the unsealed shoulders of Morrison Street, Colac.

Surveys were sent to all residents seeking their feedback on whether they wish Council to further investigate the project by way of a Special Charge Scheme.

Of the 35 surveys sent, 13 property owners requested further investigation of a special charge scheme, 12 property owners did not want further investigation, and 10 properties did not respond.

Based on the results of the survey, further discussions will be held with the residents and a detailed design and cost estimate will be prepared.

### **Sinclair Street South**

#### *Road Construction*

A meeting was held with residents of Sinclair Street South on 16 April 2008 to introduce and discuss a possible Special Charge Scheme for the construction of the unsealed section of Sinclair Street South, Colac.

Surveys were sent to all residents seeking their feedback on whether they wish Council to further investigate the project by way of a Special Charge Scheme.

These results indicated mixed support for the further investigation of the construction of Sinclair Street by way of a Special Charge Scheme. Strong support exists for the construction of Sinclair Street between Pound Road and Aireys Street, however no support exists for the construction of Sinclair Street between Aireys Street and Irrewillipe Road.

The project proposal will be reviewed and discussed with the property owners prior to any further investigation of the construction of Sinclair Street.

### **Footpath Construction - McLachlan Street**

Over fifty percent of the footpath construction has been completed in McLachlan Street, Apollo Bay. Works started at the Nelson Street end and have progressed to Thompson Street, where new concrete kerb and channel is to be constructed at the intersection. The

works are expected to be completed over the next month with footpath continuing through to Cawood Street and linking with the existing footpath.

## **SUSTAINABLE PLANNING & DEVELOPMENT**

### **Amendment C55 (Planning Scheme Review)**

Submissions to the amendment were considered by an independent Panel which held public hearings in Colac and Apollo Bay in June 2008. A report making recommendations on the amendment and submissions is expected to be received from the Panel by the end of August 2008, after which time a report will be forwarded to Council for resolution of the amendment. The Panel indicated at the hearing it was likely to support the amendment subject to changes in respect of some aspects of the proposal, which is a positive result for the Shire.

### **Apollo Bay Harbour**

Council endorsed at its May Meeting an update on the Master Plan and Feasibility Study Project noting that:

- Additional processes will be implemented to provide further opportunity for community engagement and key stakeholder support.
- That these additional processes will extend the timeline and cost for completion of the Apollo Bay Harbour Master Plan and Feasibility Study.
- That the funding of the cost for additional processes is being sought from State Government.

Council also endorsed the new Apollo Bay Harbour Community Reference Group. A meeting was held on 17 July 2008.

The Interdepartmental Steering Group met on 16 June 2008 and has agreed to fund an 'Enquiry by Design', a new process of community consultation through which Council, landscape designers, engineers, architects and community people work together over a four day period to revisit and respond to design issues raised in relation to the existing Draft Master Plan. The Enquiry by Design will take place between 18 and 22 September 2008, and there will be expansive advertising of opportunities for both the public and specific stakeholders to participate in the process.

The Steering Group has also agreed to fund and manage a business case to support a bid for funds through the State Government Expenditure Review Committee of Cabinet.

### **Port of Apollo Bay Safety and Environmental Management Plan (SEMP) Audit**

The external triennial audit was conducted on Thursday 17 July 2008 for the Port of Apollo Bay Safety and Environment Management Plan (SEMP) implementation process.

The original SEMP document was developed in 2005 with the assistance of DJK Consulting and certified by the Auditor for a three year period (2005-2008). The SEMP document contains a register of all the identified environment and risk hazards associated with the day to day harbour operations.

The SEMP requires annual internal review and an independent external review once every three years by an auditor recommended the Department of Sustainability and Environment.

As a part of the SEMP preparation process, a number of standard documents relating to the operation of the port have been reviewed over the past 2 months. The audit process will

comprise of an examination of these documents, followed with an onsite harbour inspection. Council will be advised of the audit outcome upon the completion of the audit process.

### **Small Towns**

Following a restructure of the Economic Development Unit, Mick Cosgriff will now be coordinating the Small Town Improvement Program.

The process to update the Gellibrand Township Master plan is underway, with extensive community consultation planned.

Barwon Downs and Birregurra park upgrades are awaiting outcomes from State Government funding applications and the Beech Forrest Playground is awaiting final approval of the 2008/09 Council budget.

### **Lake Colac**

Colac Community Hub Inc have been contracted to undertake community surveys for the potential development of family recreation activities on the southern foreshore between the rowing and angling clubs. Collection of the surveys is complete and they are collating the information for Council. This information will then be given to a landscape architect to prepare a site Master Plan.

### **Visitor Information Centres**

Visitor Information Centre Staff and Volunteers are currently updating services information such as accommodation guides, eating out and things to see and do brochures. There is a large range of this sort of information provided by the Visitor Information Centres and this process is important in that it ensures that the correct information is provided and the high level of service is maintained.

### **Affordable Housing**

A meeting of the Colac Otway Affordable Housing Advisory Group was held on Monday 14 July 2008. Niall Hensey from the Office of Housing was present to provide the group with an insight into the resources that are available and how our region could best use them.

The G21 Affordable Housing Taskforce is working towards attracting a Housing Association to G21 area. The partnership should be finalised by October 2008 and will provide access to the resources and funding that is available through Housing Associations.

### **Business Development**

The Economic Development Unit is reviewing the 2004 Economic Development and Tourism Strategy and consultants will be engaged to prepare an Action Agenda for Economic Development 2009 - 2012. The plan will involve specialised community consultation in the form of one-on-one interviews with local business to ascertain specific ideas and suggestions for the future economic development of the Colac Otway Shire. Businesses will be contacted in the coming weeks regarding our intentions.

A number of business networking events will be held over July and August 2008 for the local community. A Business Breakfast was organised for 15 July 2008 with guest speaker Member for Corangamite Darren Cheeseman. It provided the opportunity for the Mayor to promote the recent Economic Development Forum outcomes and to advise the attendees that we would like their assistance in the development of the 'Action Agenda for Economic Development 2009 – 2012', our new Economic Development Strategy to be developed over the next Financial Year.



On 23 July 2008, Lindsay Tanner, Minister for Finance and Deregulation will officially open Darren Cheeseman's offices in Colac and then the Geelong Area Consultative Committee are hosting a workshop on the development of Regional Development Australia on 29 July 2008.

The Economic Development Unit has negotiated a number of "After 5" business networking functions to be sponsored by 3CS/MIXXFM and Otway Business Inc (OBI). The first function for 2008/2009 is set for early August 2008.

### **Forestry Auditing on Private Land**

The Code of Practice for Timber Production (2007) applies to all private land in the State of Victoria that is being used for timber production. It is not necessary to always get a planning permit to establish a forestry plantation on private land but it is always necessary to lodge a Plantation Development Notice with Council. However, it is important to note that the Code does not apply to plantations of less than five hectares.

The Code allows local governments to monitor plantation management, and where appropriate, undertake compliance works. An auditing process is currently being carried out to assess operations at a number of plantation sites across the Shire. This project will help timber producers and the council work together to enhance protection of environmental assets and improve an important regional industry. In addition Council is developing a web based tool that will allow forestry activities on private land to be better managed. The current round of auditing and the web based tool are expected to be completed by the end of November. Further audits will be carried out in the first half of 2009.

### **Greenhouse Action Plan**

The COS Greenhouse Action Plan initiatives being carried out through Council's 2007-08 Sustainability Action Fund include the following projects:

1. Adoption of a Carbon Emissions/Greenhouse Gas Tracking System to help tracking, reporting and actively reducing carbon emissions generated by energy, gas, water, vehicles, waste and paper use at council facilities;
2. Benchmarking of Carbon Emissions/Greenhouse Gas/ Energy Use etc. against other councils based on data available from 1 July 2005 to 30 June 2008;
3. Blackout Shutters installed in the Civic Hall and skylights for Meeting Rooms 1 & 2 in COPACC to reduce energy use associated with lighting by allowing natural light to enter the areas;
4. Rationalisation of electricity metering arrangements between Rae Street offices and COPACC to allow for better tracking of energy use which will guide where further major savings can be made;
5. Installation of more efficient lighting systems in Rae Street Offices, Bluewater Fitness Centre and COPACC to reduce energy use;
6. Incorporation of a Sustainable Living Guide on the COS website that facilitates access to information to enable behaviour change that reduces community and staff impact on the environment (i.e. reduce energy and water use, sustainable transport, etc.); and
7. Review of the Council Fleet Policy to promote the use of fuel efficient vehicles.

**Attachment:** Constitutional Recognition for Local Government – Handling Notes and Feedback form.

**Recommendation(s)**

***That Council***

1. ***Endorse the comments on Constitutional Recognition for Local Government and forward the “Handling Notes and Feedback” form to the Australian Local Government Association, and***
2. ***Receive the CEO’s Progress Report to Council for information.***



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# CONSTITUTIONAL RECOGNITION FOR LOCAL GOVERNMENT

## HANDLING NOTES & FEEDBACK FORM

### Sample of Online Feedback Form

**What objectives does your Council believe would most assist your communities and which could be supported/achieved through Constitutional Recognition of Local Government?**

Please select high/medium/low or nil for each objective.

| Objective                                                                                                                                                                                                                                                                                                     | High | Medium | Low | Nil |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------|-----|-----|
| 1. Simplified/Streamlined Federal Funding (Direct Commonwealth funding rather than through States)                                                                                                                                                                                                            | *    |        |     |     |
| 2. Providing a guarantee of funding to some minimum level                                                                                                                                                                                                                                                     | *    |        |     |     |
| 3. Symbolic recognition of local government                                                                                                                                                                                                                                                                   | *    |        |     |     |
| 4. Protection of the system of Local Government (require the States to maintain a system of Local Government)                                                                                                                                                                                                 | *    |        |     |     |
| 5. Protection for Councils against arbitrary dismissal/amalgamation (require certain minimum principles or processes to be met)                                                                                                                                                                               |      | *      |     |     |
| 6. Other (Please State)<br><br>- All of the above objectives are significant.<br>- Funding is a critical aspect of the recognition of Local Government.<br>- Need to be aware of timing issues in Victoria with respect to the election of new Councillor's in November 2008 at all Victorian Municipalities. |      |        |     |     |

**OM082207-2 COLAC OTWAY SHIRE'S NOMINATION TO THE G21 BOARD**

AUTHOR: Tracey Slatter  
DEPARTMENT: Executive

ENDORSED: Tracey Slatter  
FILE REF: GEN01711

**Purpose**

To nominate representation of Colac Otway Shire to the G21 Board.

**Background**

Council at its meeting on 27 May 2008 resolved to endorse the G21 Memorandum of Understanding for the period 1 July 2008 to 30 June 2012.

At a Special General Meeting of the G21 Board on 25 June 2008 changes to the G21 Constitution were unanimously approved. These changes took effect immediately.

As there are changes to titles in the new G21 Constitution member Councils are required to confirm their nominations for the following positions:

- **Member** – this is the person entitled to exercise Council's rights as a member (principally voting at general meetings and receiving correspondence)
- **Council Nominated Director** - a person nominated by a participating Council
- **Council Nominated Alternate Representative** - a person nominated by a Participating Council who may attend Board meetings but only have a right to vote at Board meetings when that same Council's Nominated Director is absent from the meeting

**Corporate Plan/Other Strategies/Policy**

Our Council Plan Objective is to provide strong community leadership, governance and advocacy services which will benefit the community now and into the future.

**Issues/Options**

As Council has endorsed and signed the G21 Memorandum of Understanding for the period 1 July 2008 to 30 June 2012 representation needs to be confirmed for the G21 Board.

**Proposal**

It is proposed that Council nominate the following persons to the G21 Board positions:

- **Member:** Tracey Slatter, Chief Executive Officer
- **Council Nominated Director:** Tracey Slatter, Chief Executive Officer
- **Council Nominated Alternate Representative:** Cr Chris Smith, Mayor

These positions are consistent with the current arrangements. It is proposed that these be reviewed at the beginning of the next Council term in early 2009.

**Financial and other Resource Implications**

Not applicable.

**Risk Management & Compliance Issues**

Not applicable.

**Environmental Considerations**

Not applicable.

**Communication Strategy/Consultation**

Not applicable.

**Implementation**

That the Chief Executive Officer advise in writing of Council's nominated representatives to the G21 Board to the G21's Chief Executive Officer.

**Conclusion**

That Council nominate the following persons to the G21 Board positions:

- |                                                      |                                         |
|------------------------------------------------------|-----------------------------------------|
| - <b>Member:</b>                                     | Tracey Slatter, Chief Executive Officer |
| - <b>Council Nominated Director:</b>                 | Tracey Slatter, Chief Executive Officer |
| - <b>Council Nominated Alternate Representative:</b> | Cr Chris Smith, Mayor                   |

**Attachments**

Nil

**Recommendation(s)**

***That Council nominate the following persons to the G21 Board positions:***

- ***Member - Tracey Slatter, Chief Executive Officer***
- ***Council Nominated Director - Tracey Slatter, Chief Executive Officer***
- ***Council Nominated Alternate Representative - Cr Chris Smith, Mayor***



## CONSENT CALENDAR

### OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | D | W |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <b><u>CORPORATE AND COMMUNITY SERVICES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |   |
| <b><u>OM082207-3 ADOPTION OF THE 2008/2009 BUDGET</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |   |
| Department: Corporate and Community Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |
| <b><u>Recommendation(s)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |
| <p><b>1. Adoption of 2008/2009 Budget</b></p> <p><b>1.1 Council having considered all submissions received, adopts the 2008/2009 Budget annexed to this resolution as Attachment 1 in accordance with Section 130 of the Local Government Act 1989 (the Act) with the change made to the Tirrenpower Drainage Scheme from \$1.273 per hectare to \$2.50 per hectare.</b></p> <p><b>1.2 The Chief Executive Officer be authorised to give public notice of this decision to adopt the 2008/2009 Budget, in accordance with Section 130(2) of the Act.</b></p> <p><b>1.3 That a copy of the adopted Budget be forwarded to the Minister for Local Government before 31 August 2008, in accordance with Section 130(4) of the Act.</b></p> <p><b>1.4 That a copy of the adopted Budget be made available at the Rae Street Office and the Apollo Bay Customer Service Centre for public inspection in accordance with Section 130(9) of the Act.</b></p> <p><b>1.5 The persons making submissions to the budget be thanked in writing for their contribution and advised of the outcome of the budget decision.</b></p> <p><b>2. Amount intended to be raised</b></p> <p><b>An amount of \$17,645,539 be declared as the amount that Council intends to raise by general rates, municipal charge and Waste Management Charges which is calculated as follows:</b></p> |   |   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|-------------------------|--------------------|---------------------------------|--------------------|--------------|---------------------|--|--|
| <p><b>Category</b><br/> <b>General Rates</b><br/> <i>(including Supplementary rates)</i></p> <table style="margin-left: 100px;"> <tr> <td></td> <td style="text-align: right;"><b>\$13,514,090</b></td> </tr> <tr> <td><b>Municipal Charge</b></td> <td style="text-align: right;"><b>\$2,003,850</b></td> </tr> <tr> <td><b>Waste Management Charges</b></td> <td style="text-align: right;"><b>\$2,127,599</b></td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>\$17,645,539</b></td> </tr> </table> |                     | <b>\$13,514,090</b> | <b>Municipal Charge</b> | <b>\$2,003,850</b> | <b>Waste Management Charges</b> | <b>\$2,127,599</b> | <b>TOTAL</b> | <b>\$17,645,539</b> |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>\$13,514,090</b> |                     |                         |                    |                                 |                    |              |                     |  |  |
| <b>Municipal Charge</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>\$2,003,850</b>  |                     |                         |                    |                                 |                    |              |                     |  |  |
| <b>Waste Management Charges</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>\$2,127,599</b>  |                     |                         |                    |                                 |                    |              |                     |  |  |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>\$17,645,539</b> |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><b>3. General Rates</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><b>3.1 A General Rate be declared for the period commencing 1 July 2008 to 30 June 2009.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><b>3.2 It be declared that the General Rate be raised by the application of Differential Rates having regard to the objectives of each differential rate and characteristics of the land which are the criteria for declaring each differential rate as set out in the Budget Document.</b></p>                                                                                                                                                                                                                                                       |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><b>3.3 It be confirmed that the following differential rates for all rateable land within the municipal district apply to property classifications.</b></p>                                                                                                                                                                                                                                                                                                                                                                                           |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><i>Expressed in "cents in the dollar" for the period commencing 1 July 2008 and concluding on 30 June 2009:</i></p> <ul style="list-style-type: none"> <li><i>Residential – Colac, Colac East, Colac West, Elliminyt - \$0.3015</i></li> <li><i>Residential – Balance Shire - \$0.2563</i></li> <li><i>Rural Farm - \$0.2382</i></li> <li><i>Holiday Rental - \$0.3015</i></li> <li><i>Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt - \$0.4975</i></li> <li><i>Commercial/Industrial – Balance Shire - \$0.4221</i></li> </ul>    |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><b>4. Declaration of Rates &amp; Charges - Municipal Charge</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><b>4.1 A Municipal Charge be declared for the period commencing 1 July 2008 to 30 June 2009 to cover some of the administrative costs of the Council.</b></p>                                                                                                                                                                                                                                                                                                                                                                                         |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><b>4.2 The municipal charge be the sum of \$150 per each rateable property, in respect of which a municipal charge can be levied.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                             |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><b>5. Declaration of Rates &amp; Charges - Waste Management Charges</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                     |                         |                    |                                 |                    |              |                     |  |  |
| <p><b>5.1 A Waste Management Charge of \$235.00 per weekly service be declared on all developed Residential and Commercial properties and only those Rural properties who currently receive a service for the period commencing 1 July 2008 to 30 June 2009.</b></p>                                                                                                                                                                                                                                                                                     |                     |                     |                         |                    |                                 |                    |              |                     |  |  |

**5.2 A Waste Management Charge of \$152.00 per fortnightly service be declared on all developed Residential and Commercial properties and only those Rural properties who currently receive a service for the period commencing 1 July 2008 to 30 June 2009.**

**6. Declaration of Rates & Charges - Aire River Drainage Charge**

**A charge of \$0.20 per hectare be declared on those properties located within the Aire River Drainage Scheme.**

**7. Declaration of Rates & Charges - Tirrengower Drainage Charge**

**A charge of \$2.50 per hectare be declared on those properties located within the Tirrengower Drainage Scheme.**

**8. Consequential**

**8.1 It be recorded that Council requires any person to pay interest at the maximum rate fixed under section 2 of the Penalty Interest Rates Act 1983 as the rate set out in accordance with Section 172(2) of the Act on any amounts of rates and charges which:**

- that person is liable to pay; and**
- have not been paid by the date specified for their payment.**

**8.2 Council allow a lump sum payment and 4 instalment payments for the 2008/2009 year, on the dates published in the Government Gazette by the Minister, in accordance with Section 167 of the Local Government Act 1989.**

**8.3 Council authorises the General Manager Corporate & Community Services and the Property & Customer Relations Co-ordinator to levy and recover the general rates and annual service charges in accordance with the Local Government Act 1989.**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM082207-4 REVIEW OF DELEGATION TO CHIEF EXECUTIVE OFFICER</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and other legislation referred to in the attached Instrument of Delegation, the Colac Otway Shire Council (Council) resolves that –</i></p> <ol style="list-style-type: none"> <li>1. <i>There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.</i></li> <li>2. <i>The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.</i></li> <li>3. <i>On the coming into force of the Instrument all previous delegations to the Chief Executive Officer are revoked.</i></li> <li>4. <i>The duties and functions set out in the Instrument must be performed and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.</i></li> <li>5. <i>It is noted that the Instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.</i></li> </ol> |  |  |
| <p><b><u>OM082207-5 CORANGAMITE REGIONAL LIBRARY CORPORATION (CRLC) AGREEMENT</u></b></p> <p>Department: Corporate &amp; Community Services</p> <p><b><u>Recommendation</u></b></p> <p><i>That Council notes the submission received and advises the Corangamite Regional Library Corporation that it agrees to enter into a new Regional Library Agreement with the Warrnambool City, Corangamite and Moyne Shires up to June 2013.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |

|                                                                                                                                                                                                                                                                                                                                                     |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|                                                                                                                                                                                                                                                                                                                                                     |  |  |
| <p><b><u>OM082207-6 BRANCH LIBRARY DESIGN PRINCIPLES</u></b></p> <p>Department: Corporate &amp; Community Services</p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council note the information and endorse the Branch Library Design Principles as per the Corangamite Regional Library Corporation Facility Standards.</i></b></p>          |  |  |
| <p><b><u>OM082207-7 POSITIVE AGEING STRATEGY</u></b></p> <p>Department: Corporate and Community Services</p> <p><b><u>Recommendation</u></b></p> <p><b><i>That Council receive the draft Colac Otway Shire Positive Ageing Strategy Research Paper and Action Plan 2008-2012 and seek public submissions and comments on the documents.</i></b></p> |  |  |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

**OM082207-3 ADOPTION OF THE 2008/2009 BUDGET**

|             |                                  |           |                             |
|-------------|----------------------------------|-----------|-----------------------------|
| AUTHOR:     | Brett Exelby                     | ENDORSED: | Colin Hayman                |
| DEPARTMENT: | Corporate and Community Services | FILE REF: | GEN0392<br>Estimates/Budget |

**Purpose**

The purpose of this report is to present the 2008/09 Budget for Council's consideration with a recommendation that it be adopted.

**Background**

Under the *Local Government Act 1989*, Council is required to prepare and adopt an annual budget. The budget is required to be adopted and a copy submitted to the Minister before the 31 August each year.

At the Special Council Meeting held on 10<sup>th</sup> June 2008, Council resolved to give notice of preparation of the proposed 2008/09 Budget, including proposed rates and charges for the year, and invited submissions on the budget in accordance with section 129 of the *Local Government Act 1989*.

The notice, advertising the proposed budget was subsequently advertised in the Colac Herald, the Echo and a copy was forwarded to community newsletters.

The draft Budget was also placed on public display at the Rae Street Office and the Apollo Bay Customer Service Centre from Thursday 12 June to Wednesday 9 July (4 week period). The draft Budget was also available on Council's website.

The closing date for submissions was Wednesday 9 July. Council considered submissions on the draft Budget at the Special Council Meeting held on Tuesday 15 July.

Council resolved:

***"That Council having considered the written submissions and having heard those in support of their written submission refer all submissions for further consideration to the Ordinary meeting of Council to be held on Tuesday 22 July 2008, as part of Council's deliberations in adopting the 2008/09 annual budget."***

This report forms part of the statutory process for the adoption of the 2008/09 Budget.

The Council report to the Special Council Meeting held on 10 June 2008 and the Budget Document provides details on:

- service delivery
- capital works
- education, recreation and community precinct
- budget influences, and
- other highlights / major initiatives

The 2008/09 Budget will enable Council to deliver on key community priorities. These include the Alvie Recreation Reserve redevelopment, design and implementation of the Apollo Bay Transfer Station, Birregurra and Forrest township structure plans to position them for future growth challenges, rural living strategy for the Shire, election expenses, continued rehabilitation of landfills to EPA standards, contribution to community facilities at the

Education, Recreation and Community Precinct and a commitment to high quality service delivery in all service areas.

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

The 2008/09 Budget has been prepared in line with the Council Plan and is guided by priorities outlined in key strategic documents – the Council Plan and Strategic Resource Plan.

The 2008/09 Budget reflects Council's commitment to achieving progress against Council's Community Priorities.

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

The 2008/09 Draft Budget was prepared in accordance with the requirements of the *Local Government Act 1989*.

The Budget is a critical planning and resource tool of Council and is vital to the ongoing operational and financial viability of Council. It sets out the expected income and expenditure both operational and capital for the coming year and also incorporates Council's rating strategy.

### **Issues/Options**

Having considered the submissions, Council can choose to adopt the 2008/09 Budget or amend the budget prior to adoption.

Any material amendment to the draft budget will require Council to undertake further community consultation and adoption at a later date.

#### **(a) Financial Challenges**

The Budget for 2008/09 has been developed within the parameters of the following challenges:

- Council's movement in expenses is higher than the standard CPI;
- Extensive local roads system;
- Funding of capital expenditure investment;
- No operating deficits;
- Maintenance of existing liquidity levels;
- Managing financial risks prudently in regard to debts, assets and liabilities;
- Ensure no decrease in operational service levels over the SRP period;
- Level of one-off Grants from Federal Government has decreased from the high levels of 2006/07;
- Ensure funding is available to meet the Shire's current and future environmental obligations.

**(b) Local Government Issues**

- Nationally, local government revenue as a proportion of national income has been falling relative to other tiers of Australian Government for the past 30 years (Johnson 2003)
- As a proportion of total federal tax revenue, the value of Financial Assistance Grants to local government will have fallen from 1.18% in 1993/94 to approximately 0.77% in 2008-09 on current budget estimates (Spokes 2005)
- Cost pressures on Councils as a result of the increasing cost of complying with escalating regulations and real or apparent cost shifting.
- Increasing community service expectations
- Property rates are still the only tax that can be levied by Local Councils

The 2008/09 budget recognises the importance of setting a clear direction for the future, achieving measurable objectives, encouraging community input and consultation, and being financially responsible.

**(c) Operating Result**

The Budget proposes a forecast operating surplus of \$0.22m, whilst maintaining an adequate cash position. The Shire is projecting an ongoing operating surplus which is an improvement on the past.

The 2008/09 Budget indicates a reduced reliance on Government Grants. This has placed additional pressure on the budget process in achieving an operating surplus, but will assist in reducing the underlying deficit.

**(d) Capital Works**

The total value of the Capital Works Program is \$9.67m of which \$6.14m relates directly to renewal, and \$3.52m for upgrades. A detailed list of projects is included in Appendix C of the Budget document.

**(e) Fees and Charges**

A detailed list of fees and charges is included in the Budget document. All charges have been reviewed. Some fees are fixed by legislation while others are set on a user pays basis.

The schedule outlines the fees and charges for 2008/09 and provides a comparison to 2007/08 levels. The impact of GST on the fees and charges has also been included.

A number of new fees and charges are included in the schedule.

**(f) Rating and Valuations**

In preparing the budget, Council has re-valued all properties in the Shire in accordance with its statutory obligations. The revaluation has meant an overall increase in property values of 11.9% over last year's valuation and as a result, the rate in the dollar for all rating categories has been reduced. Council's total rates and charges will increase to \$17.6m (including supplementary rates) to enable the delivery of services and infrastructure to the community.

The budget proposes an increase in the average rates and charges (excluding supplementary rates) of 5.83% per assessment for the 2008/09 financial year.

The combined 2007/08 Rates and Charges bill per assessment was \$1,168. The average for 2008/09 is forecast to be \$1,236, being a \$68 or 5.83% increase on 2007/08.

### **(g) Debt Servicing**

The Budget does not include any new borrowings for 2008/09.

Debt servicing costs are budgeted to be \$518,000 and total loan liability will continue to reduce from a forecast of \$2.98m as at 30 June, 2008 to a budgeted figure of \$2.46m.

Council's debt level falls comfortably within the State Government's prudential ratio limits and there will be capacity for additional borrowings if needed for Council's contribution towards the Global Connector and other projects in 2009/10 and future years.

### **(h) Tirrengower Drainage Scheme**

The Budget document and the Council resolution included an incorrect rate per hectare for the Tirrengower Drainage Scheme.

The budget noted a rate per hectare of \$1.273. The correct rate should be \$2.50 per hectare. The correct rate was advertised in the local newspapers.

### **Proposal**

That Council after considering submissions adopt the 2008/09 Budget with the change to the rate per hectare for the Tirrengower Drainage Scheme.

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

The 2008/09 budget is a fiscally responsible document based on maintaining service delivery within the Shire and an increase in the average rates and charges of 5.83% per assessment.

Having taking into account the various challenges and issues that face Local Government, Council has framed a budget to ensure long-term financial sustainability.

### **Risk Management and Compliance Issues**

Local Government Act 1989:

- Section 127 – “Council must prepare a Budget”
- Section 129 – “Public Notice”
- Section 130 – “Adoption of Budget or Revised Budget”
- Section 223 – “Right to make submission”

Local Government (Finance & Reporting) Regulations 2004:

- Regulation 8
- Regulation 9

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

Environmental issues are considered in the development of projects.

### **Community Strategy/Consultation**

Council under Sections 126 and 127 of the Local Government Act 1989 called for written

Submissions on the Proposed Budget. Council gave public notice that the proposed document will be made available for inspection for 4 weeks and that Council will receive submissions made under Section 223 in respect of the budget.

People who had made a written submission were invited to speak in support of their Submission. Council heard and considered submissions at a Special Council meeting on Tuesday 15 July 2008 at 9.00 am in COPACC – Civic Hall.

Closing date for written submissions was Wednesday 9 July 2008.

The notice, advertising the proposed budget was subsequently advertised in the Colac Herald, the Echo and a copy was forwarded to community newsletters.

The draft Budget was also placed on public display at the Rae Street Office and the Apollo Bay Customer Service Centre from Thursday 12 June to Wednesday 9 July (4 week period). The draft Budget was also available on Council's website.

Additionally, as part of the consultation process two Budget Information sessions were conducted, one in Colac and one in Apollo Bay.

Council received 4 submissions regarding the proposed budget within the time period. One submitter attended to speak in support of their submission. Councillors considered issues raised.

A further submission was received after 9 July 2008.

It is considered that Council has addressed the matters raised in the submissions during the budget process and, as there have been no changes of a material nature, alteration of the advertised proposed budget for 2008/09 is not required.

### **Summary**

The budget was prepared over a considerable period of time, with significant commitment from Councillors and staff.

In releasing the budget for public consideration, Council encouraged comments and submissions on the financial strategies contained within the Budget document.

Having considered submissions on Tuesday, 15 July 2008, Council is in a position to formally adopt the 2009/09 Annual Budget.

The 2008/09 Budget will enable Council to deliver on key community priorities. These include the Alvie Recreation Reserve redevelopment, design and implementation of the Apollo Bay Transfer Station, Birregurra and Forrest township structure plans to position them for future growth challenges, rural living strategy for the Shire, election expenses, continued rehabilitation of landfills to EPA standards, contribution to community facilities at the Education, Recreation and Community Precinct and a commitment to high quality service delivery in all service areas.

### **Attachments**

Colac Otway Shire Annual Budget 2008/2009

**Recommendation(s)****1. Adoption of 2008/2009 Budget**

- 1.1 Council having considered all submissions received, adopts the 2008/2009 Budget annexed to this resolution as Attachment 1 in accordance with Section 130 of the Local Government Act 1989 (the Act) with the change made to the Tirrengower Drainage Scheme from \$1.273 per hectare to \$2.50 per hectare.**
- 1.2 The Chief Executive Officer be authorised to give public notice of this decision to adopt the 2008/2009 Budget, in accordance with Section 130(2) of the Act.**
- 1.3 That a copy of the adopted Budget be forwarded to the Minister for Local Government before 31 August 2008, in accordance with Section 130(4) of the Act.**
- 1.4 That a copy of the adopted Budget be made available at the Rae Street Office and the Apollo Bay Customer Service Centre for public inspection in accordance with Section 130(9) of the Act.**
- 1.5 The persons making submissions to the budget be thanked in writing for their contribution and advised of the outcome of the budget decision.**

**2. Amount intended to be raised**

**An amount of \$17,645,539 be declared as the amount that Council intends to raise by general rates, municipal charge and Waste Management Charges which is calculated as follows:**

| <b>Category</b>                                      | <b>Income</b>             |
|------------------------------------------------------|---------------------------|
| <b>General Rates (including Supplementary rates)</b> | <b>\$13,514,090</b>       |
| <b>Municipal Charge</b>                              | <b>\$2,003,850</b>        |
| <b>Waste Management Charges</b>                      | <b><u>\$2,127,599</u></b> |
| <b>TOTAL</b>                                         | <b>\$17,645,539</b>       |

**3. General Rates**

- 3.1 A General Rate be declared for the period commencing 1 July 2008 to 30 June 2009.**
- 3.2 It be declared that the General Rate be raised by the application of Differential Rates having regard to the objectives of each differential rate and characteristics of the land which are the criteria for declaring each differential rate as set out in the Budget Document.**
- 3.3 It be confirmed that the following differential rates for all rateable land within the municipal district apply to property classifications.**

**Expressed in "cents in the dollar" for the period commencing 1 July 2008 and concluding on 30 June 2009:**

|                                                               |                 |
|---------------------------------------------------------------|-----------------|
| <b>Residential – Colac, Colac East, Colac West, Elliminyt</b> | <b>\$0.3015</b> |
| <b>Residential – Balance Shire</b>                            | <b>\$0.2563</b> |
| <b>Rural Farm</b>                                             | <b>\$0.2382</b> |



|                                                                             |                 |
|-----------------------------------------------------------------------------|-----------------|
| <i>Holiday Rental</i>                                                       | <b>\$0.3015</b> |
| <i>Commercial/Industrial – Colac, Colac East, Colac West,<br/>Elliminyt</i> | <b>\$0.4975</b> |
| <i>Commercial/Industrial – Balance Shire</i>                                | <b>\$0.4221</b> |

**4. Declaration of Rates & Charges - Municipal Charge**

**4.1 A Municipal Charge be declared for the period commencing 1 July 2008 to 30 June 2009 to cover some of the administrative costs of the Council..**

**4.2 The municipal charge be the sum of \$150 per each rateable property, in respect of which a municipal charge can be levied.**

**5. Declaration of Rates & Charges - Waste Management Charges**

**5.1 A Waste Management Charge of \$235.00 per weekly service be declared on all developed Residential and Commercial properties and only those Rural properties who currently receive a service for the period commencing 1 July 2008 to 30 June 2009.**

**5.2 A Waste Management Charge of \$152.00 per fortnightly service be declared on all developed Residential and Commercial properties and only those Rural properties who currently receive a service for the period commencing 1 July 2008 to 30 June 2009.**

**6. Declaration of Rates & Charges - Aire River Drainage Charge**

**A charge of \$0.20 per hectare be declared on those properties located within the Aire River Drainage Scheme.**

**7. Declaration of Rates & Charges - Tirrengower Drainage Charge**

**A charge of \$2.50 per hectare be declared on those properties located within the Tirrengower Drainage Scheme.**

**8. Consequential**

**8.1 It be recorded that Council requires any person to pay interest at the maximum rate fixed under section 2 of the Penalty Interest Rates Act 1983 as the rate set out in accordance with Section 172(2) of the Act on any amounts of rates and charges which:**

- that person is liable to pay; and**
- have not been paid by the date specified for their payment.**

**8.2 Council allow a lump sum payment and 4 instalment payments for the 2008/2009 year, on the dates published in the Government Gazette by the Minister, in accordance with Section 167 of the Local Government Act 1989.**

**8.3 Council authorises the General Manager Corporate & Community Services and the Property & Customer Relations Co-ordinator to levy and recover the general rates and annual service charges in accordance with the Local Government Act 1989.**

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**COLAC OTWAY SHIRE**

**ANNUAL BUDGET**

**2008/2009**

**For the year ended**

**30 June 2009**

|   |           |
|---|-----------|
| <b>OVERVIEW .....</b>                           | <b>2</b>  |
| EXECUTIVE SUMMARY .....                         | 2         |
| 1. LINKAGE TO THE COUNCIL PLAN .....            | 10        |
| 2. BUDGET INFLUENCES .....                      | 11        |
| 3. HIGHLIGHTS.....                              | 13        |
| <b>BUDGET ANALYSIS.....</b>                     | <b>16</b> |
| 4. ANALYSIS OF OPERATING BUDGET.....            | 16        |
| 5. ANALYSIS OF BUDGETED CASH POSITION.....      | 21        |
| 6. ANALYSIS OF CAPITAL BUDGET.....              | 24        |
| 7. ANALYSIS OF BUDGETED FINANCIAL POSITION..... | 27        |
| <b>LONG TERM STRATEGIES.....</b>                | <b>29</b> |
| 8. STRATEGIC RESOURCE PLAN .....                | 29        |
| 9. RATING STRATEGY.....                         | 31        |
| 10. BORROWING STRATEGY .....                    | 33        |
| 11. ASSET MANAGEMENT STRATEGY .....             | 34        |
| <b>APPENDICES .....</b>                         | <b>35</b> |
| OVERVIEW TO APPENDICES.....                     | 35        |
| APPENDIX A - BUDGET STANDARD STATEMENTS .....   | 36        |
| APPENDIX B - STATUTORY DISCLOSURES .....        | 41        |
| APPENDIX C -CAPITAL WORKS PROGRAM.....          | 48        |
| APPENDIX D – KEY STRATEGIC ACTIVITIES .....     | 52        |
| APPENDIX E – USER PAY CHARGES .....             | 53        |

## OVERVIEW

### *Executive Summary*

The 2008/09 Budget will enable Council to deliver on key community priorities. These include the Alvie Recreation Reserve redevelopment, design and implementation of the Apollo Bay Transfer Station, Birregurra and Forrest township structure plans to position them for future growth challenges, a rural living strategy for the shire, election expenses, continued rehabilitation of landfills to EPA standards, contribution to community facilities at the Education, Recreation and Community Precinct and a commitment to high quality service delivery in all service areas.

This budget maintains the focus on the elimination of the Infrastructure Renewal Gap. The Infrastructure Renewal Gap is the difference between what we should spend on renewal of roads and other assets as they reach the end of their useful lives and what we did spend, only four (4) budgets ago (2004/2005) the infrastructure renewal gap was almost \$5 million. Last budget we eliminated this gap. Through Council's financial discipline and responsible decision making, Council will continue to allocate 100% of the funds needed to meet our infrastructure renewal target, providing a more sustainable base for Council long-term operations.

This budget will also see the financial viability of Council improve. The dramatic growth in services and facilities over the past decade is positive for the growth and development of Colac Otway Shire. Council has prepared a Budget for the 2008/2009 financial year which seeks to balance the demand for services and infrastructure with the community's capacity to pay. Key budget information is provided below about the rate increase, cash and investments, operating result, borrowing level, financial position, capital works and financial sustainability of the Council.

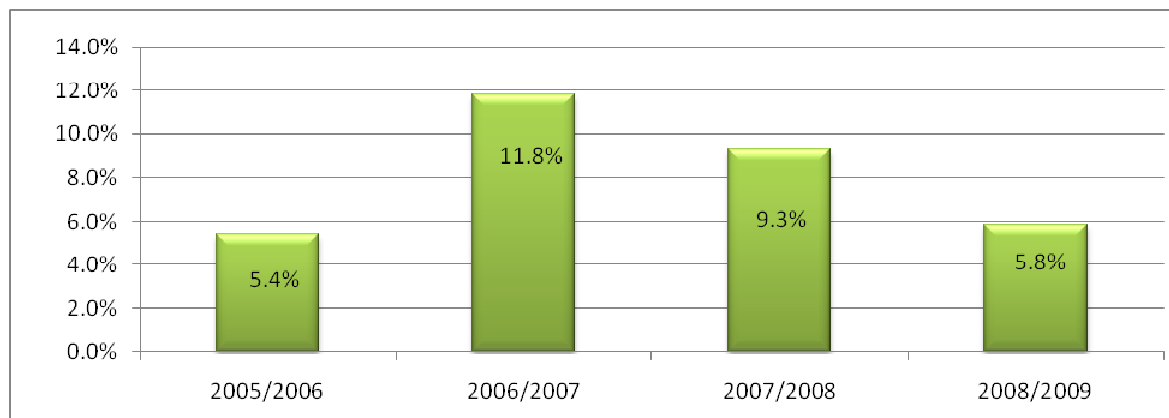
The key features of the 2008/2009 Budget are:

- An operating surplus achieved for the second consecutive year;
- Council continues to meet the Infrastructure Renewal Gap;
- The delivery of affordable rates – with an average rate increase of 5.8%;
- Numerous projects designed to enhance the community;
- Delivery of a strong capital works program; and
- An improved positive financial position.

This has been achieved within the parameters of:

- Reduced government grants;
- Increases in the level of overall rate income;
- Careful monitoring of operating costs of service delivery;
- Increased demands and expectations by the community and other levels of government.

## 1. Rates



In the past two financial years Council has raised rates (above the state-wide average increases) to address the infrastructure renewal gap and to put the Council on a sound financial footing. With these tough increases now behind us, Council is able to deliver a rate increase in 2008/2009 at similar levels to those reflected in other large rural Councils.

In preparing the budget, Council has re-valued all properties in the Shire in accordance with its statutory obligations. The revaluation has meant an overall increase in property values across the shire of 11.9%. As a result Council has elected to reduce the rate in the dollar for all rating categories, so minimising the impact of the increasing property values.

It is proposed that general rates and charges increase by an average of 5.8% for the 2008/2009 year. This equates to about \$17.65 million in both rates and charges, such as the waste management charge, and is in line with Council's rating strategy. Council's rates and charges are directed towards the maintenance of existing services and infrastructure and are the largest component of Council's revenue.

The impact on the average assessment for 2008/2009 is expected to be an increase of \$68, bringing the total average rates and charges per assessment to \$1,236.

As it is a revaluation year the amount of the rate increase will vary from property to property depending upon the valuation change, with some properties experiencing a higher increase in valuation compared to others. As a result of the revaluation, the Colac Residential (Base Rate) is proposed to be 0.003015 in the dollar, which is a 3.05% reduction on the previous year.

### **Economic Development and Tourism**

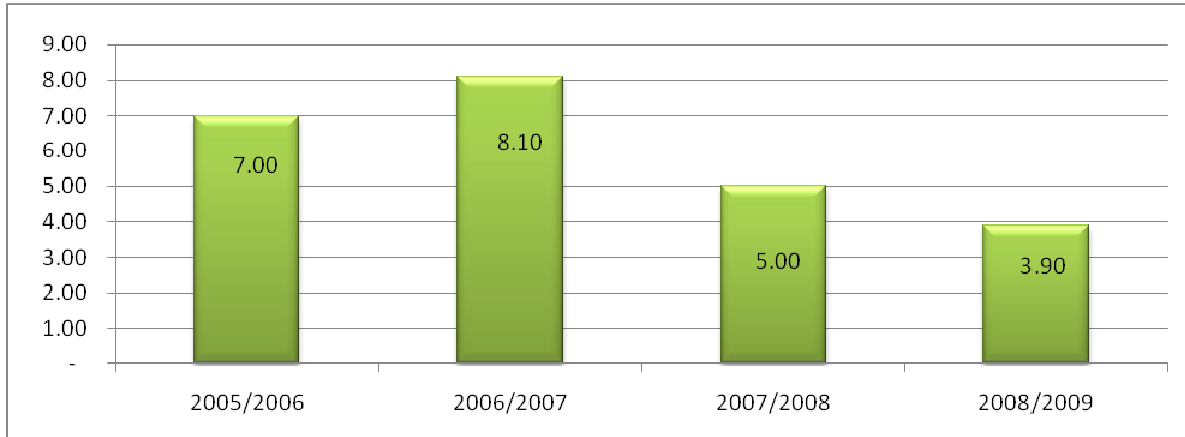
The commercial and industrial rating categories incorporate an amount of \$340,000 towards economic development and tourism. This component of the commercial and industrial rate was introduced in the 2006/2007 budget and further refined in the 2007/2008 budget.

These funds offset the considerable funds that Colac Otway Shire spends on economic development and tourism by supporting industry development, visitor information centres, marketing brochures, economic development projects, small town improvement initiatives and promotion of the Shire. These initiatives aim to ensure Colac Otway Shire remains an attractive option for visitors to Victoria and the region.

## Environmental Infrastructure

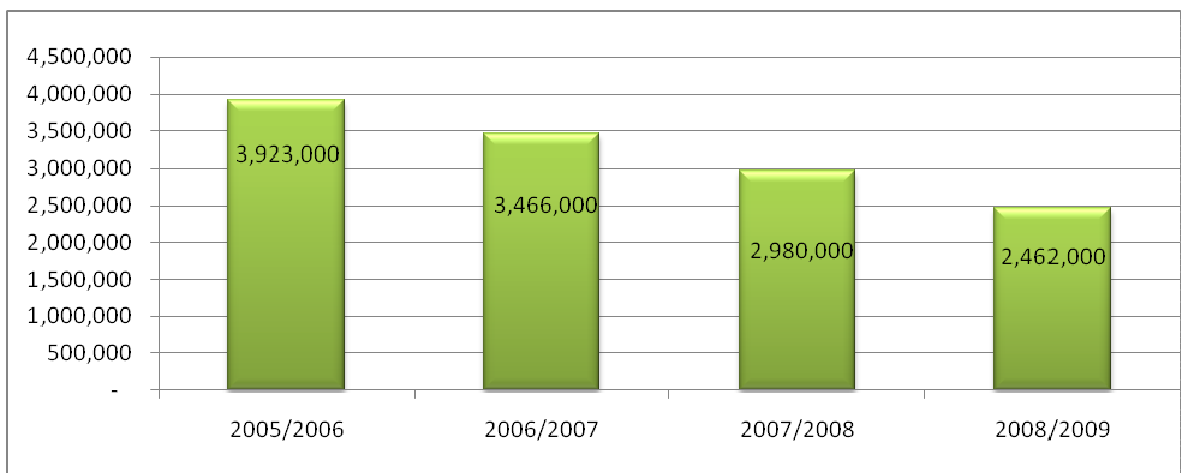
Rates and charges were increased in the 2007/2008 to enable Council to address key environmental infrastructure responsibilities. The current rates and charges structure continues to ensure Council is meeting its environmental infrastructure responsibilities.

## 2. Cash and investments



As Council moves forward and completes outstanding capital works from the previous year and carries out the capital works program carefully planned for the 2008/2009 year, cash and investments are expected to decrease by \$1.1 million during the year to \$3.9 million. This result is seen in a positive light due to the expectation that the prior year and current year projects will be finalised in the 2008/2009 year. The decrease in cash and investments is in line with Council's strategic resource plan and our vision of a sustainable future.

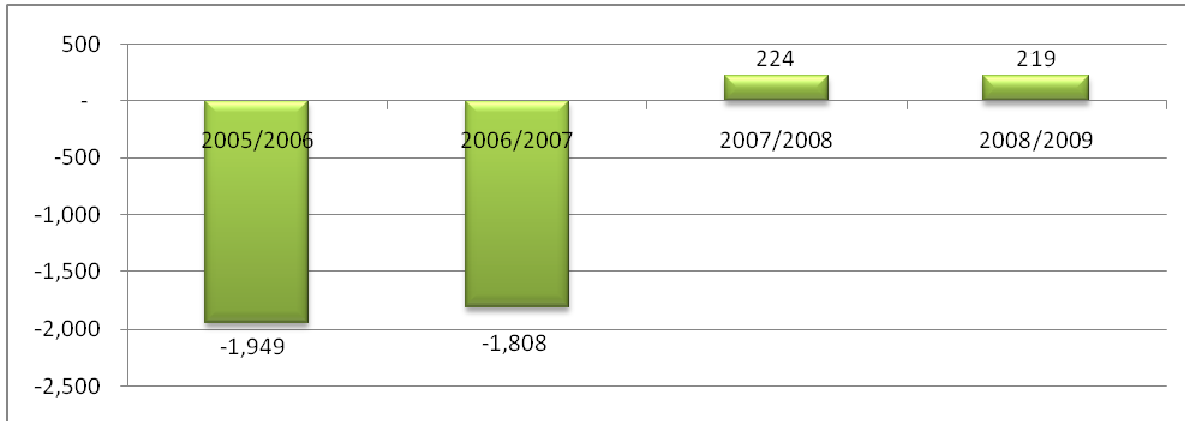
## 3. Borrowing Level



Council's current debt levels fall comfortably within the State Government's prudential ratio limits and are considered at a low level in comparison to similar large rural shires

The 2008/2009 Budget does not include any additional borrowings for the year and through debt servicing costs of \$683,000, Council will achieve a reduction in the level of debt to a figure of \$2.46 million. This level allows Council considerable capacity for additional borrowings of up to \$5.0 million by 2009/2010, should the need arise.

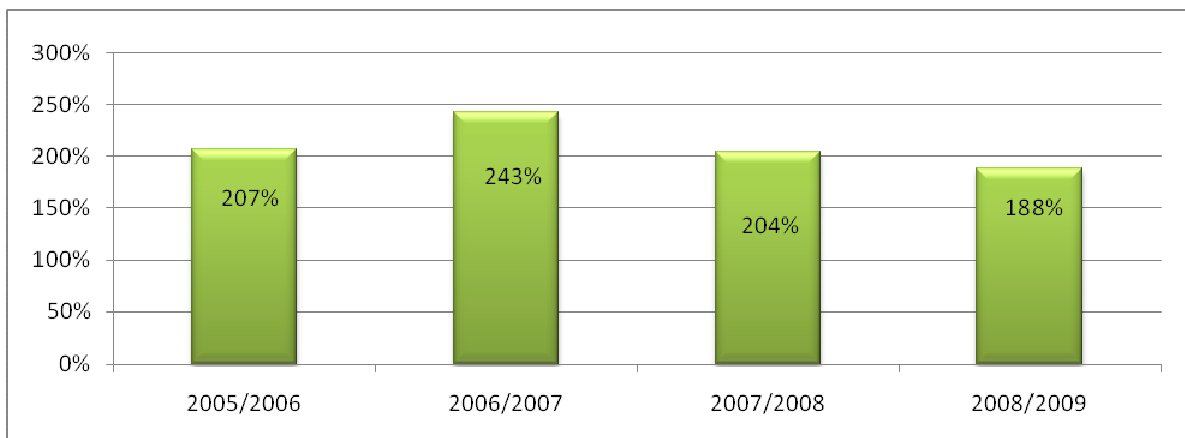
#### 4. Operating result



The expected operating result for the 2008/09 year is a surplus of \$0.2 million, which in Council's view is a tremendous result in light of a considerable reduction in grant funding being offered from state and federal governments.

Council has in recent times made a concerted effort to improve the long term viability of Colac Otway Shire and to achieve a operating surplus in both 2007/2008 and 2008/2009 illustrates the commitment of Council to redress the dependence on grant funding. The focus has been to rely more heavily upon "own source revenue", which means revenue that Council can obtain from rates, fees, charges, income from Council facilities and business units and other ongoing grant revenues. In the current environment, Council can ill afford to rely on both State and Federal government capital grants to fund Council's operations. This budget maintains the drive to reduce that reliance and to move forward towards a truly sustainable future for Council operations. Council will continue to vigorously seek grant opportunities however these opportunities should not fund core operating costs.

#### 5. Financial position

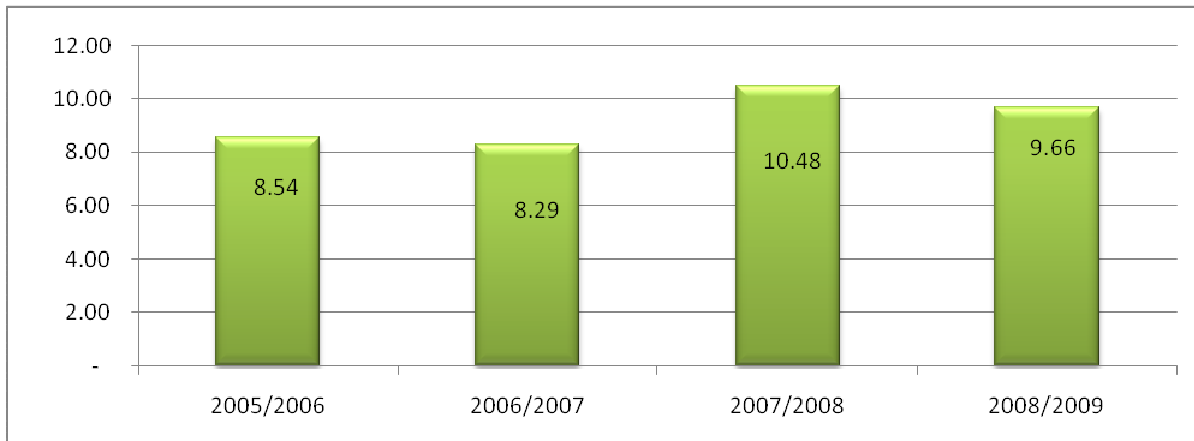


The financial position is measured by Council's working capital ratio (i.e. Current Assets over Current Liabilities) and refers to Council's ability to cover its immediate liabilities as they fall due. The Victorian Auditor General uses this ratio as one of the indicators of financial strength and uses a threshold of 150% and above as an indicator of very low risk. Council has maintained a consistently high ratio over the years and it is expected that this will continue into

the future. This ratio is affected by increases and decreases in both current assets, such as cash and investments and current liabilities, such as interest bearing liabilities (loans).

Current Assets in 2008/2009 are anticipated to move by some \$1.1 million over the year, so reducing the ratio. However, Current Liabilities are expected to also move as Council's debt level decreases over time, so increasing the ratio. These movements over the 2008/2009 financial year will see Council's working capital ratio move from 204% to 188%.

## 6. Capital works



The capital works program is driven by the condition of Council's various assets, such as roads and streets, bridges, drainage, parks and gardens, buildings, footpaths and machinery and plant. As the condition of these assets varies, in that some age faster than others or are subject to more extreme weather conditions, the capital works program needs to be responsive to our assets condition. This may mean that in some years, the capital works program expands and in others it may contract, always keeping in mind Council's commitment to the elimination of the infrastructure renewal gap.

The capital expenditure program in 2008/2009 has been set and prioritised based on a rigorous process of consultation and condition assessments that has enabled Council to assess needs and develop sound business cases for each project. This year's program includes a number of major projects including the design and implementation of the Apollo Bay Transfer Station, Alvie Recreation Reserve Redevelopment, Binn's Road and bridge renewal and Swan Marsh Irrewillipie Road renewal.

The capital works program for the 2008/09 year is expected to be \$9.66 million including \$1.5 million which relates to projects or works commenced in the 2007/2008 year but completed in 2008/2009. Of the \$9.66 million of capital funding required, \$6.45 million will come from Council operations (own source revenue) and \$3.21 million will be sourced from external grants and contributions.



## 7. Financial sustainability



Council's underlying result illustrates our long term reliance on capital related grant revenue; however a high level Strategic Resource Plan for the years 2007/08 to 2011/12 has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Plan is financial sustainability in the medium to long term, while still achieving the Council's strategic objectives as specified in the Council Plan. While the Plan projects that Council's operating result will continue to be in surplus by the 2011/12 year, the underlying result is a decreasing deficit over the four year period.

The underlying result mentioned is really about whether Council's "own source revenue" matches or exceeds Council's operational expenditure. In other words, can we fund all of what we do, with the revenue we make from rates, fees, charges and other ongoing income streams? This underlying result excludes any capital income or expenditure and only deals with the day to day services we deliver to the community and the maintenance of our assets. The result for 2008/2009 is seen as a positive step towards the longer term goal of achieving a consistent underlying surplus.

In line with the Strategic Resource Plan, the 2008/2009 Budget sees improvement in both the Municipal Association of Victoria (MAV) Viability Index and the Victorian Auditor General financial viability indices as a result of a continued operating surplus, reduced debt levels and the level of capital works. The table below gives an indication of how the 2008/2009 results may stack up against the financial viability indicators of the Victorian Auditor General and the Municipal Association of Victoria. If these indicators are the long term average then Council would be considered to be in a strong financial position

| Victorian Auditor General – Indicators of financial viability |            |
|---|------------|
| Indicator   | Risk Level |
| Underlying Result Ratio                                       | Low        |
| Liquidity ratio   | Low        |
| Self-financing Ratio  | Low        |
| Indebtedness Ratio  | Low        |
| Investment Gap Ratio  | Medium     |
| Municipal Association of Victoria – Viability Index           |            |
| Indicator   | Risk Level |
| Viability Index   | Positive   |

## 8. Service Delivery

Many of the “big ticket” items contained in the 2008/2009 budget relate to three areas of Council, namely Asset Maintenance (Cosworks), Waste Management and Strategic and Statutory Planning. This Budget sees further improvement in each of these areas as follows:

- Asset Maintenance (\$3.14m)

The Cosworks maintenance budget is proposed to increase from \$2.96m to \$3.14m or 6.1% to assist in meeting Council standards, community expectations and in turn increasing the useful life of assets.

The major components include:

|                              |           |
|------------------------------|-----------|
| ○ Unsealed Roads Maintenance | \$478,000 |
| ○ Vegetation Control         | \$400,000 |
| ○ Street Beautification      | \$331,000 |
| ○ Road signs and Marking     | \$305,000 |
| ○ Drainage Maintenance       | \$300,000 |
| ○ Sealed Roads Maintenance   | \$290,000 |

- Waste Management (\$3.0m)

This budget includes funding for Waste Disposal and Waste Collection.

- Strategic and Statutory Planning (\$1.59m)

The budget includes the normal operations of the areas as well as additional funds for the following:

- Scheme Amendments
- Rural Living Strategy
- Structure Plans developed for Birregurra and Forrest

To assist with service delivery funds for additional resources have been provided for in a number of areas:

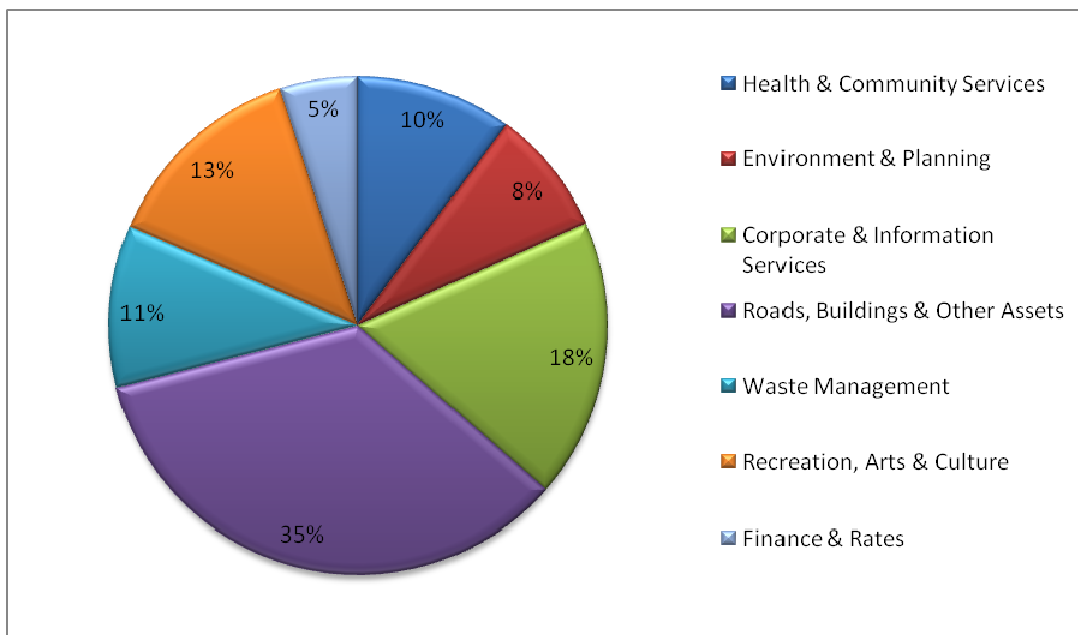
- Human Resources (part-time)
- Finance
- Customer Relations
- Local Laws (part-time)
- Asset Management
- Family Day Care (part-time)
- Events Support (part-time)

Council will also continue to provide core service delivery in many other areas including:

- Home and Community Care
- Maternal and Child Health
- Health Administration
- Local Laws

This budget has been developed for a delivery of services and maintenance of a community infrastructure approach, whilst being mindful of doing so within a fiscally responsible and sustainable framework. There has been rigorous and lengthy development and discussion in the building of the 2008/2009 Budget between all levels of Council and the positive steps taken move us forward towards a more sustainable future.

The chart following illustrates how the Council utilises the income it receives. The chart includes both operating and capital funding.



More detailed budget information is available throughout this document.

### Budget processes

This section lists the budget processes to be undertaken in order to adopt the Budget in accordance with the Act and Regulations.

The preparation of the budget begins with Officers preparing the annual budget in accordance with the Act and submitting the 'proposed' budget to Council for approval 'in principle'. Council is then required to give 'public notice' that it intends to 'adopt' the budget. It must give 14 days notice of its intention to adopt the proposed budget and make the budget available for inspection at its offices. A person has a right to make a submission on any proposal contained in the budget and any submission must be considered before adoption of the budget by Council. The final step is for Council to adopt the budget after receiving and considering any submissions from interested parties. The budget is required to be adopted and a copy submitted to the Minister by 31 August each year. The key dates for the budget process are summarised below:

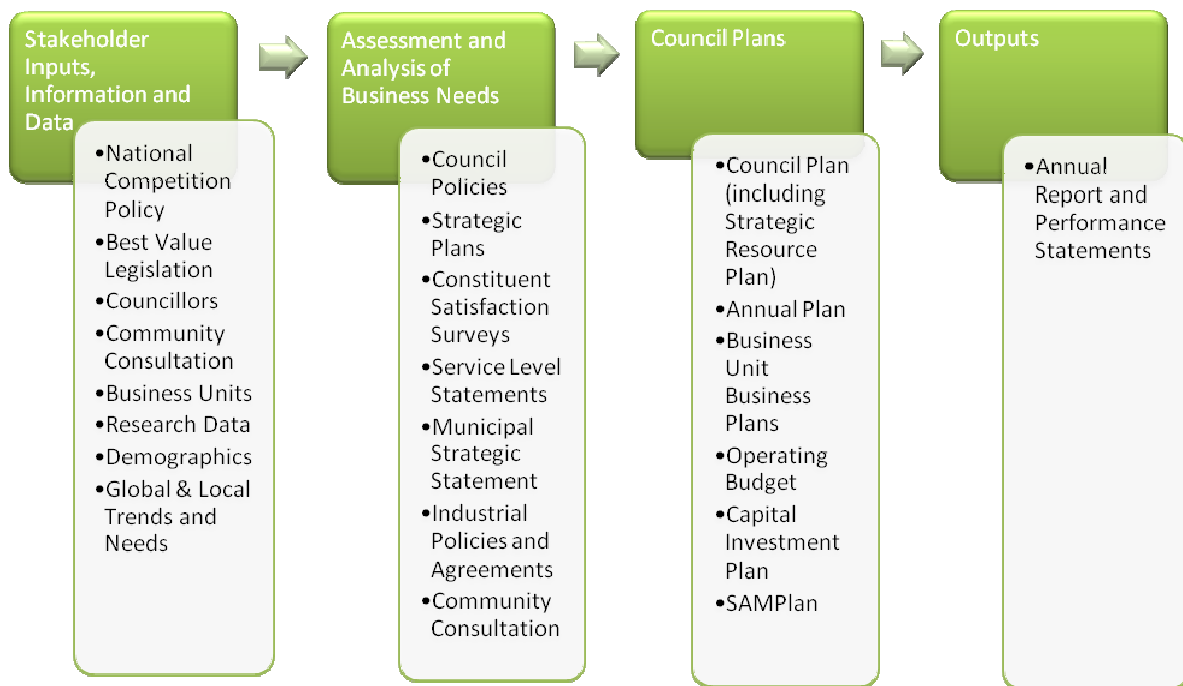
| Process Stages   | Date                        |
|--|-----------------------------|
| 1. Budget Submitted to Council for approval "in principle" | 10 <sup>th</sup> June 2008  |
| 2. Public notice advising intention to adopt budget        | 12 <sup>th</sup> June 2008  |
| 3. Budget available for public inspection and comment      | 12 <sup>th</sup> June 2008  |
| 4. Community Budget Session – Colac                        | 17 <sup>th</sup> June 2008  |
| 5. Community Budget Session – Apollo Bay                   | 18 <sup>th</sup> June 2008  |
| 6. Public submissions period closes                        | 9 <sup>th</sup> July 2008   |
| 7. Submissions considered by Council                       | 15 <sup>th</sup> July 2008  |
| 8. Budget presented to Council for adoption                | 22 <sup>nd</sup> July 2008  |
| 9. Copy of adopted budget submitted to the Minister        | 1 <sup>st</sup> August 2008 |

## 1. Linkage to the Council Plan

This section describes how the Annual Budget links to the achievement of the Council Plan within an overall planning framework. This framework guides the Council in identifying community needs and aspirations over the medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Audited Statements).

### 1.1 Strategic planning framework

The Strategic Resource Plan, included in the Council Plan summarises the financial and non-financial impacts of the objectives and strategies and determines the sustainability of these objectives and strategies. The Annual Budget is then framed within the Strategic Resource Plan, taking into account the activities and initiatives included in the Annual Budget which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the strategic planning framework of Council.



## **2. Budget Influences**

This section sets out the key budget influences arising from the internal and external environment within which the Council operates.

### **2.1 External influences**

In preparing the 2008/09 budget, a number of external influences have been taken into consideration, because they are likely to impact significantly on the services delivered by Council in the budget period. These include:

- Grants Commission funding of \$4.95m an increase of \$0.32m (+6.9%) on 2007/2008 forecast;
- Election Expenses for the 2008 General Election of \$115,000;
- Recognition of the growth in costs both in current and future years of many of the Shire's contractual obligations through the impact of rising inflation and fuel costs;
- Government grants providing less than the full cost increases in services provided by Council under agreement with those governments. The formula used by government to index grants falls short of the actual cost increases for services such as library services, school crossing supervisors, home and community care and like services;
- Prevailing economic conditions which are expected to remain difficult during the budget period impacting on investment and growth; and
- Increasing legislative obligations imposed by State Government.

### **2.2 Internal influences**

As well as external influences, there are also a number of internal influences which are expected to have a significant impact on the preparation of the 2008/09 Budget. These matters have arisen from events occurring in the 2007/08 year resulting in variances between the forecast actual and budgeted results for that year and matters expected to arise in the 2008/09 year. These matters and their financial impact are set out below:

- Enterprise Bargaining Agreement (EBA) increase of 4.1%;
- Increased contribution of \$58,000 to the Corangamite Regional Library Corporation;
- Increasing demand on Services;
- Increasing requirements for waste water management compliance;
- The resourcing of both Bluewater Fitness Centre and COPACC at realistic levels; and
- Increase in Workcover premiums.

### **2.3 Budget principles**

In response to these influences, guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Any Rate increase above CPI should be applied to infrastructure renewal and other capital projects;
- Savings and re-prioritisation of funds to be redirected to infrastructure renewal, capital projects and non capital Council Plan priority projects;
- Manage debt and maintain levels below prudential guidelines;
- Increase funding for infrastructure renewal;
- Fees and charges to be reviewed each year for equity and fairness; and
- Savings and re-prioritisation of funds also be redirected to cash reserves.

## **2.4 Legislative requirements**

Under the Local Government Act 1989 (the Act), Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Local Government (Finance and Reporting) Regulations 2004 (the Regulations) which support the Act.

The 2008/09 budget, which is included in this report, is for the year 1 July 2008 to 30 June 2009 and is prepared in accordance with the Act and Regulations. The budget includes standard statements being a budgeted Income Statement, Balance Sheet, Cash Flows and Capital Works. These statements have been prepared for the year ended 30 June 2009 in accordance with Accounting Standards and other mandatory professional reporting requirements and in accordance with the Act and Regulations. It also includes detailed information about the rates and charges to be levied, the capital works program to be undertaken and other financial information, which Council requires in order to make an informed decision about the adoption of the budget.

The budget includes consideration of a number of long term strategies to assist Council in considering the Budget in a proper financial management context. These include a Strategic Resource Plan for the years 2008/09 to 2011/12 (section 8.), Rating Strategy (section 9.) and other Long Term Strategies (section 10.) including borrowings and Asset Management (section 11).

### 3. Highlights

This section of the report provides a summary of the budget financial highlights, comparing the forecast actual and budgeted results for the 2007/2008 and 2008/2009 years for operating, cash, capital works and the financial position.

#### 3.1 Operating Budget

|                              | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|------------------------------|-------------------------------|-----------------------------|------------------|
| Operating Revenue            | \$32,628                      | \$32,900                    | \$272            |
| Operating Expenditure        | \$32,393                      | \$32,672                    | (\$279)          |
| Non Operating items - net    | (\$11)                        | (\$11)                      | \$               |
| <b>Net Surplus/(Deficit)</b> | <b>\$224</b>                  | <b>\$217</b>                | <b>(\$7)</b>     |

The Budgeted Income Statement forecasts an operating surplus of \$0.2 million for the year ending 30 June 2009, against a forecast surplus of \$0.2 million for the 2007/2008 year. This consistent result illustrates Council's commitment to the delivery of fiscally responsible infrastructure and services to the community.

This has been achieved within the parameters of:

- Reduction in the level of grant funding;
- Increase in the level of overall rate income;
- Careful monitoring of operating costs of service delivery;
- Increased demands and expectations by the community and other levels of government.

Refer to Section 4 "Analysis of Operating Budget" for further details.

#### 3.2 Budgeted Cash Position

|   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|---|-------------------------------|-----------------------------|------------------|
| <b>Cash Flows</b>                           |                               |                             |                  |
| Operating                                   | \$8,149                       | \$8,551                     | \$402            |
| Investing                                   | (\$9,640)                     | (\$9,113)                   | \$527            |
| Financing                                   | (\$508)                       | (\$544)                     | (\$36)           |
| <b>Net Increase/(Decrease) in cash held</b> | <b>(\$1,999)</b>              | <b>(\$1,106)</b>            | <b>\$893</b>     |
| Cash at beginning of year                   | \$6,988                       | \$4,989                     | (\$1,999)        |
| <b>Cash at end of year</b>                  | <b>\$4,989</b>                | <b>\$3,883</b>              | <b>(\$1,106)</b> |

The Budgeted cash flow statement predicts a net decrease in cash resources of \$1.1 million for the year ending 30 June 2009. Cash generated from 2008/2009 operating activities of \$8.6m million is an increase of \$0.4 million from the 2007/08 year due to rate increases and decreased levels of recurrent and non recurrent Grants.

Overall Council's total cash position is expected to be \$3.9 million at 30 June 2009.

Refer to Section 5 "Analysis of Budgeted Cash Position" for further details.

### 3.3 Capital Works Program Budget

|                            | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|----------------------------|-------------------------------|-----------------------------|------------------|
| Externally Funded          | \$4,147                       | \$3,210                     | (\$937)          |
| Internally Funded          | \$6,330                       | \$6,454                     | \$124            |
| <b>Total Capital Works</b> | <b>\$10,477</b>               | <b>\$9,664</b>              | <b>(\$813)</b>   |

The Budgeted Capital Works Program forecasts total capital works of \$9.7 million to be undertaken during the 2008/2009 financial year. This represents a \$0.8 million decrease on the previous year. The funding sources for capital works program include \$3.6 million from external sources such as Non Recurrent Grants and proceeds from Sale of Plant and Equipment and \$6.0 million from internal sources being Operations, Working Capital and Discretionary Reserves.

Refer to Section 6 "Analysis of Capital Budget" for further details.

### 3.4 Budgeted Financial Position

|                            | Forecast<br>30 June<br>2008<br>'000 | Budget<br>30 June<br>2009<br>'000 | Variance<br>'000 |
|----------------------------|-------------------------------------|-----------------------------------|------------------|
| <b>Assets</b>              |                                     |                                   |                  |
| Current Assets             | \$7,710                             | \$6,562                           | (\$1,148)        |
| Non-current Assets         | \$199,877                           | \$200,533                         | \$656            |
| <b>Total Assets</b>        | <b>\$207,587</b>                    | <b>\$207,095</b>                  | <b>(\$492)</b>   |
| <b>Liabilities</b>         |                                     |                                   |                  |
| Current Liabilities        | \$3,785                             | \$3,491                           | \$294            |
| Non-current liabilities    | \$5,193                             | \$4,778                           | \$415            |
| <b>Total Liabilities</b>   | <b>\$8,978</b>                      | <b>\$8,269</b>                    | <b>\$709</b>     |
| <b>Net Assets</b>          | <b>\$198,609</b>                    | <b>\$198,826</b>                  | <b>\$217</b>     |
| <b>Equity</b>              |                                     |                                   |                  |
| Accumulated Funds          | \$92,309                            | \$92,513                          | \$205            |
| Asset Revaluation Reserves | \$104,417                           | \$104,417                         | \$0              |
| Other Reserves             | \$1,884                             | \$1,896                           | \$12             |
| <b>Total Equity</b>        | <b>\$198,609</b>                    | <b>\$198,826</b>                  | <b>\$217</b>     |

The Budgeted balance sheet shows net assets of \$198.8 million as at 30 June 2009. This represents a \$0.2 million increase over 2007/2008. This is mainly comprised of a \$0.7 million reduction in the value of non-current liabilities, as a result of debt reduction and landfill rehabilitation payments.

Refer to Section 7 "Analysis of Budgeted Financial Position" for further details.



## 3.5 Budget Performance Indicators

| INDICATOR   | Forecast<br>30 June<br>2008<br>'000 / % | Budget<br>30 June<br>2009<br>'000 / % | Variance<br>'000 / % |
|---|---|---------------------------------------|----------------------|
| <b>General</b>                                      |   |                                       |                      |
| Rates & Charges (including Supps)                   | \$16,377                                | \$17,602                              | \$1,225              |
| Loan Liability                                      | \$2,980                                 | \$2,462                               | \$518                |
| Working Capital                                     | 204%                                    | 188%                                  | -16%                 |
| Capital Expenditure                                 | \$10,479                                | \$9,663                               | \$816                |
| Operating Surplus/(Deficit)                         | \$224                                   | \$217                                 | (\$7)                |
| Depreciation  | \$8,037                                 | \$8,430                               | (\$393)              |
| Equity  | \$198,609                               | \$198,826                             | \$217                |
| Cash Balance  | \$4,989                                 | \$3,883                               | (\$1,106)            |
| Cash Increase/(Decrease)                            | (\$1,999)                               | (\$1,106)                             | \$893                |
| <b>Financial Performance</b>                        |   |                                       |                      |
| Total Expenses / Rateable<br>Properties/Assessments | \$2,324                                 | \$2,303                               | (\$22)               |
| Rate Revenue / Adj Operating Total<br>Revenue       | 56.6%                                   | 59.1%                                 | 2.4%                 |
| Grants / Total Revenue                              | 33.1%                                   | 32.1%                                 | -1.0%                |
| Fees & Charges / Total Revenue                      | 11.2%                                   | 11.7%                                 | 0.5%                 |
| Debt Servicing Costs / Total Revenue                | 0.7%                                    | 0.6%                                  | -0.1%                |
| <b>Financial Position</b>                           |   |                                       |                      |
| Total Indebtedness / Rate Revenue                   | 18.2%                                   | 14.0%                                 | -4.2%                |
| Total Assets per Assessment                         | \$14,896                                | \$14,595                              | (\$300)              |
| Total Liabilities per Assessment                    | \$644                                   | \$583                                 | (\$61)               |
| <b>Capital Expenditure</b>                          |   |                                       |                      |
| Total Capital expenditure per Assessment            | \$752                                   | \$681                                 | (\$71)               |
| Total Capex / Total Depreciation                    | 130.4%                                  | 114.6%                                | -15.8%               |
| Capex / Rate Revenue                                | 64.0%                                   | 54.9%                                 | -9.1%                |

The general performance indicators show a consistent operating result, reduced loan liability, increased level of own source funding and a reduction in the average expenditure per assessment. In line with the cash balance decrease, the working capital ratio decreases due to funding of the capital expenditure programs carried over from 2007/2008 and completed in 2008/2009.

## BUDGET ANALYSIS

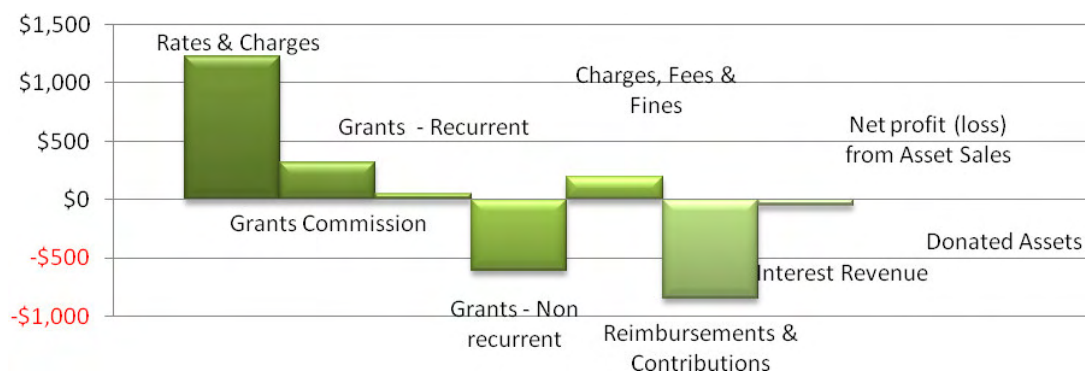
### 4. Analysis of Operating Budget

This section of the report analyses the expected revenues and expenses of the Council for the 2008/2009 year. It also includes analysis of the financial performance of strategic objectives as set out in the Council Plan.

#### 4.1 Operating Revenue

| Revenue Type                       | Ref   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|------------------------------------|-------|-------------------------------|-----------------------------|------------------|
| Rates & Charges                    | 4.1.1 | \$16,377                      | \$17,602                    | \$1,225          |
| Grants Commission                  | 4.1.2 | \$4,633                       | \$4,950                     | \$317            |
| Grants - Recurrent                 | 4.1.3 | \$2,473                       | \$2,526                     | \$53             |
| Grants - Non recurrent             | 4.1.4 | \$3,704                       | \$3,096                     | (\$608)          |
| Charges, Fees & Fines              | 4.1.5 | \$3,670                       | \$3,863                     | \$193            |
| Reimbursements & Contributions     | 4.1.6 | \$1,296                       | \$443                       | (\$853)          |
| Interest Revenue                   | 4.1.7 | \$475                         | \$420                       | (\$55)           |
| <b>Total Operating Revenue</b>     |       | <b>\$32,628</b>               | <b>\$32,900</b>             | <b>\$272</b>     |
| Net profit (loss) from Asset Sales | 4.1.8 | \$                            | \$                          | \$               |
| Donated Assets                     | 4.1.9 | \$139                         | \$139                       | \$0              |
| <b>Total Revenue</b>               |       | <b>\$32,767</b>               | <b>\$33,039</b>             | <b>\$272</b>     |

Figure 1: Variance from 2007/2008 Forecast



#### 4.1.1 Rates & Charges

Rates & Charges are budgeted to increase by \$1.2 million over 2007/2008 to a total of \$17.6 million for 2008/2009 comprising,

- Rates \$13.4 million
- Waste management charge \$2.2 million
- Municipal charge \$2.0 million

A more detailed analysis of the rates and charges to be levied for 2008/2009 can be found in Section 9.2 "Rating Strategy" and Appendix B – "Statutory Disclosures".

#### 4.1.2 Grants Commission

Council will receive an increase of 6.8% for Grants Commission equating to an additional \$0.32 million.

#### 4.1.3 Grants - Recurrent

Operating grants include all monies received from State, Federal and community sources for the intent of funding the delivery of Council services to ratepayers. Overall the level of recurrent grants is expected to be steady over the forecast and budget periods. Generally, government grants are not increasing in line with the costs of delivering the services, which places additional pressure on Council's own sources of funding, such as rates.

Significant movements in grants and contribution funding are summarised as follows:

|                                  | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|----------------------------------|-------------------------------|-----------------------------|------------------|
| Port of Apollo Bay               | \$625                         | \$637                       | \$12             |
| Home Care and Community Services | \$830                         | \$889                       | \$59             |
| Family Day Care                  | \$390                         | \$475                       | \$85             |
| Maternal Child Health Care       | \$161                         | \$153                       | (\$8)            |
| Other                            | \$467                         | \$372                       | (\$95)           |
| <b>Total Grants - Operating</b>  | <b>\$2,473</b>                | <b>\$2,526</b>              | <b>\$53</b>      |

#### 4.1.4 Grants – Non Recurrent

Capital grants include all monies received from State, Federal and community sources with the purpose of funding Council's capital works program. The level of non-recurrent grants & subsidies is expected to decrease by \$0.6 million over 2008/2009 as compared to the previous year. This is in line with the change of policy associated with the new Federal Government.

A more detailed analysis of capital grants and contributions can be found in Section 6 "Analysis of Capital Budget".

#### 4.1.5 Charges, Fees & Fines

Charges, fees & fines relate mainly to fees & fines levied in accordance with legislation and include such items as Health Act registrations, animal registrations and parking fines. Charges, fees & fines collections are expected to increase modestly over the forecast and budget periods.

#### 4.1.6 Reimbursements & Contributions

Reimbursements and contributions relate to funds raised from various sources as reimbursements for expenses incurred by Council (such as Committee of Management charges) or contributions from interested parties for Council provided services (i.e. contributions to kerb & channel /road construction work).

Reimbursements and contributions are budgeted to decrease by \$0.9 million over 2008/2009 to a total of \$0.4 million. This is due primarily to the lower value of private schemes contributions.

#### 4.1.7 Interest Revenue

Interest revenue includes interest on investments and rates. Interest revenue is budgeted to decrease in 2008/2009 as increased capital spending 'draws down' the existing cash balances.

#### 4.1.8 Net Profit (Loss) from Sale of Assets

Net profit (loss) from sale of Council plant and equipment is predicted to remain steady over the forecast and budget period.

#### 4.1.9 Donated Assets

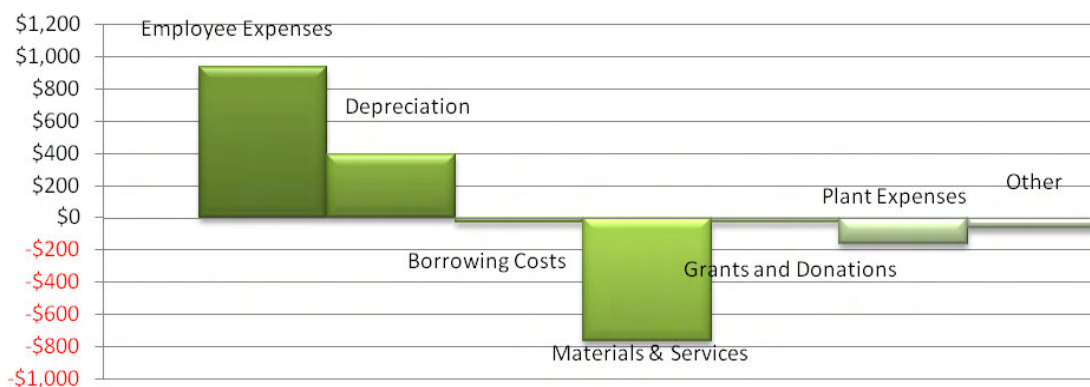
Donated Assets refers to the value of assets received by Council from external sources. Primarily this relates to infrastructure assets transferred to Council control from developers (i.e. roads in new subdivisions)

The level of donated assets is expected to remain steady at \$0.1m over the forecast and budget periods.

### 4.2 Operating Expenditure

| Expenditure Type                        | Ref   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|---|-------|-------------------------------|-----------------------------|------------------|
| Employee Expenses                       | 4.2.1 | \$9,941                       | \$10,875                    | (\$934)          |
| Depreciation                            | 4.2.2 | \$8,037                       | \$8,430                     | (\$393)          |
| Borrowing Costs                         | 4.2.3 | \$223                         | \$191                       | \$32             |
| Materials & Services                    | 4.2.4 | \$12,435                      | \$11,671                    | \$764            |
| Grants and Donations                    | 4.2.5 | \$183                         | \$156                       | \$27             |
| Plant Expenses                          | 4.2.6 | \$587                         | \$427                       | \$160            |
| Other                                   | 4.2.7 | \$987                         | \$922                       | \$65             |
| <b>Total Operating Expenditure</b>      |       | <b>\$32,393</b>               | <b>\$32,672</b>             | <b>(\$279)</b>   |
| Property, Plant & Equipment Written Off | 4.2.8 | \$150                         | \$150                       | \$0              |
| <b>Total Expenditure</b>                |       | <b>\$32,543</b>               | <b>\$32,822</b>             | <b>(\$279)</b>   |

Figure 2: Variance from 2007/2008 Forecast



#### **4.2.1 Employee Expenses**

Employee costs include all labour related expenditure incurred by Council, including salaries and wages and related on-costs, such as leave entitlements, employer superannuation payments, Workcover, etc.

Employee costs are expected to increase by \$0.9 million as compared to the forecast for 2007/2008 due in the main to: a substantial increase in the WorkCover premium; an expectation of filling vacant positions from the prior year; and Council's Enterprise Bargaining Agreement (EBA) wage rise of an average 4.1%.

#### **4.2.2 Depreciation**

Depreciation relates to the reduction, or consumption, of an asset's value through usage, and applies to assets such as property, plant & equipment, as well as infrastructure assets such as roads, drains, footpaths, etc. The increase in depreciation costs of \$0.4m for 2008/2009 is mainly due to the completion of the 2008/2009 capital works program and the full year effect of depreciation on the 2007/2008 capital works program.

#### **4.2.3 Borrowing Costs**

Borrowing costs relate to interest charged by financial institutions on Council's borrowings. The reduction of \$32,000 in borrowing costs results from the planned reduction in borrowings due to repayment of principal in accordance with loan agreements.

#### **4.2.4 Materials & Services**

Materials and services include the purchase of consumables, payments to contractors for the provision of services and utilities costs and are expected to decrease by \$0.9m to \$11.7 million for the 2008/2009 period. This reduction, unusual in the current economic environment of increasing costs, is due to reduced spending on the Apollo Bay Harbour and also reflects an increased commitment to performing activities in-house (for example, utilising existing staff instead of hiring contractors), the aim of which is to reduce the cost of Council's activities.

#### **4.2.5 Grants & Donations**

Grants & Donations include all donations and grants made by Council to community organisations.

Grants and Donations are expected to remain at levels consistent with the 2007/2008 period.

#### **4.2.6 Plant Costs**

Plant costs relate to all costs associated with running all plant controlled by Council. This includes the light vehicle fleet, as well as Council's fleet of construction equipment and heavy vehicles.

Plant costs are expected to decrease by \$0.16 million as compared to 2007/2008, reflecting a change in Council policy to acquire more cost efficient and environmentally sound vehicles.

#### **4.2.7 Other Expenses**

Other expenses include all miscellaneous unclassified expenses incurred in the day to day operation of Council.

Other expenses are expected to remain steady over the period.

#### **4.2.8 Property, Plant & Equipment Write Off**

This item refers to the costs of writing off the value of any Council owned or controlled property, plant & equipment that is deemed to no longer be owned or controlled by Council or obsolete.

It is budgeted the write offs of property plant and equipment over the 2008/2009 financial year will be \$0.15 million, in line with the previous financial year.

## **5. Analysis of Budgeted Cash Position**

This section of the report analyses the expected cash flows from operating, investing and financing activities of Council for the 2008/2009 financial year.

The significance of budgeting cash flows for Council is that it is a key factor in setting the level of rates and providing a guide to the level of capital expenditure the Council can sustain with or without using existing cash reserves.

### **5.1 Budgeted Cash Flows Statement (see next page)**

#### **5.1.1 Operating Activities**

Cash flows from operating activities refers to the cash generated or used in the normal service delivery functions of Council. The increase in cash inflows from operating activities of \$0.4 million from 2007/2008 is due to rate increases and a reduction in outgoings.

#### **5.1.2 Investing Activities**

Cash flows from investing activities refers to cash generated or used in the enhancement or creation of infrastructure and other assets. Items such as cash flows for road construction and proceeds from sale of assets are included here. In line with the council's commitment to eliminating the infrastructure renewal gap and higher proceeds from plant & equipment sales, cash flows from investing activities are budgeted to show a decrease of \$0.5 million over the 2007/2008 financial year.

#### **5.1.3 Financing Activities**

Cash flows from financing activities refers to cash generated or used in the financing of Council functions and includes borrowings from financial institutions. This is budgeted to have a net outflow of \$0.5m for 2008/2009, consistent with the loan repayment schedule.

#### **5.1.4 Cash at End of Year**

Overall, cash at the end of the 2008/2009 financial year is budgeted to decrease by \$1.1 million to a total of \$3.9 million.

**Budgeted Cash Flows Statement**

|  | Ref   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|--|-------|-------------------------------|-----------------------------|------------------|
| <b>Cash flows from operating activities</b>              | 5.1.1 |                               |                             |                  |
| <b>Receipts</b>  |       |                               |                             |                  |
| Rates and Charges  |       | \$16,313                      | \$17,560                    | \$1,247          |
| Grants Commission  |       | \$4,633                       | \$4,950                     | \$317            |
| Grants - Recurrent                                       |       | \$2,473                       | \$2,526                     | \$53             |
| Grants - Non recurrent                                   |       | \$3,704                       | \$3,096                     | (\$608)          |
| Council User charges & reimbursements                    |       | \$3,752                       | \$3,942                     | \$190            |
| Contributions and donations received                     |       | \$1,296                       | \$443                       | (\$853)          |
| Interest received  |       | \$475                         | \$420                       | (\$55)           |
|  |       | <b>\$32,646</b>               | <b>\$32,937</b>             | <b>\$291</b>     |
| <b>Payments</b>  |       |                               |                             |                  |
| Employees costs  |       | (\$9,861)                     | (\$10,785)                  | (\$924)          |
| Materials and consumables                                |       | (\$13,244)                    | (\$12,357)                  | \$887            |
| Finance costs  |       | (\$223)                       | (\$191)                     | \$32             |
| Council Grants and Donations paid                        |       | (\$183)                       | (\$156)                     | \$27             |
| Other Expenses   |       | (\$986)                       | (\$897)                     | \$89             |
|  |       | <b>(\$24,497)</b>             | <b>(\$24,386)</b>           | <b>\$111</b>     |
| <b>Cash inflows from operating activities</b>            |       | <b>\$8,149</b>                | <b>\$8,551</b>              | <b>\$402</b>     |
| <b>Cash flows from investing activities</b>              | 5.1.2 |                               |                             |                  |
| Payments for asset acquisition                           |       | (\$10,479)                    | (\$9,663)                   | \$816            |
| Proceeds from disposal of assets                         |       | \$839                         | \$550                       | (\$289)          |
| <b>Cash outflows from investing activities</b>           |       | <b>(\$9,640)</b>              | <b>(\$9,113)</b>            | <b>\$527</b>     |
| <b>Cash flows from financing activities</b>              | 5.1.3 |                               |                             |                  |
| Repayment of borrowings                                  |       | (\$486)                       | (\$518)                     | (\$32)           |
| Lease Payments   |       | (\$22)                        | (\$26)                      | (\$4)            |
| <b>Cash outflows from financing activities</b>           |       | <b>(\$508)</b>                | <b>(\$544)</b>              | <b>(\$36)</b>    |
| <b>Net increase/(decrease) in cash &amp; equivalents</b> |       | <b>(\$1,999)</b>              | <b>(\$1,106)</b>            | <b>\$893</b>     |
| Cash & equivalents - beginning of the financial year     |       | \$6,988                       | \$4,989                     | (\$1,999)        |
| <b>Cash at end of financial year</b>                     | 5.1.4 | <b>\$4,989</b>                | <b>\$3,883</b>              | <b>(\$1,106)</b> |
| <b>Represented by:</b>                                   |       |                               |                             |                  |
| Restricted cash and investments                          |       |                               |                             |                  |
| - Statutory Reserves                                     |       | \$199                         | \$199                       | \$0              |
| - Trust Deposits   |       | \$276                         | \$276                       | \$0              |
| - Discretionary Reserves                                 |       | \$1,685                       | \$1,697                     | \$12             |
| - Long Service Leave                                     |       | \$1,244                       | \$1,295                     | \$51             |
| - Working Capital  |       | \$1,586                       | \$416                       | (\$1,169)        |
| <b>Total Reserves cash &amp; working capital</b>         | 5.2   | <b>\$4,989</b>                | <b>\$3,883</b>              | <b>(\$1,106)</b> |



## 5.2 Reserves Cash and Working Capital

The cash flow statement indicates that Council is estimating that at 30 June 2009 it will have cash of \$3.9 million which has been restricted as follows:

- **Statutory Reserves \$0.2 million** - These funds are Car Parking and Recreational Reserves and the funds must be applied for specified statutory purposes in accordance with various legislation and contractual requirements.
- **Refundable Trust Deposits of \$0.3 million** – These funds are deposits held for specific purposes and are available only as deposits and bonds held in trust.
- **Discretionary \$1.7 million** - These funds are available for whatever purpose Council decides is their best use. However, the funds will be used for those purposes previously earmarked unless there is a council resolution changing the future application of these funds. Refer to Appendix A for further details of these funds.
- **Long Service Leave \$1.3 million** - These funds are separately identified as restricted to ensure there is sufficient funds to meet Council's long service leave obligations as set out in the Local Government (Long Service Leave) Regulations 2002.
- **Working Capital of \$0.4 million** – Working capital funds are free from any legislative restriction and are therefore available to Council to use at their discretion and/or for day to day requirements.

## 5.3 Reconciliation of cash and operating results

|   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|---|-------------------------------|-----------------------------|------------------|
| <b>Net Surplus (deficit) from operations</b>          | <b>\$224</b>                  | <b>\$217</b>                | <b>(\$7)</b>     |
| Depreciation  | \$8,037                       | \$8,430                     | \$393            |
| Loss (gain) on sale of assets                         | \$                            | \$                          | \$               |
| Net movement in current assets and liabilities        | \$91                          | \$143                       | \$52             |
| <b>Cash flows available from operating activities</b> | <b>\$8,352</b>                | <b>\$8,790</b>              | <b>\$438</b>     |
| Proceeds from sale of assets                          | \$839                         | \$550                       | (\$289)          |
| Repayment of borrowings                               | (\$486)                       | (\$518)                     | (\$32)           |
| Lease Payments  | (\$22)                        | (\$26)                      | (\$4)            |
| Donated Assets  | (\$139)                       | (\$139)                     | \$0              |
| Property, Plant & Equipment Write Off                 | \$150                         | \$150                       | \$0              |
| Increase/(Decrease) Landfill Rehabilitation           | (\$214)                       | (\$250)                     | (\$36)           |
| <b>Cash flows available for capital works</b>         | <b>\$8,480</b>                | <b>\$8,557</b>              | <b>\$77</b>      |
| Capital expenditure                                   | (\$10,479)                    | (\$9,663)                   | \$816            |
| <b>Net cash outflows</b>                              | <b>(\$1,999)</b>              | <b>(\$1,106)</b>            | <b>\$893</b>     |
| Cash and equivalents at the beginning of the year     | \$6,988                       | \$4,989                     | (\$1,999)        |
| Cash and equivalents at the end of the year           | <b>\$4,989</b>                | <b>\$3,883</b>              | <b>(\$1,106)</b> |

Net cash balances are expected to decrease by \$1.1 million over the forecast and budget periods.

## 6. Analysis of Capital Budget

This section of the report analyses the planned capital expenditure budget for the 2008/2009 financial year, and the sources of funding for that budget.

Refer to Appendix C for a detailed listing of budgeted capital works.

### 6.1 Funding Sources

| Sources of funding                        | Ref   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|---|-------|-------------------------------|-----------------------------|------------------|
| <b>External</b>                           |       |                               |                             |                  |
| Grants - Non recurrent                    | 6.1.1 | \$2,463                       | \$2,532                     | \$69             |
| Reimbursements & Contributions            | 6.1.2 | \$845                         | \$128                       | (\$717)          |
| Proceeds on sale of assets                | 6.1.3 | \$839                         | \$550                       | (\$289)          |
|   |       | <b>\$4,147</b>                | <b>\$3,210</b>              | <b>(\$937)</b>   |
| <b>Internal</b>                           |       |                               |                             |                  |
| Transfers from Reserves for Capital Works | 6.1.4 | \$912                         | \$600                       | (\$312)          |
| Operations                                | 6.1.5 | \$5,805                       | \$4,300                     | (\$1,505)        |
| Working capital                           | 6.1.6 | (\$386)                       | \$1,554                     | \$1,940          |
|   |       | <b>\$6,330</b>                | <b>\$6,454</b>              | <b>\$124</b>     |
| <b>Total funding sources</b>              |       | <b>\$10,477</b>               | <b>\$9,664</b>              | <b>(\$813)</b>   |

#### 6.1.1 Grants

The grants and contributions include all monies received from State and Federal Government, as well as other community sources, for the purpose of funding Council's capital works program.

Significant grants & contributions are budgeted for receipt in 2008/2009 including additional Roads, Small Towns and sporting facilities improvement Grants.

#### 6.1.2 Reimbursements & Contributions

The 2007/2008 Forecast is for the Bowrick and Dowling Special Charge Schemes allowing for sealing of these previously unmade roads in Elliminyt. The 2008/2009 budget includes the Pound Road Special Charge Scheme, which is sealing of Pound road between Main Street and Queen Street.

#### 6.1.2 Proceeds from Sale of Assets

The proceeds from sale of assets includes all monies received from the sale and trade in of Council's motor vehicles and plant, in accordance with Council's fleet replacement and renewal policy.

#### 6.1.3 Reserves

Reserve funding consists of all funds Council has specifically set aside in reserves for capital works projects. During the 2008/2009 financial year, it is expected that \$0.6 million will be transferred from the reserves for capital works projects.

### 6.1.4 Operations

Funding from operations refers to the amount of funds which are generated from the course of Council's normal business over the year, which will be used to fund the capital works program. It is estimated that over the 2008/2009 year, approximately \$5.5 million will be allocated for this purpose, an increase of \$1.0 million from the previous year.

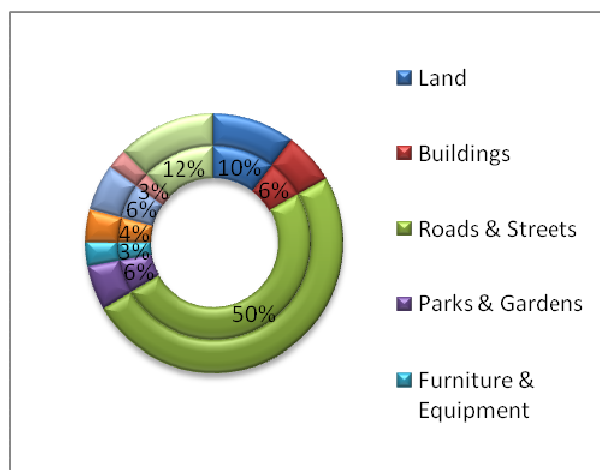
### 6.1.5 Working Capital

Cash funds from the 2006/2007 carryover of projects and absorbed in the 2007/2008 forecast will not be available in the 2008/2009 budget. This will result in a negative variance of \$0.9 million.

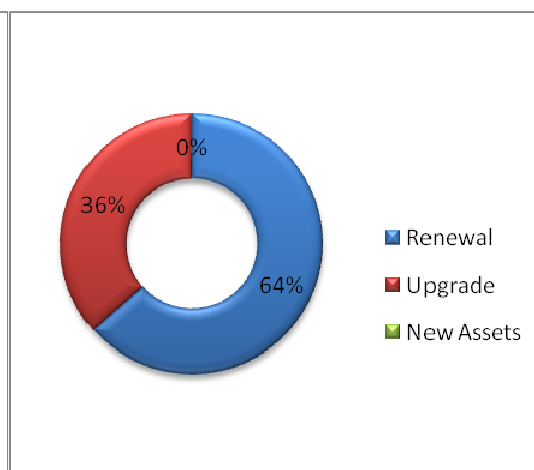
## 6.2 Capital Works

| Capital Works Areas           | Ref   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|-------------------------------|-------|-------------------------------|-----------------------------|------------------|
| Land                          | 6.2.1 | \$10                          | \$1,000                     | \$990            |
| Buildings                     | 6.2.2 | \$854                         | \$623                       | (\$231)          |
| Roads & Streets               | 6.2.3 | \$5,470                       | \$4,803                     | (\$667)          |
| Parks & Gardens               | 6.2.4 | \$850                         | \$531                       | (\$319)          |
| Furniture & Equipment         | 6.2.5 | \$394                         | \$302                       | (\$92)           |
| Drainage                      | 6.2.6 | \$395                         | \$390                       | (\$5)            |
| Bridges                       | 6.2.7 | \$146                         | \$565                       | \$419            |
| Footpaths, Kerb & Channelling | 6.2.8 | \$593                         | \$250                       | (\$343)          |
| Plant & Machinery             | 6.2.9 | \$1,765                       | \$1,200                     | (\$565)          |
| <b>Total Capital Works</b>    |       | <b>\$10,477</b>               | <b>\$9,664</b>              | <b>(\$813)</b>   |
| <b>Represented by:</b>        |       |                               |                             |                  |
| Renewal                       |       | \$7,192                       | \$6,135                     | (\$1,057)        |
| Upgrade                       |       | \$3,187                       | \$3,521                     | \$334            |
| New Assets                    |       | \$98                          | \$8                         | (\$90)           |
| <b>Total Capital Works</b>    |       | <b>\$10,477</b>               | <b>\$9,664</b>              | <b>(\$813)</b>   |

Budgeted new capital works 2008/2009



Budgeted total capital works 2008/2009



### **6.2.1 Land**

Land acquisitions across the shire, including associated costs, is expected to be in the order of \$1.0 million, and includes such items as the Apollo Bay Transfer Station.

### **6.2.2 Buildings**

Capital expenditure on buildings is budgeted to be \$0.6 million over 2008/2009. Buildings include community facilities, municipal offices and sports facilities.

### **6.2.3 Roads & Streets**

Capital expenditure on roads & streets is budgeted to decrease by \$0.7 million over 2008/2009, reflecting the council's previous two year's commitments to bridging the infrastructure renewal gap and appropriation of the "Road to Recovery" Grants.

### **6.2.4 Parks and Gardens**

Parks and Gardens includes parks, playing surfaces, streetscapes, playground equipment, irrigation systems, trees and public art. For the 2008/2009 year, \$0.5 million will be spent on parks and gardens.

### **6.2.5 Furniture & Equipment**

Capital expenditure on furniture and equipment for the 2008/2009 year is approximately \$0.3 million. This amount is similar to the previous year.

### **6.2.6 Drainage**

Capital expenditure on drainage is expected to remain constant over 2008/2009.

### **6.2.7 Bridges**

Capital expenditure on bridges is expected to increase by \$0.4 million over 2008/2009, due to the planned renewal of Binn's Road bridge.

### **6.2.8 Footpaths, Kerb & Channelling**

Capital expenditure on footpaths, kerb & channelling is expected to decrease by \$0.3 million over 2008/2009.

### **6.2.9 Plant & Machinery**

Capital expenditure on plant & machinery is expected to decrease by \$0.6 million over 2008/2009. The decrease is due to the deferral of the 2006/2007 renewals and replacements to the 2007/2008 budget year. This figure includes renewal and replacement of Council's light vehicle fleet, as well as heavy plant and other miscellaneous plant and machinery.

## 7. Analysis of Budgeted Financial Position

This section of the report analyses the movements in assets, liabilities and equity between 2007/2008 and 2008/2009.

### 7.1 Budgeted Balance Sheet

|   | Ref   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|---|-------|-------------------------------|-----------------------------|------------------|
| <b>Current Assets</b>                       | 7.1.1 |                               |                             |                  |
| Cash  |       | \$4,989                       | \$3,883                     | (\$1,106)        |
| Receivables                                 |       | \$2,556                       | \$2,510                     | (\$46)           |
| Inventories                                 |       | \$90                          | \$91                        | \$1              |
| Prepayments                                 |       | \$75                          | \$78                        | \$3              |
| <b>Total Current Assets</b>                 |       | <b>\$7,710</b>                | <b>\$6,562</b>              | <b>(\$1,148)</b> |
| <b>Non Current Assets</b>                   | 7.1.2 |                               |                             |                  |
| Property, Infrastructure, Plant & Equipment |       | \$199,413                     | \$200,085                   | \$672            |
| Investment in Associates                    |       | \$463                         | \$448                       | (\$15)           |
| Receivables                                 |       | \$1                           | \$0                         | (\$1)            |
| <b>Total Non Current Assets</b>             |       | <b>\$199,877</b>              | <b>\$200,533</b>            | <b>\$656</b>     |
| <b>Current Liabilities</b>                  | 7.1.3 |                               |                             |                  |
| Payables                                    |       | \$1,051                       | \$1,046                     | \$5              |
| Employee Entitlements                       |       | \$1,940                       | \$2,019                     | (\$79)           |
| Provision for Landfill Rehabilitation       |       | \$250                         | \$121                       | \$129            |
| Lease Liability                             |       | \$26                          | \$0                         | \$26             |
| Interest Bearing Liabilities                |       | \$518                         | \$305                       | \$213            |
| <b>Total Current Liabilities</b>            |       | <b>\$3,785</b>                | <b>\$3,491</b>              | <b>\$294</b>     |
| <b>Non Current Liabilities</b>              | 7.1.4 |                               |                             |                  |
| Employee Entitlements                       |       | \$259                         | \$270                       | (\$11)           |
| Provision for Landfill Rehabilitation       |       | \$2,472                       | \$2,351                     | \$121            |
| Lease Liability                             |       | \$0                           | \$0                         | \$0              |
| Interest Bearing Liabilities                |       | \$2,462                       | \$2,157                     | \$305            |
| <b>Total Non Current Liabilities</b>        |       | <b>\$5,193</b>                | <b>\$4,778</b>              | <b>\$415</b>     |
| <b>Net Assets</b>                           |       | <b>\$198,609</b>              | <b>\$198,826</b>            | <b>\$217</b>     |
| <b>Equity</b>                               | 7.1.5 |                               |                             |                  |
| Accumulated Funds                           |       | \$92,309                      | \$92,513                    | \$205            |
| Asset Revaluation Reserves                  |       | \$104,417                     | \$104,417                   | \$0              |
| Other Reserves                              |       | \$1,884                       | \$1,896                     | \$12             |
| <b>Total Equity</b>                         |       | <b>\$198,609</b>              | <b>\$198,826</b>            | <b>\$217</b>     |

### **7.1.1 Current Assets**

Cash includes cash and investments such as cash held in the bank and in petty cash and the value of investments in deposits or other highly liquid investments with short term maturities of three months or less. This balance is projected to decrease by \$1.1 million during the year mainly to fund the carryover of projects from the 2007/2008 year.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are not expected to change significantly in the budget

### **7.1.2 Non Current Assets**

Non Current Assets are budgeted to increase over 2008/2009 by \$0.7 million to \$200.5 million. This is due to an expansionary capital expenditure program.

### **7.1.3 Current Liabilities**

Current Liabilities are budgeted to decrease by \$0.3 million over the 2008/2009 financial year.

Provisions include accrued long service leave and annual leave. These employee entitlements are only expected to increase marginally due to more active management of entitlements despite factoring in an increase for Collective Agreement outcomes.

### **7.1.4 Non Current Liabilities**

Non Current Liabilities are budgeted to decrease by \$0.4 million over the 2008/2009 year to \$4.8 million. This is partly due to a decrease in long term debt.

### **7.1.5 Equity**

Equity is budgeted to increase over 2008/2009 by \$0.2 million, in line with the budgeted operating surplus.

## **7.2 Key Assumptions**

Key assumptions used in the development of the 2008/2009 Budgeted Statement of Financial Position include:

- Total capital expenditure is budgeted to be \$9.7 million.
- Loan liability will decrease in line with the borrowing strategy.
- Employee provisions to increase marginally in 2008/2009. Long Service Leave and Annual Leave are projected to increase in line with projected increases to salaries.
- Changes in Reserves from Asset Revaluations have not been taken into account due to the uncertainty of revaluations.
- Payables are based on past trends. They are projected to remain relatively constant as it is difficult to predict what invoices and accounts will be outstanding as of 30th of June each financial year.

## LONG TERM STRATEGIES

### 8. Strategic Resource Plan

Council revised its Strategic Resource Plan in June 2007 for the period 2007/08 to 2010/11.

#### 8.1 Plan Development and subsequent update

The Colac Otway Shire Strategic Resource Plan (SRP) is a plan of resources required over a four year period to achieve the strategic objectives detailed in the Council Plan.

A major review of the current SRP was undertaken as part of the 2007/2008 budgetary process. The next review of the SRP will take place after the 2008 Council elections for the period 2009/10 to 2012/13.

However, it is worthwhile to reiterate some of the material changes that were made to the previous SRP.

These material changes included the following:

- The original SRP did not reflect the more rigorous approach taken by the Council to reducing the Infrastructure Renewal Gap; and
- Funding of current and future environmental obligations including the relocation of the Marengo Transfer Station and landfill remediation.

The key objective, which underlined the development of the Plan, was financial sustainability in the medium to long term, whilst still achieving Council's strategic objectives as specified in the Council Plan. The key financial objectives, which underpins the Strategic Resource Plan are:

- Ensure asset renewal gap capital commitments are met in real terms for each year of the SRP.
- No operating deficits.
- Maintain a strong liquidity position (working capital ratio of at least 125%).
- Ensure cash balances are equal or above statutory and reserve levels.
- Continue reducing the Shire's debt.
- Ensure no decrease in operational service levels over the SRP period.
- Ensure funding is available to meet the Shire's current and future environmental obligations.
- Obtain a positive MAV Viability Index rating.

In preparing the revised SRP, Council was mindful of the need to comply with the following Principles of Sound Financial Management as contained in the Local Government Act:

- Prudently manage financial risks relating to debt, assets and liabilities
- Provide reasonable stability in the level of rate burden
- Consider the financial effects of Council decisions on future generations
- Provide full, accurate and timely disclosure of financial information

The next Strategic Resource Plan which will be prepared for the period 2009/10 to 2012/13 will additionally include funding options for a number of significant projects. These include:

- Beechy Centre Development
- Apollo Bay Community Library and Facility Development
- Office Accommodation

## 8.2 Financial Resources

The following table summarises the key financial results for the period 2009/2010 to 2010/2011 as set out in the Plan. These will be revised as part of the next review.

| BUDGET / SRP FINANCIAL RESOURCES |                               |                             |                          |                          |
|----------------------------------|-------------------------------|-----------------------------|--------------------------|--------------------------|
| Indicator                        | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | SRP<br>2009/2010<br>'000 | SRP<br>2010/2011<br>'000 |
| Net Surplus/(Deficit)            | \$224                         | \$217                       | \$1,151                  | \$1,548                  |
| Rates & Charges Revenue          | \$16,377                      | \$17,602                    | \$18,585                 | \$19,880                 |
| Cash Balance                     | \$4,989                       | \$3,883                     | \$3,357                  | \$3,986                  |
| Capital Works                    | \$10,477                      | \$9,664                     | \$10,070                 | \$10,703                 |

The key outcomes of the Plan are as follows:

- **Financial sustainability** - Cash and investments are forecast to decrease marginally over the four year period from a forecast of \$5.0 million to \$4.0 million, which indicates a fiscally prudent expenditure approach over the period.
- **Rating strategy** - Rate increases are forecast to average 5.5% plus 1.5% for supplementary rates for the 2009/2010 and the 2010/2011 financial years.
- **Infrastructure strategy** - Capital expenditure over the four year period will total \$41 million at an average of \$10.2 million.



## **9. Rating Strategy**

This section considers the Council's rating strategy including strategy development and assumptions underlying the current year rate increase and rating structure.

### **9.1 Current Rate Structure**

Council has established a structure for property rating that comprises three key elements.

These are:

- Property values, which are considered to reflect capacity to pay; (State Government legislation)
- Municipal charges being a flat charge applied equally to all properties; and
- User pays component to reflect usage of services provided by Council.

Striking a proper balance between these elements provides equity in the distribution of the rate burden across property types.

Having reviewed the various valuation bases for determining the property value component of rates, Council made a decision some years ago to apply a Capital Improved Value (CIV) basis of rating on the grounds that it provides the most equitable distribution of rates across the municipality. There are no plans to change that basis.

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for residential, farming or commercial/industrial purposes. In regard to the commercial/industrial properties this distinction is based on the concept that these properties should pay a fair and equitable contribution to rates taking into account the benefits that these businesses derive from the local community.

The existing rating structure comprises differential rates for residential, farming and commercial/industrial properties. These rates are structured in accordance with the requirements of Section 161 "Differential Rates" of the Local Government Act.

### **9.2 2008/2009 Rating Structure**

The budget document details the 2008/09 operating position. It has been impacted by wages growth and reductions in government funding.

In the determination of the annual rate increase, Colac Otway's Rating Strategy recognises:

- Council's obligations under the Act to prudently manage financial risks and to provide reasonable stability in the level of rate burden;
- Responsible financial management objectives which include the achievement of operating surpluses, a balanced cash budget and a sound liquidity position;
- The importance Council places on responsibly maintaining, developing and enhancing its assets through a significant annual Capital Works Program; and
- Community demand and Council commitment to maintaining Council's services and facilities.

To achieve the management and delivery of these objectives in 2008/09 the budget recommends an increase of 5.83% in the average rates and charges per assessment. It is forecast that a total of \$17.65m in rates and charges will be raised including \$100,000 from supplementary rates.

The average rates and charges per assessment for 2008/09 are forecast to be \$1,236. This is a \$68 or 5.83% increase on the average rates and charges per assessment for 2007/08 of \$1,168.

The following table summarises the rates and charges to be made for 2008/09 year.

A more detailed analysis of the rates and charges to be raised is contained in Appendix B "Statutory Disclosures".

| Rate or Charge Type                   | How Applied       | 2007/2008 | 2008/2009 |
|---------------------------------------|-------------------|-----------|-----------|
| Residential – Colac (Base Rate)       | Cents in \$of CIV | 0.311     | 0.3015    |
| Residential - Other                   | Cents in \$of CIV | 0.264     | 0.2563    |
| Rural - Farm                          | Cents in \$of CIV | 0.246     | 0.2382    |
| Holiday Rental                        | Cents in \$of CIV | 0.311     | 0.3015    |
| Commercial/Industrial - Colac         | Cents in \$of CIV | 0.518     | 0.4975    |
| Commercial/Industrial - Other         | Cents in \$of CIV | 0.436     | 0.4221    |
| Municipal Charge                      | \$ per property   | \$140     | \$150     |
| Waste Management Charge - Weekly      | \$ per property   | \$225     | \$235     |
| Waste Management Charge - Fortnightly | \$ per property   | \$145     | \$152     |
| Aire River Drainage Scheme            | \$ per hectare    | \$0.20    | \$0.20    |
| Tirrengower Drainage Scheme           | \$ per hectare    | \$1.273   | \$1.273   |

The existing rating relativities between property types are as follows:

| Rate Category                 | Relativity                |
|-------------------------------|---------------------------|
| Residential – Colac           | Base rate                 |
| Residential - Other           | 85% of Colac Residential  |
| Rural - Farm                  | 79% of Colac Residential  |
| Holiday Rental                | 100% of Colac Residential |
| Commercial/Industrial - Colac | 165% of Colac Residential |
| Commercial/Industrial - Other | 140% of Colac Residential |

## 10. Borrowing Strategy

Council's borrowing strategy aims to provide a framework for Council to work within when sourcing funds for various projects by borrowings. Part of Council's medium to long term financial strategy is to provide adequate and appropriate levels of service to the community, whilst maintaining a prudent financial position. In the light of this requirement, it can be seen that the borrowing strategy is an integral part of Council's long term financial plan.

Borrowings are identified as an important funding source for capital works programs. In the past, Council has borrowed strongly to finance large infrastructure projects.

The following table provides a history of Council borrowings for the last five years and the prudential ratios applicable.

| Year    | Total Borrowings<br>30-Jun<br>'000 | Working Capital<br>Ratio<br>% | Debt Mgt Loan<br>Debt / Rates<br>% | Debt Mgt Service<br>Cost / Revenue<br>% |
|---------|------------------------------------|-------------------------------|------------------------------------|---|
| 2003/04 | \$4,865                            | 201%                          | 41.72%                             | 1.30%                                   |
| 2004/05 | \$4,333                            | 173%                          | 35.14%                             | 1.12%                                   |
| 2005/06 | \$3,923                            | 243%                          | 29.72%                             | 0.87%                                   |
| 2006/07 | \$3,466                            | 154%                          | 23.49%                             | 0.87%                                   |
| 2007/08 | \$2,980                            | 204%                          | 18.20%                             | 0.68%                                   |

The above table indicates that Council's borrowing level at 30 June 2008 is forecast to be \$2.98 million. This level is well within the Victorian State Government's prudential ratio limits.

The next Strategic Resource Plan which will be prepared for the period 2009/10 to 2012/13 will additionally include funding options for a number of significant projects. These include for example:

- Beechy Centre Development
- Apollo Bay Community Library and Facility Development
- Office Accommodation

The use of loan funds is an option that will be further developed as part of the plan.

The following table sets out the future debt servicing performance if no new borrowings were taken up. The figures are based on the forecast financial position of Council as at 30 June 2008.

### Borrowing Position 2008/09 to 2010/11

| Year    | New<br>Borrowings<br>'000 | Principal<br>Paid<br>'000 | Interest Paid<br>'000 | Balance<br>30-Jun<br>'000 | Debt / Rate<br>Revenue |
|---------|---------------------------|---------------------------|-----------------------|---------------------------|------------------------|
| 2008/09 | \$0                       | \$518                     | \$191                 | \$2,462                   | 13.99%                 |
| 2009/10 | \$0                       | \$305                     | \$161                 | \$2,157                   | 11.42%                 |
| 2010/11 | \$0                       | \$274                     | \$141                 | \$1,883                   | 9.29%                  |

## 11. Asset Management Strategy

As a result of Council's medium to long term aim to provide an appropriate level of community service, Council has developed a capital and major works strategy, which sets out Council's capital expenditure requirements for the next four years.

The Council has developed an Asset Management Strategy which sets out the capital expenditure requirements of the Council for the next four years. It predicts infrastructure consumption, renewal needs and additional infrastructure requirements to meet future community service expectations. The key aspects in developing the Asset Management Strategy are:

- Long term capital planning process which integrates with the Council Plan (Strategic Resource Plan), Long Term Financial Plan and the Annual Budget Processes;
- Listing of all known capital projects in the five year capital works program;
- Transparent process for evaluating and prioritising capital projects.

The capital works planning process is undertaken annually, thereby ensuring that the current capital expenditure commitments made by the Council are consistent with the Strategy and reflect current priorities.

A key objective of this Strategy is to maintain or preserve Council's existing assets at desired condition levels. In order to ensure sustainability of the asset portfolio, Council's focus should be more on renewal than expansion or upgrade. Renewal works maintain the stability of the portfolio, whereas upgrade and expansion works increase the value of the asset portfolio. An increased asset portfolio value requires a greater annual contribution to sustain the condition of the expanded asset base. This approach is caused by financial constraints.

The table below provides a budget sustainability index (or investment gap indicator) for the 2008/2009 period. This index is not the measurement of the infrastructure renewal gap but relates to the funds spent on assets in comparison to their annual consumption (or depreciation). As a rule of thumb, this index will on average exceed 100% if Council is meeting its ongoing infrastructure renewal requirements. However, the funds spent each year are based upon the need for action on the various assets and will vary from year to year. The annual consumption is effectively an average amount and varies little from year to year. We can therefore expect the index to vary greatly from year to year and it may not always exceed 100%.

| SUSTAINABILITY INDEX                         |                      |                                 |   |                         |
|--|----------------------|---------------------------------|---|-------------------------|
| Asset Category                               | Fair Value<br>\$'000 | Annual<br>Consumption<br>\$'000 | Funds spent on<br>renewal or<br>upgrade 08/09<br>\$'000 | Sustainability<br>Index |
| <b>Buildings</b>                             | \$23,284             | \$965                           | \$623   | 65%                     |
| <b>Roads &amp; Streets</b>                   | \$96,030             | \$5,145                         | \$4,803   | 93%                     |
| <b>Parks &amp; Gardens</b>                   | \$3,195              | \$284                           | \$531   | 187%                    |
| <b>Drainage</b>                              | \$12,526             | \$243                           | \$390   | 160%                    |
| <b>Bridges</b>                               | \$11,744             | \$271                           | \$565   | 209%                    |
| <b>Footpaths, Kerb &amp;<br/>Channelling</b> | \$16,827             | \$606                           | \$250   | 41%                     |
| <b>Total Revenue</b>                         | <b>\$163,606</b>     | <b>\$7,514</b>                  | <b>\$7,162</b>  | <b>95%</b>              |

## **APPENDICES**

### **Overview to Appendices**

The following appendices include voluntary and statutory disclosures of information which provide support for the analysis contained in this report.

The information contained in the appendices has not been included in the main body of the report due to the interests of clarity and conciseness. However, Council has decided that whilst the budget report needs to focus on the important elements of the budget and provide appropriate analysis thereof, the detail upon which the annual budget is based should be provided in the interests of open and transparent local government.

The contents of the appendices are summarised below:

### **Appendix A – Budgeted Standard Statements**

This appendix presents information in regard to the Budgeted Standard Statements.

The appendix includes the following budgeted information:

- Budgeted Standard Income Statement
- Budgeted Standard Balance Sheet
- Budgeted Standard Cash Flow Statement
- Budgeted Standard Capital Works Statement
- Budgeted Statement of Investment Reserves

### **Appendix B – Statutory Disclosures in the Annual Budget**

This appendix presents information required pursuant to the Act and the Regulations to be disclosed in the Council's annual budget.

The appendix includes the Council's 2008/09 Rates and Charges.

### **Appendix C – Capital Works Program**

This appendix presents a listing of the capital works projects that will be undertaken for the 2008/09 year.

The capital works projects are grouped by class and include new works for 2008/09 and works carried forward from 2007/08.

### **Appendix D – Key Strategic Activities**

Pursuant to Section 127 of the *Local Government Act 1989*, this appendix presents a number of strategic activities to be undertaken during the 2008/09 year and performance targets and measures in relation to these.

### **Appendix E – User Pay Charges**

This appendix presents a list of user pay charges that are both Council and Statutory Fees that list the current fee and the recommended fee for 2008/09.

## Appendix A - Budget Standard Statements

This appendix presents information in regard to the Budgeted Standard Statements.

This appendix includes the following budgeted information:

- Budgeted Standard Income Statement
- Budgeted Standard Balance Sheet
- Budgeted Standard Cash Flow Statement
- Budgeted Standard Capital Works Statement
- Budgeted Statement of Investment Reserves

### Budgeted Standard Income Statement

|  | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|--|-------------------------------|-----------------------------|------------------|
| <b>OPERATING REVENUE</b>                     |                               |                             |                  |
| Rates & Charges                              | \$16,377                      | \$17,602                    | \$1,225          |
| <b>Total Rates</b>                           | <b>\$16,377</b>               | <b>\$17,602</b>             | <b>\$1,225</b>   |
| Grants Commission                            | \$4,633                       | \$4,950                     | \$317            |
| Grants - Recurrent                           | \$2,473                       | \$2,526                     | \$53             |
| Grants - Non recurrent                       | \$3,704                       | \$3,096                     | (\$608)          |
| Charges, Fees & Fines                        | \$3,670                       | \$3,863                     | \$193            |
| Reimbursements & Contributions               | \$1,296                       | \$443                       | (\$853)          |
| Interest Revenue                             | \$475                         | \$420                       | (\$55)           |
| <b>TOTAL OPERATING REVENUE</b>               | <b>\$32,628</b>               | <b>\$32,900</b>             | <b>\$272</b>     |
| <b>OPERATING EXPENSES</b>                    |                               |                             |                  |
| Employee Expenses                            | \$9,941                       | \$10,875                    | (\$934)          |
| Depreciation                                 | \$8,037                       | \$8,430                     | (\$393)          |
| Borrowing Costs                              | \$223                         | \$191                       | \$32             |
| Materials & Services                         | \$12,435                      | \$11,671                    | \$764            |
| Grants and Donations                         | \$183                         | \$156                       | \$27             |
| Plant Expenses                               | \$587                         | \$427                       | \$160            |
| Other  | \$987                         | \$922                       | \$65             |
| <b>TOTAL OPERATING EXPENSES</b>              | <b>\$32,393</b>               | <b>\$32,672</b>             | <b>(\$279)</b>   |
| Net profit (loss) from Asset Sales           | \$                            | \$                          | \$               |
| Donated Assets                               | \$139                         | \$139                       | \$0              |
| LESS Property, Plant & Equipment Written Off | \$150                         | \$150                       | \$0              |
| <b>NET SURPLUS/(DEFICIT)</b>                 | <b>\$224</b>                  | <b>\$217</b>                | <b>(\$7)</b>     |

**Budgeted Standard Balance Sheet**

|   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|---|-------------------------------|-----------------------------|------------------|
| <b>CURRENT ASSETS</b>                       |                               |                             |                  |
| Cash  | \$4,989                       | \$3,883                     | (\$1,106)        |
| Receivables                                 | \$2,556                       | \$2,510                     | (\$46)           |
| Inventories                                 | \$90                          | \$91                        | \$1,000          |
| Prepayments                                 | \$75                          | \$78                        | \$3,000          |
| <b>TOTAL CURRENT ASSETS</b>                 | <b>\$7,710</b>                | <b>\$6,562</b>              | <b>(\$1,148)</b> |
| <b>NON-CURRENT ASSETS</b>                   |                               |                             |                  |
| Property, Infrastructure, Plant & Equipment | \$199,413                     | \$200,085                   | \$672            |
| Investment in Associates                    | \$463                         | \$448                       | (\$15)           |
| Receivables                                 | \$1                           | \$0                         | (\$1)            |
| <b>TOTAL NON-CURRENT ASSETS</b>             | <b>\$199,877</b>              | <b>\$200,533</b>            | <b>\$656</b>     |
| <b>TOTAL ASSETS</b>                         | <b>\$207,587</b>              | <b>\$207,095</b>            | <b>(\$492)</b>   |
| <b>CURRENT LIABILITIES</b>                  |                               |                             |                  |
| Payables                                    | \$1,051                       | \$1,046                     | \$5              |
| Employee Entitlements                       | \$1,940                       | \$2,019                     | (\$79)           |
| Provision for Landfill Rehabilitation       | \$250                         | \$121                       | \$129            |
| Lease Liability                             | \$26                          | \$0                         | \$26             |
| Interest Bearing Liabilities                | \$518                         | \$305                       | \$213            |
| <b>TOTAL CURRENT LIABILITIES</b>            | <b>\$3,785</b>                | <b>\$3,491</b>              | <b>\$294</b>     |
| <b>NON-CURRENT LIABILITIES</b>              |                               |                             |                  |
| Employee Entitlements                       | \$259                         | \$270                       | (\$11)           |
| Provision for Landfill Rehabilitation       | \$2,472                       | \$2,351                     | \$121            |
| Lease Liability                             | \$0                           | \$0                         | \$0              |
| Interest Bearing Liabilities                | \$2,462                       | \$2,157                     | \$305            |
| <b>TOTAL NON-CURRENT LIABILITIES</b>        | <b>\$5,193</b>                | <b>\$4,778</b>              | <b>\$415</b>     |
| <b>TOTAL LIABILITIES</b>                    | <b>\$8,978</b>                | <b>\$8,269</b>              | <b>\$709</b>     |
| <b>NET ASSETS</b>                           | <b>\$198,609</b>              | <b>\$198,826</b>            | <b>\$217</b>     |
| <b>EQUITY</b>                               |                               |                             |                  |
| Accumulated Funds                           | \$92,309                      | \$92,513                    | \$205            |
| Asset Revaluation Reserves                  | \$104,417                     | \$104,417                   | \$0              |
| Other Reserves                              | \$1,884                       | \$1,896                     | \$12             |
| <b>TOTAL EQUITY</b>                         | <b>\$198,609</b>              | <b>\$198,826</b>            | <b>\$217</b>     |

**Budgeted Standard Cash Flow Statement**

|  | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|--|-------------------------------|-----------------------------|------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>      |                               |                             |                  |
| <b>Receipts</b>                                  |                               |                             |                  |
| Rates and Charges                                | \$16,313                      | \$17,560                    | \$1,247          |
| Grants Commission                                | \$4,633                       | \$4,950                     | \$317            |
| Grants - Recurrent                               | \$2,473                       | \$2,526                     | \$53             |
| Grants - Non recurrent                           | \$3,704                       | \$3,096                     | (\$608)          |
| Council User charges & reimbursements            | \$3,752                       | \$3,942                     | \$190            |
| Contributions and donations received             | \$1,296                       | \$443                       | (\$853)          |
| Interest received                                | \$475                         | \$420                       | (\$55)           |
|  | <b>\$32,646</b>               | <b>\$32,937</b>             | <b>\$291</b>     |
| <b>Payments</b>                                  |                               |                             |                  |
| Employees costs                                  | (\$9,861)                     | (\$10,785)                  | (\$924)          |
| Materials and consumables                        | (\$13,244)                    | (\$12,357)                  | \$887            |
| Finance costs                                    | (\$223)                       | (\$191)                     | \$32             |
| Council Grants and Donations paid                | (\$183)                       | (\$156)                     | \$27             |
| Other Expenses                                   | (\$986)                       | (\$897)                     | \$89             |
|  | <b>(\$24,497)</b>             | <b>(\$24,386)</b>           | <b>\$111</b>     |
| <b>Net cash provided by operating activities</b> | <b>\$8,149</b>                | <b>\$8,551</b>              | <b>\$402</b>     |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>      |                               |                             |                  |
| Payments for asset acquisition                   | (\$10,479)                    | (\$9,663)                   | \$816            |
| Proceeds from disposal of assets                 | \$839                         | \$550                       | (\$289)          |
| <b>Net cash used in investing activities</b>     | <b>(\$9,640)</b>              | <b>(\$9,113)</b>            | <b>\$527</b>     |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>      |                               |                             |                  |
| Repayment of borrowings                          | (\$486)                       | (\$518)                     | (\$32)           |
| Proceeds from borrowings                         | \$0                           | \$0                         | \$0              |
| Lease Payments                                   | (\$22)                        | (\$26)                      | (\$4)            |
| <b>Net cash used in financing activities</b>     | <b>(\$508)</b>                | <b>(\$544)</b>              | <b>(\$36)</b>    |
| <b>Net increase/(decrease) in cash held</b>      | <b>(\$1,999)</b>              | <b>(\$1,106)</b>            | <b>\$893</b>     |
| Cash at the beginning of the financial year      | \$6,988                       | \$4,989                     | (\$1,999)        |
| <b>CASH AT THE END OF THE FINANCIAL YEAR</b>     | <b>\$4,989</b>                | <b>\$3,883</b>              | <b>(\$1,106)</b> |



**Budgeted Standard Statement of Capital Works**

|                                 | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|---------------------------------|-------------------------------|-----------------------------|------------------|
| <b>Projects</b>                 |                               |                             |                  |
| Land                            | \$10                          | \$1,000                     | (\$990)          |
| Buildings                       | \$854                         | \$623                       | \$231            |
| Roads & Streets                 | \$5,470                       | \$4,803                     | \$667            |
| Parks & Gardens                 | \$850                         | \$531                       | \$319            |
| Furniture & Equipment           | \$394                         | \$302                       | \$92             |
| Drainage                        | \$395                         | \$390                       | \$5              |
| Bridges                         | \$146                         | \$565                       | (\$419)          |
| Footpaths, Kerb and Channelling | \$593                         | \$250                       | \$343            |
| Plant & Machinery               | \$1,765                       | \$1,200                     | \$565            |
| <b>Total Capital Works</b>      | <b>\$10,477</b>               | <b>\$9,664</b>              | <b>\$813</b>     |
| <b>Represented by:</b>          |                               |                             |                  |
| Renewal                         | \$7,192                       | \$6,135                     | \$1,057          |
| Upgrade                         | \$3,187                       | \$3,521                     | (\$334)          |
| New                             | \$98                          | \$8                         | \$90             |
| <b>Total Capital Works</b>      | <b>\$10,477</b>               | <b>\$9,664</b>              | <b>\$813</b>     |

**Reconciliation of net movement in property, plant and equipment**

|   | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 |
|---|-------------------------------|-----------------------------|
| <b>Total Capital Works</b>                        | <b>\$10,477</b>               | <b>\$9,664</b>              |
| Asset Revaluation increment/decrement             | \$0                           | \$0                         |
| Depreciation                                      | (\$8,037)                     | (\$8,430)                   |
| Written value of assets sold                      | (\$839)                       | (\$550)                     |
| Donated assets                                    | \$139                         | \$139                       |
| Property, Plant & Equipment Written Off           | (\$150)                       | (\$150)                     |
| <b>Net movement property, plant and equipment</b> | <b>\$1,590</b>                | <b>\$673</b>                |

**Budgeted Statement of Reserves**

|                                     | Forecast<br>2007/2008<br>'000 | Budget<br>2008/2009<br>'000 | Variance<br>'000 |
|-------------------------------------|-------------------------------|-----------------------------|------------------|
| <b>Statutory</b>                    |                               |                             |                  |
| Car Parking                         | \$115                         | \$115                       | \$0              |
| Recreational Lands                  | \$84                          | \$84                        | \$0              |
| <b>Total Statutory Reserves</b>     | <b>\$199</b>                  | <b>\$199</b>                | <b>\$0</b>       |
| <b>Discretionary</b>                |                               |                             |                  |
| Plant Replacement                   | \$174                         | \$174                       | \$0              |
| Landfill Rehabilitation             | \$250                         | \$10                        | (\$240)          |
| Marengo Transfer Station            | \$225                         | \$225                       | \$0              |
| Lakeside Estate Sale Proceeds       | \$855                         | \$805                       | (\$50)           |
| Waste Management                    | \$181                         | \$483                       | \$302            |
| <b>Total Discretionary Reserves</b> | <b>\$1,685</b>                | <b>\$1,697</b>              | <b>\$12</b>      |
| <b>Total Reserves</b>               | <b>\$1,884</b>                | <b>\$1,896</b>              | <b>\$12</b>      |

Reserve Funds consists of all funds Council has specifically set aside in reserves for capital works projects. During the 2008/2009 financial year, it is expected that \$0.2 million from the Landfill Rehabilitation Reserve will be utilised for the Gellibrand landfill rehabilitation project and Council will initiate a Waste Management reserve to accommodate future waste management projects and issues associated with the review of contracts.

## Appendix B - Statutory Disclosures

### Statutory disclosures required for Public Display of the Prepared 2008/09 Annual Budget.

This Schedule presents information required pursuant to the Act and the Regulations to be disclosed in the Council's Annual Budget. The disclosures include details on:

- Borrowings
- Rates and Charges
- Differential Rates

#### 1. Borrowings

|   | 2007/08 | 2008/09 |
|---|---------|---------|
|   | \$      | \$      |
| New borrowings (other than refinancing) | Nil     | Nil     |
| Debt redemption                         | 486,000 | 518,000 |

#### 2. Rates and charges

##### 2.1 The proposed rate in the dollar for each type of rate to be levied

| Type of Property   | 2007/08<br>Cents/\$CIV | 2008/09<br>Cents/\$CIV |
|--|------------------------|------------------------|
| Residential – Colac, Colac East, Colac West, Elliminyt           | 0.311                  | 0.3015                 |
| Residential – Balance Shire (codes Res. 2, 4 and RRes)           | 0.264                  | 0.2563                 |
| Rural - Farm   | 0.246                  | 0.2382                 |
| Holiday Rental   | 0.311                  | 0.3015                 |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 0.518                  | 0.4975                 |
| Commercial/Industrial – Bal. of Shire (codes Com. 2 & 4)         | 0.436                  | 0.4221                 |

##### 2.2 The estimated amount to be raised by each type of rate to be levied

| Type of Property   | 2007/08<br>\$ | 2008/09<br>\$ |
|--|---------------|---------------|
| Residential – Colac, Colac East, Colac West, Elliminyt           | 2,772,414     | 2,820,546     |
| Residential – Balance Shire (codes Res. 2, 4 and RRes)           | 4,372,820     | 4,485,317     |
| Rural - Farm   | 3,290,462     | 3,934,137     |
| Holiday Rental   | 297,817       | 496,804       |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 934,157       | 989,204       |
| Commercial/Industrial – Bal. of Shire (codes Com. 2 & 4)         | 803,495       | 688,082       |

**2.3 The estimated total amount to be raised by rates**

|                          | 2007/08<br>\$ | 2008/09<br>\$ |
|--------------------------|---------------|---------------|
| Total rates to be raised | 12,471,165    | 13,414,090    |

**2.4 The proposed percentage change in the rate in the dollar for each type of rate to be levied, compared to that of the previous financial year**

| Type of Property   | 2007/08<br>Change<br>%  | 2008/09<br>Change<br>% |
|--|-------------------------|------------------------|
| Residential – Colac, Colac East, Colac West, Elliminyt           | 8.0                     | (3.05)                 |
| Residential – Balance Shire (codes Res. 2, 4 and RRes)           | 14.8                    | (2.92)                 |
| Rural - Farm   | 8.4                     | (3.17)                 |
| Holiday Rental   | new                     | (3.05)                 |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 13.2 & 10.9             | (3.96)                 |
| Commercial/Industrial – Bal. of Shire (codes Com. 2 & 4)         | 37.5, 4.6, and<br>(6.6) | (3.19)                 |

*In 2007/08 Commercial and Industrial properties were combined under two rating types.*

**2.5 The number of assessments for each type of rate to be levied, compared to the previous year**

| Type of Property   | 2007/08<br>No. | 2008/09<br>No. |
|--|----------------|----------------|
| Residential – Colac, Colac East, Colac West, Elliminyt           | 4,751          | 4,850          |
| Residential – Balance Shire (codes Res. 2, 4 and RRes)           | 5,460          | 5,495          |
| Rural - Farm   | 2,598          | 2,600          |
| Holiday Rental   | 215            | 329            |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 543            | 596            |
| Commercial/Industrial – Bal. of Shire (codes Com. 2 & 4)         | 384            | 319            |
| <b>Total number of assessments</b>                               | <b>13,951</b>  | <b>14,189</b>  |

**2.6 The basis of valuation to be used is the Capital Improved Value (CIV)**

**2.7 The estimated total value of land in respect of which each type of rate is to be levied, compared with the previous year**

| Type of Property   | 2007/08<br>\$        | 2008/09<br>\$        |
|--|----------------------|----------------------|
| Residential – Colac, Colac East, Colac West, Elliminyt           | 891,451,500          | 935,504,600          |
| Residential – Balance Shire (codes Res. 2, 4 and RRes)           | 1,656,371,200        | 1,750,026,200        |
| Rural - Farm   | 1,337,586,000        | 1,651,610,900        |
| Holiday Rental   | 95,761,000           | 164,777,500          |
| Commercial/Industrial – Colac, Colac East, Colac West, Elliminyt | 180,339,300          | 198,835,038          |
| Commercial/Industrial – Bal. of Shire (codes Com. 2 & 4)         | 184,287,700          | 163,013,800          |
| <b>Total</b>   | <b>4,345,796,700</b> | <b>4,863,768,038</b> |

**2.8 The proposed unit amount to be levied for each type of charge under section 162 of the Act**

| Type of Charge                        | Per Rateable Property<br>2007/08<br>\$ | Per Rateable Property<br>2008/09<br>\$ |
|---------------------------------------|--|--|
| Municipal Charge                      | 140                                    | 150                                    |
| Waste Management Charge - Weekly      | 225                                    | 235                                    |
| Waste Management Charge - Fortnightly | 145                                    | 152                                    |

**2.9 The estimated amounts to be raised for each type of charge to be levied, compared to the previous year**

| Type of Charge                        | 2007/08<br>\$    | 2008/09<br>\$    |
|---------------------------------------|------------------|------------------|
| Municipal Charge                      | 1,832,040        | 2,003,850        |
| Waste Management Charge - Weekly      | 1,977,750        | 2,106,775        |
| Waste Management Charge - Fortnightly | 19,575           | 20,824           |
| <b>Total</b>                          | <b>3,829,365</b> | <b>4,131,449</b> |

**2.10 The estimated total amount to be raised by rates and charges**

|                     | 2007/08<br>\$     | 2008/09<br>\$     |
|---------------------|-------------------|-------------------|
| Rates and charges   | 16,300,530        | 17,545,539        |
| Supplementary rates | 150,000           | 100,000           |
| <b>Total</b>        | <b>16,450,530</b> | <b>17,645,539</b> |

**2.11 There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:**

- The making of supplementary valuations;
- The variation of returned levels of value (e.g. valuation appeals);
- Changes in use of land such that rateable land becomes non-rateable land and vice versa; and
- Changes in use of land such that residential land becomes business land and vice versa.

**2.12 Other Charges**

| Type of Charge              | Per Hectare<br>2007/08<br>\$ | Per Hectare<br>2008/09<br>\$ |
|-----------------------------|------------------------------|------------------------------|
| Aire River Municipal Charge | \$0.20                       | \$0.20                       |
| Tirrengower Drainage Scheme | \$2.50                       | \$2.50                       |

**3. Differential rates**

**3.1 Rates to be levied**

The rate and amount of rates payable in relation to land in each category of differential are:

- A general rate of 0.3015% (0.3015 cents in the dollar of CIV) for all rateable residential properties in Colac, Colac East, Colac West and Elliminyt.
- A general rate of 0.2563% (0.2563 cents in the dollar of CIV) for all other rateable residential properties not located in Colac, Colac East, Colac West and Elliminyt (balance of Shire).
- A general rate of 0.2382% (0.2382 cents in the dollar of CIV) for all rateable farm land.
- A general rate of 0.3015% (0.3015 cents in the dollar of CIV) for all rateable holiday rental properties.
- A general rate of 0.4975% (0.4975 cents in the dollar of CIV) for all rateable commercial and industrial properties in Colac, Colac East, Colac West and Elliminyt.
- A general rate of 0.4221% (0.4221 cents in the dollar of CIV) for all other rateable commercial and industrial properties not located in Colac, Colac East, Colac West and Elliminyt (balance of Shire).

Each differential rate will be determined by multiplying the Capital Improved Value of rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

**3.2. Residential – Colac, Colac East, Colac West, Elliminyt**

Any land which is located in Colac, Colac East, Colac West or Elliminyt that:-

- 3.2.1 is used primarily for Residential purposes, and
- 3.2.2 does not have the characteristics of
  - a) Farm Land; or
  - b) Rural Residential Land, or
  - c) Holiday Rental, or
- 3.2.3 is Vacant Land; or
- 3.2.4 is land upon which a building is erected and is not zoned Commercial or Industrial

**3.3. Residential – Balance of Shire**

Any land which is not located in Colac, Colac East, Colac West or Elliminyt that:-

- 3.3.1 is used primarily for Residential purposes, and
- 3.3.2 does not have the characteristics of
  - a) Farm Land; or
  - b) Rural Residential Land, or
  - c) Holiday Rental, or
- 3.3.3 is Vacant Land; or
- 3.3.4 is land upon which a building is erected and is not zoned Commercial or Industrial

**3.4 Farm Rate**

Any land which is “Farm Land” within the meaning of Section 2 of the Valuation of Land Act 1960.

**3.5 Holiday Rental**

Any land located within the Shire that contains a dwelling, cabin, house or part of a house that:-

- is used for the provision of holiday accommodation for the purpose of generating income
- is made generally available for holiday accommodation
- is a secondary or supplemental source of income for the owner

Typically, the category will include absentee owned holiday houses, owner occupied “Bed and Breakfast” establishments, farm properties with accommodation cabins, holiday farms etc.

The category will not include properties used to provide tourist/holiday accommodation on an overtly commercial scale and basis where the provision of accommodation is an integral part of the use of the property. The types of properties excluded from this category would be motels, resorts, hotels with accommodation, caravan parks, centrally managed & promoted multi unit developments etc

**3.6 Commercial/Industrial Rate – Colac, Colac East, Colac West, Elliminyt**

Any Land located in Colac, Colac East, Colac West or Elliminyt that:

- 3.6.1 does not have the characteristics of
  - a) Farm Land; or
  - b) Residential Land; or
  - c) Holiday Rental; and
- 3.6.2 is used:-
  - a) for the sale of goods or services; or
  - b) for other Commercial purposes; or
  - c) for industrial purposes.

**3.7. Commercial/Industrial Rate - Balance of Shire**

Any Land not located in Colac, Colac East, Colac West or Elliminyt that:

- 3.7.1 does not have the characteristics of
  - a) Farm Land; or
  - b) Residential Land; or
  - c) Rural Residential Land
  - d) Holiday Rental; and
- 3.7.2 is used:-
  - a) for the sale of goods or services; or
  - b) other Commercial purposes; or
  - c) for industrial purposes.

**Other Charges****4. Municipal Charge**

- 4.1 A Municipal Charge will be declared on all rateable property.
- 4.2 The charge not be applicable for those properties who have applied for an exemption in accordance with Section 159 of the Local Government Act 1989.

**5. Waste Management Charges**

- 5.1 A Waste Management Charge for weekly service will be declared on all developed Residential and Commercial properties and only those Rural properties who currently have a service available.
- 5.2 A Waste Management Charge for fortnightly service will be declared on all developed Residential and Commercial properties and only those Rural properties who currently have a service available.
- 5.3 Commercial properties can have a maximum of two (2) 240 litre or four (4) 120 litre bins.

**6. Aire River Drainage Charge**

A charge of \$0.20c per hectare will be declared on those properties located within the Aire River Drainage Scheme.



**7. Tirrengower Drainage Scheme**

A charge of \$2.50 per hectare will be declared on those properties located within the Tirrengower Drainage Scheme.

**Appendix C -Capital Works Program  
For the year ending 30 June 2009**

| Project Description                                | Total Cost '000 | Revenue '000 | Carry Over '000 | Grants & Contrib. '000 | Reserves Inc Levy '000 | Contrib./ Reimb. '000 | Sale Of Assets '000 | Renewal '000 | Upgrade '000 | New '000 |
|--|-----------------|--------------|-----------------|------------------------|------------------------|-----------------------|---------------------|--------------|--------------|----------|
| <b>INFRASTRUCTURE</b>                              |                 |              |                 |                        |                        |                       |                     |              |              |          |
| <b><u>Capital Works</u></b>                        |                 |              |                 |                        |                        |                       |                     |              |              |          |
| Local Roads - Cosworks Unsealed Roads (Capital)    | \$1,250         | -\$1,250     |                 |                        |                        |                       |                     | \$1,250      |              |          |
| Local Roads - Resealing Program (Capital)          | \$790           | -\$790       |                 |                        |                        |                       |                     | \$790        |              |          |
| Local Roads - Cosworks Sealed Rds Rehab Prog (Cap) | \$240           | -\$240       |                 |                        |                        |                       |                     | \$240        |              |          |
| Local Roads - Cosworks Supply/Cart Aggregate (Cap) | \$120           | -\$120       |                 |                        |                        |                       |                     | \$120        |              |          |
| Local Roads - Cosworks Footpaths (Capital)         | \$160           | -\$160       |                 |                        |                        |                       |                     | \$160        |              |          |
| Local Roads - Cosworks Drainage Works (Capital)    | \$290           | -\$290       |                 |                        |                        |                       |                     | \$290        |              |          |
| Swan Marsh Irrewillipe Rd                          | \$330           | \$140        | -\$470          |                        |                        |                       |                     | \$100        | \$230        |          |
| Poorneet Rd  | \$140           | -\$56        | -\$84           |                        |                        |                       |                     | \$42         | \$98         |          |
| Larpent Road                                       | \$303           | -\$78        |                 | -\$225                 |                        |                       |                     | \$100        | \$203        |          |
| Special Charge Scheme - Marks Street               | \$23            | -\$5         |                 | -\$18                  |                        |                       |                     | \$7          | \$16         |          |
| Special Charge Scheme - Slater Street              | \$21            | -\$11        |                 | -\$10                  |                        |                       |                     | \$6          | \$15         |          |
| Special Chg Scheme - Pound Rd                      | \$100           | \$0          |                 | -\$100                 |                        |                       |                     |              | \$100        |          |
| Binns Road - Better Roads                          | \$278           | \$0          |                 | -\$278                 |                        |                       |                     | \$278        |              |          |
| Binns Road Bridge                                  | \$450           | \$0          |                 | -\$450                 |                        |                       |                     | \$450        |              |          |
| Cape Otway Road Final Seal                         | \$5             | \$0          |                 | -\$5                   |                        |                       |                     | \$5          |              |          |
| Carpendeit Road Final Seal                         | \$30            | \$0          |                 | -\$30                  |                        |                       |                     | \$30         |              |          |
| Conns Lane - Rehab                                 | \$10            | \$0          |                 | -\$10                  |                        |                       |                     | \$10         |              |          |
| Hiders Access                                      | \$30            | \$0          |                 | -\$30                  |                        |                       |                     | \$30         |              |          |
| Division Rd Bridge Rehab                           | \$40            | \$0          |                 | -\$40                  |                        |                       |                     | \$40         |              |          |
| Lardners Track Slip rehab                          | \$30            | \$0          |                 | -\$30                  |                        |                       |                     | \$30         |              |          |
| Alexander Street - Rehab                           | \$90            | \$0          |                 | -\$90                  |                        |                       |                     | \$90         |              |          |
| Gallop St Rehab                                    | \$75            | \$0          |                 | -\$75                  |                        |                       |                     | \$75         |              |          |
| Irrewillipe Rd Final Seal                          | \$40            | \$0          |                 | -\$40                  |                        |                       |                     | \$40         |              |          |
| Swan Marsh Irrewillipe Rd                          | \$220           | \$0          |                 | -\$220                 |                        |                       |                     | 70           | \$150        |          |

| Project Description                  | Total Cost<br>'000 | Revenue<br>'000 | Carry Over<br>'000 | Grants & Contrib.<br>'000 | Reserves Inc Levy<br>'000 | Sale Of Assets<br>'000 | Renewal<br>'000 | Upgrade<br>'000 | New<br>'000 |
|--------------------------------------|--------------------|-----------------|--------------------|---------------------------|---------------------------|------------------------|-----------------|-----------------|-------------|
| INFRASTRUCTURE – Continued           |                    |                 |                    |                           |                           |                        |                 |                 |             |
| Larpent Rd                           | \$147              | \$0             |                    | -\$147                    |                           |                        | \$47            | \$100           |             |
| Binns Road Bridge                    | \$75               | \$0             |                    | -\$75                     |                           |                        | \$75            |                 |             |
| Binns Road Rehabilitation            | \$46               | \$0             |                    | -\$46                     |                           |                        | \$46            |                 |             |
| Pound Road                           | \$233              | \$0             |                    | -\$233                    |                           |                        |                 | \$233           |             |
| Cressy Shelford Road Final Seal      | \$95               | \$0             |                    | -\$95                     |                           |                        | \$95            |                 |             |
| Footpaths – Apollo Bay               | \$50               | -\$50           |                    |                           |                           |                        | \$15            | \$35            |             |
| Pedestrian area – Rae St             | \$25               | -\$25           |                    |                           |                           |                        | \$7             | \$18            |             |
| Lighting improvements Regent Place   | \$10               | -\$10           |                    |                           |                           |                        |                 | \$10            |             |
| School Bus Routes                    | \$20               | -\$10           |                    | -\$10                     |                           |                        | \$5             | \$15            |             |
| Road Safety – Road Furniture Upgrade | \$40               | -\$40           |                    |                           |                           |                        |                 | \$40            |             |
| Guardrail Mitchell Grove             | \$8                | -\$8            |                    |                           |                           |                        |                 | \$8             |             |
| Guardrail Christies Rd               | \$10               | -\$10           |                    |                           |                           |                        |                 | \$10            |             |
| Guardrail Swan Marsh                 | \$5                | -\$5            |                    |                           |                           |                        |                 | \$5             |             |
| Red Johanna Guardrail – box culvert  | \$30               | -\$30           |                    |                           |                           |                        | \$10            | \$20            |             |
| Hamilton St Drainage                 | \$5                | -\$5            |                    |                           |                           |                        |                 | \$5             |             |
| Armstrong St Drainage                | \$5                | -\$5            |                    |                           |                           |                        | \$5             |                 |             |
| Montrose Ave Drainage                | \$20               | -\$20           |                    |                           |                           |                        |                 | \$20            |             |
| Costin St Drainage                   | \$20               | -\$20           |                    |                           |                           |                        |                 | \$20            |             |
| Cressy Drainage Improvements         | \$40               | -\$40           |                    |                           |                           |                        |                 | \$40            |             |
| Birregurra Footpath                  | \$15               | -\$15           |                    |                           |                           |                        | \$15            |                 |             |
| <b>TOTAL INFRASTRUTURE</b>           | <b>\$5,964</b>     | <b>-\$3,153</b> | <b>-\$554</b>      | <b>-\$2,257</b>           | <b>\$0</b>                | <b>\$0</b>             | <b>\$4,573</b>  | <b>\$1,391</b>  | <b>\$0</b>  |

| Project Description                                  | Total Cost<br>'000 | Revenue<br>'000 | Carry Over<br>'000 | Grants & Contrib.<br>'000 | Reserves Inc Levy<br>'000 | Sale Of Assets<br>'000 | Renewal<br>'000 | Upgrade<br>'000 | New<br>'000 |
|--|--------------------|-----------------|--------------------|---------------------------|---------------------------|------------------------|-----------------|-----------------|-------------|
| <b>STRATEGIC DEVELOPMENT</b>                         |                    |                 |                    |                           |                           |                        |                 |                 |             |
| <b><u>Capital Works</u></b>                          |                    |                 |                    |                           |                           |                        |                 |                 |             |
| BWFC Roof Access                                     | \$25               | -\$25           |                    |                           |                           |                        |                 | \$25            |             |
| Heating Circulation Pump & Heat Exchange Replacement | \$12               | -\$12           |                    |                           |                           |                        |                 | \$12            |             |
| Upgrade of Spa Filter & Circulation Pump             | \$14               | -\$14           |                    |                           |                           |                        | \$7             | \$7             |             |
| Council Building Assets Renewal Program              | \$100              | -\$100          |                    |                           |                           |                        | \$100           |                 |             |
| COPACC - Equipment / Civic Hall Roof                 | \$15               | -\$15           |                    |                           |                           |                        |                 | \$15            |             |
| Meeting Room Audio & Conference System               | \$13               | -\$13           |                    |                           |                           |                        |                 | \$13            |             |
| Civic Hall Truss System                              | \$27               | -\$27           |                    |                           |                           |                        |                 | \$27            |             |
| South Colac Rec Reserve drainage                     | \$10               | -\$10           |                    |                           |                           |                        | \$10            |                 |             |
| Memorial Square Improvements                         | \$20               | -\$20           |                    |                           |                           |                        | \$15            | \$5             |             |
| Old Beechy Line Rail Trail                           | \$100              | -\$100          |                    |                           |                           |                        |                 | \$100           |             |
| Botanic Gardens Pathway                              | \$200              | -\$100          |                    | -\$100                    |                           |                        | \$40            | \$160           |             |
| Birregurra Skatepark Program                         | \$130              | -\$35           |                    | -\$95                     |                           |                        |                 | \$130           |             |
| Redevelopment of Cricket Wickets                     | \$21               | -\$11           |                    | -\$10                     |                           |                        | \$21            |                 |             |
| Alvie Recreation Reserve Redevelopment               | \$206              | -\$51           |                    | -\$155                    |                           |                        | \$50            | \$156           |             |
| Colac Lawn Tennis Club                               | \$50               | -\$50           |                    |                           |                           |                        | \$50            |                 |             |
| Marengo Transfer Station - Land Acquisition          | \$1,000            | \$0             | -\$1,000           |                           |                           |                        |                 | \$1,000         |             |
| Hesse St Comfort Station                             | \$10               | -\$10           |                    |                           |                           |                        | \$10            |                 |             |
| Small Town Improvement Program                       | \$80               | -\$80           |                    |                           |                           |                        |                 | \$80            |             |
| Lake Colac Redevelopment - Stage 2                   | \$75               | -\$75           |                    |                           |                           |                        |                 | \$75            |             |
| Colac City Signage                                   | \$35               | -\$35           |                    |                           |                           |                        |                 | \$35            |             |
| <b>TOTAL STRATEGIC</b>                               | <b>\$2,142</b>     | <b>-\$782</b>   | <b>-\$1,000</b>    | <b>-\$360</b>             | <b>\$0</b>                | <b>\$0</b>             | <b>\$303</b>    | <b>\$1,840</b>  | <b>\$0</b>  |

| Project Description               | Total Cost<br>'000 | Revenue<br>'000 | Carry Over<br>'000 | Grants & Contrib.<br>'000 | Reserves Inc Levy<br>'000 | Sale Of Assets<br>'000 | Renewal<br>'000 | Upgrade<br>'000 | New<br>'000 |
|-----------------------------------|--------------------|-----------------|--------------------|---------------------------|---------------------------|------------------------|-----------------|-----------------|-------------|
| <b>GOVERNANCE</b>                 |                    |                 |                    |                           |                           |                        |                 |                 |             |
| <b><u>Capital Works</u></b>       |                    |                 |                    |                           |                           |                        |                 |                 |             |
| Furniture & Equipment - New       | \$15               | -\$15           |                    |                           |                           |                        |                 | \$15            |             |
| Purchase of Computer Equipment    | \$80               | -\$80           |                    |                           |                           |                        |                 | \$80            |             |
| Server Replacement                | \$40               | -\$40           |                    |                           |                           |                        |                 | \$40            |             |
| Local Laws Wireless Connection    | \$15               | -\$15           |                    |                           |                           |                        |                 | \$15            |             |
| Virtualisation Project            | \$55               | -\$55           |                    |                           |                           |                        |                 | \$55            |             |
| Council Agenda System             | \$30               | -\$30           |                    |                           |                           |                        |                 | \$30            |             |
| MS exchange and Outlook           | \$25               | -\$25           |                    |                           |                           |                        |                 | \$25            |             |
| Air Conditioning Unit Replacement | \$20               | -\$20           |                    |                           |                           |                        | \$20            |                 |             |
| Plant Replacement                 | \$1,200            | -\$50           |                    |                           | -\$600                    | -\$550                 | \$1,200         |                 |             |
| HACC Minor Works                  | \$50               | -\$30           |                    | -\$20                     |                           |                        | \$25            | \$25            |             |
| HACC Minor Works / IT             | \$8                | \$15            |                    | -\$23                     |                           |                        |                 |                 | 8           |
| Kindergarten Capital Works        | \$20               | -\$20           |                    |                           |                           |                        | \$15            | \$5             |             |
| <b>TOTAL GOVERNANCE</b>           | <b>\$1,558</b>     | <b>-\$365</b>   | <b>\$0</b>         | <b>-\$43</b>              | <b>-\$600</b>             | <b>-\$550</b>          | <b>\$1,260</b>  | <b>\$290</b>    | <b>\$8</b>  |
|                                   |                    |                 |                    |                           |                           |                        |                 |                 | <b>0</b>    |
| <b>TOTAL CAPITAL EXPENDITURE</b>  | <b>\$9,664</b>     | <b>-\$4,300</b> | <b>-\$1,554</b>    | <b>-\$2,660</b>           | <b>-\$600</b>             | <b>-\$550</b>          | <b>\$6,136</b>  | <b>\$3,520</b>  | <b>\$8</b>  |

**Appendix D – Key Strategic Activities**

| <b>Priority Area</b>     | <b>Objective</b>  | <b>The Target for 2008/09</b> |
|--------------------------|---|-------------------------------|
| Governance               | Ensure that Council Plan Priorities are implemented.  | 80%                           |
| Governance               | Increase the Index Mean for Council's advocacy and community representation on key local issues to be equal to or better than the median of the Large Rural Shires. | 63%                           |
| Governance               | Increase the Index Mean for Council's engagement in decision making on key local issues to be equal to or better than the median of the Large Rural Shires.         | 62%                           |
| Governance               | Increase the Index Mean for the overall performance generally of the Council to be equal to or better than the median of the Large Rural Shires.                    | 63%                           |
| Financial Sustainability | Ensure the working capital ratio (Current Assets to Current Liabilities) is maintained at 1.50:1  | 1.50:1                        |
| Roads and Infrastructure | Ensure the Asset Renewal Gap is reduced.  | 100%                          |
| Roads and Infrastructure | Council's capital works program completed.  | 90%                           |

**Appendix E – User Pay Charges****2008/2009 USER FEES AND CHARGES****Statutory Fees**

A number of statutory fees, charges and fines will increase from 1 July 2008.

The various amounts will be adjusted once the various Acts and Regulations have been updated.

**Penalty Unit**

As at 1 July 2007 the value of a penalty unit was \$110.12. The value of a penalty unit will also increase from 1 July 2008. Some fees, where known, have been adjusted.

**Schedule of Fees and Charges**

| Service                                  | Council/<br>Statutory | GST % | 2007/08 Fee<br>Including<br>Tax | 2008/09 Fee<br>Including Tax |
|--|-----------------------|-------|---------------------------------|------------------------------|
| <b>Corporate and Community Services</b>  |                       |       |                                 |                              |
| <b>Corporate Services</b>                |                       |       |                                 |                              |
| Community Bus Hire per km                | C                     | 10%   | \$0.60                          | \$0.60                       |
| Council Properties                       |                       |       |                                 |                              |
| - Bartlett Street Kindergarten (Wydinia) | C                     | 10%   | \$220                           | \$220                        |
| - Apollo Bay Newsheet                    | C                     | 10%   | \$625                           | \$645                        |
| - Aerodrome Landing Fees                 |                       |       |                                 |                              |
| - Apollo Bay                             | C                     | 10%   | \$5.50                          | \$5.50                       |
| - Colac                                  | C                     | 10%   | \$3.00                          | \$3.00                       |
| Election Fines                           | S                     | 0     | \$54                            | \$55                         |
| Freedom of Information                   | S                     | 0     | \$22                            | \$22                         |
| Land Information Certificate             | S                     | 0     | \$20                            | \$20                         |
| Replacement Rate Notice                  | C                     | 10%   | -                               | \$20                         |
| Printing and Photocopying                |                       |       |                                 |                              |
| - A4 sheet                               | C                     | 10%   | \$0.30                          | \$0.30                       |
| - A3 sheet                               | C                     | 10%   | \$0.60                          | \$0.60                       |
| - A1 sheet                               | C                     | 10%   | \$6.00                          | \$6.00                       |
| - B2 sheet                               | C                     | 10%   | \$4.00                          | \$4.00                       |
| - Per metre length coloured photocopying | C                     | 10%   | \$7.00                          | \$7.00                       |
| - A4 sheet                               | C                     | 10%   | \$0.50                          | \$0.50                       |
| - A3 sheet                               | C                     | 10%   | \$1.00                          | \$1.00                       |

**2008/2009 USER FEES AND CHARGES**

| Service  | Council/<br>Statutory | GST<br>% | 2007/08 Fee<br>Including Tax | 2008/09 Fee<br>Including Tax |
|--|-----------------------|----------|------------------------------|------------------------------|
| <b>Community Services</b>  |                       |          |                              |                              |
| Aged and Disability Services   |                       |          |                              |                              |
| - Home Care (per hr)   | C                     | 0        | \$3.50 to 16.00              | \$3.50 to \$16.00            |
| - Personal Care (per hr)   | C                     | 0        | \$3.50 to 16.00              | \$3.50 to \$16.00            |
| - Respite Care (per hr)  | C                     | 0        | \$3.50 to 16.00              | \$3.50 to \$16.00            |
| - Veterans Home Care (per hr)  | C                     | 0        | \$3.50 to 16.00              | \$3.50 to \$16.00            |
| - Overnight Respite (per night)  | C                     | 0        | \$30.00                      | \$30.00                      |
| - Property Maintenance (per hour plus materials)   | C                     | 0        | \$9.60 to 14.40              | \$9.60 to \$14.40            |
| (Full cost recovery is charged for services provided on behalf of the agencies (GST applies).) |                       |          |                              |                              |
| Meeting Place  |                       |          |                              |                              |
| - In House Activities  | C                     | 10%      | \$4.00                       | \$5.00                       |
| - Swimming Activities  | C                     | 10%      | \$4.00+ BWFC Charge          | \$4.00+ BWFC Charge          |
| Community Transport  |                       |          |                              |                              |
| Colac  |                       |          |                              |                              |
| - return   | C                     | 10%      | \$7.00                       | \$7.00                       |
| - one way  | C                     | 10%      | \$3.50                       | \$3.50                       |
| Colac District   |                       |          |                              |                              |
| - Birregurra/Forrest & Beeac/Warrion   |                       |          |                              |                              |
| - return   | C                     | 10%      | \$9.00                       | \$9.00                       |
| - one way  | C                     | 10%      | \$4.50                       | \$4.50                       |
| Colac Otway Shire  |                       |          |                              |                              |
| - Apollo Bay, Lavers Hill  |                       |          |                              |                              |
| - return   | C                     | 10%      | \$16.00                      | \$16.00                      |
| - one way  | C                     | 10%      | \$8.00                       | \$8.00                       |
| Colac to Geelong or Ballarat   |                       |          |                              |                              |
| - return   | C                     | 10%      | \$16.00                      | \$16.00                      |
| - one way  | C                     | 10%      | \$8.00                       | \$8.00                       |
| Colac to Warrnambool   |                       |          |                              |                              |
| - return   | C                     | 10%      | \$24.00                      | \$24.00                      |
| - one way  | C                     | 10%      | \$12.00                      | \$12.00                      |
| Colac to Melbourne   |                       |          |                              |                              |
| - return   | C                     | 10%      | \$36.00                      | \$36.00                      |
| - one way  | C                     | 10%      | \$18.00                      | \$18.00                      |
| Full Cost Service  | C                     | 10%      | \$0.65 per km + 10% admin    | \$0.65 per km + 10% admin    |



**2008/2009 USER FEES AND CHARGES**

| Service                                      | Council/<br>Statutory | GST<br>% | 2007/08 Fee<br>Including Tax | 2008/09 Fee<br>Including Tax |
|--|-----------------------|----------|------------------------------|------------------------------|
| <b>Community Services cont'd</b>             |                       |          |                              |                              |
| Delivered Meals                              |                       |          |                              |                              |
| - Delivered meals (per meal)                 | C                     | 0        | \$5.75                       | \$5.75                       |
| - All meals (per meal)                       | C                     | 0        | \$6.50                       | \$6.50                       |
| (Full cost recovery GST applies)             |                       |          |                              |                              |
| Family Day Care                              |                       |          |                              |                              |
| - Per hour                                   | C                     | 0        | \$4.75                       | \$5.00                       |
| - Non-core hours                             | C                     | 0        | \$5.50                       | \$5.75                       |
| - Administration levy                        |                       |          |                              |                              |
| - less than 10 hrs per fortnight             | C                     | 0        | \$ 5.00                      | \$ 5.25                      |
|  |                       |          | per wk per family            | per wk per family            |
| - greater than 10 hrs per fortnight          | C                     | 0        | \$6.00                       | \$6.25                       |
|  |                       |          | per wk per family            | per wk per family            |
| - Carers levy                                | C                     | 10%      | 0.06c per hr                 | 0.10c per hr                 |
| <b>Public Health</b>                         |                       |          |                              |                              |
| Septic Tanks                                 |                       |          |                              |                              |
| - Septic tank systems                        | C                     | 0        | \$260                        | \$270                        |
| - Septic tank alterations                    | C                     | 0        | \$140                        | \$140                        |
| - Additional inspections                     | C                     | 0        | \$70                         | \$70                         |
| - Assessment of land capability reports      | C                     | 0        | \$70                         | \$70                         |
| <b>Health Administration (Reg fees)</b>      |                       |          |                              |                              |
| <b>Health Registration Fees</b>              |                       |          |                              |                              |
| Food Premises                                |                       |          |                              |                              |
| - New  | C                     | 0        | \$335                        | \$345                        |
| - Renewal                                    | C                     | 0        | \$235                        | \$240                        |
| Pre-Sealed Long life Food                    |                       |          |                              |                              |
| - New  | C                     | 0        | \$120                        | \$125                        |
| - Renewal                                    | C                     | 0        | \$75                         | \$78                         |
| Fruit and Vegetables                         |                       |          |                              |                              |
| - New  | C                     | 0        | \$200                        | \$205                        |
| - Renewal                                    | C                     | 0        | \$125                        | \$130                        |
| Charitable Groups/Schools                    |                       |          |                              |                              |
| - New  | C                     | 0        | \$165                        | \$170                        |
| - Renewal                                    | C                     | 0        | \$115                        | \$120                        |
| Hospitals, Nursing Homes, Child Minding etc. |                       |          |                              |                              |
| - New  | C                     | 0        | \$400                        | \$415                        |
| - Renewal                                    | C                     | 0        | \$320                        | \$330                        |

**2008/2009 USER FEES AND CHARGES**

| Service                             | Council/<br>Statutory | GST<br>% | 2007/08 Fee<br>Including Tax | 2008/09 Fee<br>Including Tax |
|-------------------------------------|-----------------------|----------|------------------------------|------------------------------|
| <b>Community Services cont'd</b>    |                       |          |                              |                              |
| Caterers                            |                       |          |                              |                              |
| - New                               | C                     | 0        | \$260                        | \$265                        |
| - Renewal                           | C                     | 0        | \$210                        | \$215                        |
| Bed and Breakfast                   |                       |          |                              |                              |
| - New                               | C                     | 0        | \$165                        | \$170                        |
| - Renewal                           | C                     | 0        | \$115                        | \$120                        |
| Food Vehicles                       |                       |          |                              |                              |
| - New                               | C                     | 0        | \$200                        | \$205                        |
| - Renewal                           | C                     | 0        | \$135                        | \$140                        |
| Hairdressers/Beauty Parlours        |                       |          |                              |                              |
| - New premises design fee           | C                     | 0        | \$65                         | \$70                         |
| - Registration/renewal              | C                     | 0        | \$95                         | \$100                        |
| Skin Penetration                    |                       |          |                              |                              |
| - New premises design fee           | C                     | 0        | \$65                         | \$70                         |
| - Registration/renewal              | C                     | 0        | \$95                         | \$100                        |
| Combo Beauty                        |                       |          |                              |                              |
| - New premises design fee           | C                     | 0        | \$75                         | \$80                         |
| - Registration/renewal              | C                     | 0        | \$105                        | \$110                        |
| <b>Other Charges</b>                |                       |          |                              |                              |
| <b>Prescribed Accommodation</b>     |                       |          |                              |                              |
| 6 to 10 persons                     |                       |          |                              |                              |
| - New premises design fee           | C                     | 0        | \$75                         | \$80                         |
| - Registration/renewal              | C                     | 0        | \$130                        | \$135                        |
| 11 to 20 persons                    |                       |          |                              |                              |
| - New premises design fee           | C                     | 0        | \$85                         | \$90                         |
| - Registration/renewal              | C                     | 0        | \$165                        | \$170                        |
| 20+ persons                         |                       |          |                              |                              |
| - New premises design fee           | C                     | 0        | \$95                         | \$100                        |
| - Registration/renewal              | C                     | 0        | \$200                        | \$210                        |
| Combo Food Premises / Accommodation | C                     | 0        | \$120                        | \$125                        |
| Caravan Parks per Site              | S                     | 0        | \$2.50                       | \$2.50                       |
| <b>Miscellaneous</b>                |                       |          |                              |                              |
| Transfer of Registration            | C                     | 0        | \$50                         | 50% of reg fee               |
| Late Renewal Penalty Fee per Month  | C                     | 0        | \$20                         | \$20                         |
| Conveyance Enquiries                | C                     | 0        | \$90                         | \$95                         |
| Replacement Certificate             | C                     | 0        | \$30                         | \$30                         |

**2008/2009 USER FEES AND CHARGES**

| Service   | Council/<br>Statutory | GST % | 2007/08 Fee<br>Including<br>Tax | 2008/09 Fee<br>Including Tax |
|---|-----------------------|-------|---------------------------------|------------------------------|
| <b>Recreation, Arts and Culture</b>                         |                       |       |                                 |                              |
| <u>Bluewater Fitness Centre</u>                             |                       |       |                                 |                              |
| Daily Charges (pool)  |                       |       |                                 |                              |
| - Adult Swim  | C                     | 10%   | \$4.60                          | \$4.60                       |
| - Adult Sauna   | C                     | 10%   | \$4.40                          | \$4.60                       |
| - Adult Spa   | C                     | 10%   | \$4.40                          | \$4.60                       |
| - Adult Swim/Sauna/Spa                                      | C                     | 10%   | \$10.00                         | \$9.00                       |
| - Adult Aqua  | C                     | 10%   | \$8.00                          | \$10.00                      |
| - Pensioner Swim  | C                     | 10%   | \$4.10                          | \$4.10                       |
| - Pensioner Sauna   | C                     | 10%   | \$3.90                          | \$4.10                       |
| - Pensioner Spa   | C                     | 10%   | \$3.90                          | \$4.10                       |
| - Pensioner<br>Swim/Sauna/Spa                               | C                     | 10%   | \$10.00                         | \$7.00                       |
| - Pensioner Aqua  | C                     | 10%   | \$7.00                          | \$8.00                       |
| - Child Swim  | C                     | 10%   | \$3.60                          | \$3.60                       |
| - Student with school group                                 | C                     | 10%   | \$3.00                          | \$3.10                       |
| - Family Swim   | C                     | 10%   | \$14.00                         | \$14.00                      |
| - Student Swim  | C                     | 10%   | -                               | \$4.40                       |
| - Student Spa   | C                     | 10%   | -                               | \$4.40                       |
| - Student Sauna   | C                     | 10%   | -                               | \$4.40                       |
| - Student Swim/Spa/Sauna                                    | C                     | 10%   | -                               | \$8.00                       |
| - Student Aqua  | C                     | 10%   | -                               | \$9.00                       |
| - Parent/Toddler Swim                                       | C                     | 10%   | -                               | \$4.20                       |
| Other Programs  |                       |       |                                 |                              |
| - Learn to Swim (30m group<br>lesson)                       | C                     | 0     | \$9.00                          | \$10.00                      |
| - Discounted for 2 <sup>nd</sup> & 3 <sup>rd</sup><br>child | C                     | 0     | -                               | \$9.00                       |
| - 15 min 1 on 1 lesson                                      | C                     | 10%   | -                               | \$15.00                      |
| - Aerobics – Adult  | C                     | 10%   | \$8.00                          | \$10.00                      |
| - Aerobics – Pensioner                                      | C                     | 10%   | \$7.00                          | \$8.00                       |
| - Aerobics – Student  | C                     | 10%   | \$5.50                          | \$9.00                       |
| - Aerobics - School Group                                   | C                     | 10%   | -                               | \$6.50                       |
| - Gym – Adult   | C                     | 10%   | \$8.00                          | \$9.00                       |
| - Gym – Student   | C                     | 10%   | \$5.50                          | \$8.00                       |
| - Gym – Pensioner   | C                     | 10%   | \$7.00                          | \$7.00                       |
| - Gym – Senior Special                                      | C                     | 10%   | \$4.00                          | \$4.50                       |
| - 1 hr Fitness Assessment                                   | C                     | 10%   | \$45.00                         | \$45.00                      |
| - 1 hr Personal Training                                    | C                     | 10%   | \$45.00                         | \$45.00                      |
| - 5 Ticket Personal Training                                | C                     | 10%   | \$200.00                        | \$200.00                     |
| - 10 Ticket Personal Training                               | C                     | 10%   | \$300.00                        | \$300.00                     |
| Membership Options  |                       |       |                                 |                              |
| Adult Aquatic - 12 months                                   | C                     | 10%   | \$420                           | \$420.00                     |
| - 6 months  | C                     | 10%   | \$280                           | \$280.00                     |
| - 3 months  | C                     | 10%   | \$180                           | \$200.00                     |
| - 20 Ticket Swim  | C                     | 10%   | -                               | \$80.00                      |
| - 20 Ticket Aqua  | C                     | 10%   | -                               | \$180.00                     |
| - 10 Ticket Aqua  | C                     | 10%   | -                               | \$90.00                      |

| Service                      | Council / Statutory | GST % | 2007/8 Fee Including Tax | 2008/9 Fee Including Tax |
|------------------------------|---------------------|-------|--------------------------|--------------------------|
| <b>Pensioner Aquatic</b>     |                     |       |                          |                          |
| - 12 months                  | C                   | 10%   | \$360                    | \$360.00                 |
| - 6 months                   | C                   | 10%   | \$245                    | \$245.00                 |
| - 3 months                   | C                   | 10%   | \$160                    | \$160.00                 |
| - 20 Ticket Swim             | C                   | 10%   | -                        | \$70.00                  |
| - 20 Ticket Aqua             | C                   | 10%   | -                        | \$140.00                 |
| - 10 Ticket Aqua             | C                   | 10%   | -                        | \$80.00                  |
| <b>Junior Aquatic</b>        |                     |       |                          |                          |
| - 12 months                  | C                   | 10%   | \$285                    | \$285.00                 |
| - 6 months                   | C                   | 10%   | \$200                    | \$200.00                 |
| - 3 months                   | C                   | 10%   | \$140                    | \$140.00                 |
| - 20 Ticket Swim             | C                   | 10%   | -                        | \$60.00                  |
| <b>Family Aquatic</b>        |                     |       |                          |                          |
| - 12 months                  | C                   | 10%   | \$610                    | n/a                      |
| - 6 months                   | C                   | 10%   | \$405                    | \$405.00                 |
| - 3 months                   | C                   | 10%   | \$275                    | \$275.00                 |
| <b>Student Aquatic</b>       |                     |       |                          |                          |
| - 12 months                  | C                   | 10%   | -                        | \$320.00                 |
| - 6 months                   | C                   | 10%   | -                        | \$240.00                 |
| - 3 months                   | C                   | 10%   | -                        | \$180.00                 |
| - 20 Ticket Swim             | C                   | 10%   | -                        | \$76.00                  |
| - 20 Ticket Aqua             | C                   | 10%   | -                        | \$160.00                 |
| - 10 Ticket Aqua             | C                   | 10%   | -                        | \$100.00                 |
| <b>Squad</b>                 |                     |       |                          |                          |
| - 1 per week                 | C                   | 10%   | -                        | \$10.00                  |
| - 2-3 per week               | C                   | 10%   | -                        | \$11.00                  |
| - 4-6 per week               | C                   | 10%   | -                        | \$12.00                  |
| - 7-11 per week              | C                   | 10%   | -                        | \$13.00                  |
| <b>Gymnasium or Aerobics</b> |                     |       |                          |                          |
| <b>Adult</b>                 |                     |       |                          |                          |
| - 12 months                  | C                   | 10%   | \$500                    | \$500.00                 |
| - 6 months                   | C                   | 10%   | \$345                    | \$345.00                 |
| - 3 months                   | C                   | 10%   | \$225                    | \$225.00                 |
| - 20 Ticket Gym              | C                   | 10%   | -                        | \$160.00                 |
| - 20 Ticket Aero             | C                   | 10%   | -                        | \$180.00                 |
| <b>Pensioner</b>             |                     |       |                          |                          |
| - 12 months                  | C                   | 10%   | \$420                    | \$420.00                 |
| - 6 months                   | C                   | 10%   | \$285                    | \$285.00                 |
| - 3 months                   | C                   | 10%   | \$185                    | \$185.00                 |
| - 20 Ticket Gym              | C                   | 10%   | -                        | \$120.00                 |
| - 20 Ticket Aero             | C                   | 10%   | -                        | \$140.00                 |
| <b>Pensioner</b>             |                     |       |                          |                          |
| - 12 months                  | C                   | 10%   | -                        | \$460.00                 |
| - 6 months                   | C                   | 10%   | -                        | \$310.00                 |
| - 3 months                   | C                   | 10%   | -                        | \$200.00                 |
| - 20 Ticket Gym              | C                   | 10%   | -                        | \$140.00                 |
| - 20 Ticket Aero             | C                   | 10%   | -                        | \$160.00                 |
| <b>Gold Aquatic/Fitness</b>  |                     |       |                          |                          |
| <b>Adult</b>                 |                     |       |                          |                          |
| - 12 months                  | C                   | 10%   | \$640                    | \$640.00                 |
| - 6 months                   | C                   | 10%   | \$435                    | \$440.00                 |
| - 3 months                   | C                   | 10%   | \$270                    | \$300.00                 |
| <b>Pensioner</b>             |                     |       |                          |                          |
| - 12 months                  | C                   | 10%   | \$530                    | \$530.00                 |
| - 6 months                   | C                   | 10%   | \$355                    | \$355.00                 |
| - 3 months                   | C                   | 10%   | \$235                    | \$235.00                 |

| <b>Service</b>           | <b>Council/<br/>Statutory</b> | <b>GST</b> | <b>2007/8 Fee<br/>Including<br/>Tax</b> | <b>2008/9 Fee<br/>Including Tax</b> |
|--------------------------|-------------------------------|------------|---|-------------------------------------|
| Student                  |                               |            |   |                                     |
| - 12 months              | C                             | 10%        | -                                       | \$580.00                            |
| - 6 months               | C                             | 10%        | -                                       | \$400.00                            |
| - 3 months               | C                             | 10%        | -                                       | \$280.00                            |
| <b>Other Charges</b>     |                               |            |   |                                     |
| - Locker Hire (daily)    | C                             | 10%        | N/A                                     | N/A                                 |
| - Crèche                 |                               |            |   |                                     |
| - 1 child 1 hour         | C                             | 10%        | \$3.70                                  | \$3.70                              |
| - 1 child 1.5 hrs        | C                             | 10%        | -                                       | \$5.50                              |
| - 1 child 2 hrs          | C                             | 10%        | -                                       | \$7.40                              |
| - Additional Children    | C                             | 10%        | -                                       | \$3.00                              |
| - School Holiday Program |                               |            |   |                                     |
| - per child ½ day        | C                             | 10%        | \$17                                    | \$18.00                             |
| - per child full day     | C                             | 10%        | \$36                                    | \$36.00                             |
| - Room Hire              | C                             | 10%        | \$10                                    | -                                   |
| - Minor Hall Hire        |                               |            |   |                                     |
| - community              | C                             | 10%        | \$22                                    | \$22.00                             |
| - commercial             | C                             | 10%        | \$35                                    | \$35.00                             |
| - Stadium Hire           |                               |            |   |                                     |
| - seniors per hour       | C                             | 10%        | \$63                                    | \$63.00                             |
| - juniors per hour       | C                             | 10%        | \$32                                    | \$32.00                             |
| - All day hire           | C                             | 10%        | \$320                                   | \$380.00                            |
| - Squash Court 1 hr      | C                             | 10%        | \$17                                    | \$17.00                             |
| - Squash Court 30min     | C                             | 10%        | \$8.50                                  | \$8.50                              |
| - Lane Hire              |                               |            |   |                                     |
| - per hour per lane      | C                             | 10%        | \$17                                    | \$17.00                             |
| - Full Pool Hire         |                               |            |   |                                     |
| - Full day (9am-4pm)     | C                             | 10%        | \$330                                   | \$330.00                            |
| - Half day (4 hours)     | C                             | 10%        | \$230                                   | \$230.00                            |
| - Pool Party (per Child) | C                             | 10%        | -                                       | \$15.00                             |

## 2008/2009 USER FEES AND CHARGES - COPACC (EXCLUDES GST)

All are Council fees and all exclude GST. The following are details of charges for the hire of COPACC. The charges are for 2006/2007 and 2007/2008.

| AREA  | EVENT/<br>RATE                         | SPECIAL FUNCTION,<br>including Commercial<br>Special Function refers to<br>a disco, cabaret, ball,<br>business function, dinner<br>dance or wedding. |                         | COMMUNITY<br>GROUPS, SCHOOLS<br>& COUNCIL<br>from COLAC OTWAY<br>Refers to organisations<br>and recreation clubs<br>which are not-for-profit. |                        | CHARITABLE<br>ORGANISATIONS<br>Are organisations which<br>have charitable tax<br>deductable status and<br>provide a public benefit. |                        |
|---|--|--|-------------------------|---|------------------------|---|------------------------|
|   |  | 2007/2008  | 2008/2009               | 2007/2008   | 2008/2009              | 2007/2008   | 2008/2009              |
| <b>ENTIRE<br/>VENUE HIRE</b><br><i>(EXCLUDING Theatre<br/>and Cinema)</i>     | 14 Hour Hire                           | \$1,890  | \$1,890                 | \$1,630   | \$1,630                | \$1,320   | \$1,320                |
|   | 8 Hour Hire                            | \$1,080  | \$1,080                 | \$930   | \$930                  | \$750   | \$750                  |
|   | 4 Hour Hire                            | \$430  | \$430                   | \$355   | \$355                  | \$270   | \$270                  |
|   | Hourly Rate                            | \$160  | \$160                   | \$125   | \$125                  | \$95  | \$95                   |
| <b>CIVIC HALL</b>   | 14 Hour Hire                           | \$850  | \$850                   | \$720   | \$720                  | \$560   | \$560                  |
|   | 8 Hour Hire                            | \$485  | \$485                   | \$410   | \$410                  | \$320   | \$320                  |
|   | 4 Hour Hire                            | \$350  | \$350                   | \$325   | \$325                  | \$270   | \$270                  |
|   | Hourly Rate                            | \$70   | \$70                    | \$50  | \$50                   | \$45  | \$45                   |
| <b>CIVIC HALL Add<br/>On Rooms<br/>Hourly Rate</b>                            | Kitchen                                | \$30   | \$30                    | \$25  | \$25                   | \$20  | \$20                   |
|   | Meeting Room 1                         | \$25   | \$25                    | \$20  | \$20                   | \$15  | \$15                   |
|   | Meeting Room<br>1&2                    | \$35   | \$35                    | \$30  | \$30                   | \$25  | \$25                   |
| <b>MEETING<br/>ROOMS<br/>Hourly Rate</b>                                      | SINGLE ROOM<br>(Between 8:30 &<br>5pm) | \$25 per hr<br>DAY   | \$30 per hr<br>DAY      | \$20 per hr<br>DAY  | \$25 per hr<br>DAY     | \$15 per hr<br>DAY  | \$20 per hr<br>DAY     |
|   | DOUBLE ROOM<br>(Between 8:30 &<br>5pm) | \$40 per hr<br>DAY   | \$45 per hr<br>DAY      | \$35 per hr<br>DAY  | \$40 per hr<br>DAY     | \$30 per hr<br>DAY  | \$35 per hr<br>DAY     |
|   | SINGLE ROOM<br>(After hours)           | \$50 per hr<br>EVENING   | \$50 per hr<br>EVENING  | \$45 per hr<br>EVENING  | \$45 per hr<br>EVENING | \$40 per hr<br>EVENING  | \$40 per hr<br>EVENING |
|   | DOUBLE ROOM<br>(After hours)           | \$65 per hr<br>EVENING   | \$ 65 per hr<br>EVENING | \$60 per hr<br>EVENING  | \$60 per hr<br>EVENING | \$55 per hr<br>EVENING  | \$55 per hr<br>EVENING |
| <b>KITCHEN<br/>Hourly Rate</b>  | Between 8:30 &<br>5pm                  | \$30per hr   | \$30per hr              | \$20 per hr   | \$20 per hr            | \$15 per hr   | \$15 per hr            |
|   | After Hours                            | \$55 per hr  | \$55 per hr             | \$45per hr  | \$45 per hr            | \$40 per hr   | \$40 per hr            |
| <b>GREEN ROOM</b>   | Hourly Rate                            | \$15 per hr  | \$20 per hr             | \$10 per hr   | \$15 per hr            | \$10 per hr   | \$15 per hr            |
|   | After Hours                            | 0  | \$40 per hr             | 0   | \$35 per hr            | 0   | \$35 per hr            |
| <b>REHEARSAL<br/>ROOM</b>   | BETWEEN 8.30 &<br>5PM                  | \$15 per hour  | \$30 per hour           | \$10 per hour   | \$25 per hour          | \$10 per hr   | \$20 per hr            |
|   | After Hours                            | 0  | \$50 per hour           | 0   | \$45 per hr            | 0   | \$40 per hr            |
| <b>PUBLIC<br/>GALLERY<br/>Hourly Rate<br/>For Meeting and<br/>Conventions</b> | Between 8:30 &<br>5pm                  | \$40 per hr  | \$40 per hr             | \$30 per hr   | \$30 per hr            | \$25 per hr   | \$25 per hr            |
|   | After Hours                            | \$65 per hr  | \$65 per hr             | \$60 per hr   | \$60 per hr            | \$55 per hr   | \$55 per hr            |
| <b>CINEMA<br/>Hourly Rate<br/>Minimum 3 hour<br/>booking</b>                  | Between 8:30 &<br>5pm                  | \$75 per hr  | \$75 per hr             | \$55 per hr   | \$55 per hr            | \$45 per hr   | \$45 per hr            |
|   | After Hours                            | \$140 per hr   | \$140 per hr            | \$110 per hr  | \$110 per hr           | \$80 per hr   | \$80 per hr            |
| <b>BOND</b>   |  | \$500-\$700  | \$500-\$700             | \$500-\$700   | \$500-\$700            | \$200-\$500   | \$200-\$500            |
| <b>DEPOSIT</b>  |  | \$100  | \$100                   | \$100   | \$100                  | \$100   | \$100                  |
| <b>ROLL OVER</b>  | Evening Prior                          | \$100  | \$100                   | \$70  | \$70                   | \$50  | \$50                   |
|   | All Day Prior                          | \$150  | \$150                   | \$120   | \$120                  | \$100   | \$100                  |

#Additional rates will apply to all evening hires and is inclusive of Duty Supervisor for set-up and clean-up at the current labour rate.

Other labour charges will apply if hirers require additional function support ie. seminars or conferences.

COPACC can provide normal tea, coffee and biscuits for external functions at a cost of \$1.60 per person.

Additional costs apply for up market tea, coffee & biscuits.

# Cost of hire includes all table & chair set up, overhead projector, TV/video, whiteboard. Other additional audio equipment will be charged.

# Colac Community Development Association space available after hours or on weekends upon special request only.

# Exhibitions held in Public Gallery – separate application form applies.

# Please Note: Prices listed above are subject to change at any time by Colac Otway Shire.

For information as to current rates, please view the Colac Otway web site link [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au)

| AREA   | EVENT/<br>RATE                  | COMMERCIAL HIRE                             |   | COMMUNITY GROUPS,<br>SCHOOLS & COUNCIL<br>from COLAC OTWAY<br>Refers to organisations and<br>recreation clubs which are<br>Not-for-profit. |  |
|--|---------------------------------|---|---|--|--|
|  |                                 | 2007/2008                                   | 2008/2009                                   | 2007/2008  | 2008/2009                                  |
| AUDITORIUM 1<br>(plus labour,<br>ushers, lighting,<br>booking fee, credit<br>card charges and<br>cleaning) | FULL DAY RATE                   |   |   |  |  |
|  | - Saturday                      | \$930                                       | -   | \$820  | -  |
|  | - Other Days                    | \$770                                       | -   | \$460  | -  |
|  | - 12 Hours                      | -   | \$1060                                      | -  | \$800                                      |
|  | HALF DAY RATE<br>(up to 3.30pm) |   |   |  |  |
|  | - Saturday                      | \$620                                       | -   | \$410  | -  |
|  | - Other Days                    | \$410                                       | -   | \$260  | -  |
| - 8 hours  | -                               | \$740                                       | -   | \$540  |  |
| - 4 hours (min)  | -                               | \$420                                       | -   | \$280  |  |
| HOURLY RATE  | \$150                           | -   | \$90  | -  |  |
| ADMIN FEE  | \$ 130                          | \$130                                       | \$ 75                                       | \$75   |  |
| Hourly Penalty   | -                               | \$280                                       | -   | \$280  |  |
| LABOUR<br>CHARGES<br>Hourly Rate   | Technical staff                 | \$40 per hr                                 | \$45 per hour                               | \$40 per hr  | \$45 per hour                              |
| CINEMA/BOX<br>OFFICE<br>CHARGES  | - Front of<br>House/Ushers      | \$225 min<br>(1-100 patrons)                | \$225 min<br>(1-100 patrons)                | \$225 min<br>(1-100 patrons)   | \$225 min<br>(1-100 patrons)               |
|  | - Ticketing                     | \$2.50 per ticket                           | \$2.50 per ticket                           | \$2.50 per ticket  | \$2.50 per ticket                          |
|  | - Credit Card<br>Charges        | 4% on sales                                 | 4% on sales                                 | 4% on sales  | 4% on sales                                |
|  | - Extra Cleaning                | \$32 per hr                                 | \$32 per hr                                 | \$32 per hr  | \$32 per hr                                |
| OTHER<br>CHARGES   | - Grand Piano                   | \$100.00 per session<br>\$135 (if required) | \$100.00 per session<br>\$135 (if required) | \$50.00 per session<br>\$135 (if required)   | \$50.00 per session<br>\$135 (if required) |
|  | - Standard Lighting             | \$75 per performance<br>(pro rata)          | Now covered in venue<br>hire                | \$75 per performance   | Now covered in<br>venue hire               |
|  | - Cleaning                      | -   | \$75  | -  | \$75                                       |

### Public Gallery Exhibition & Display Hire Charges (new charges)

|                   | Commercial / Business | Professional Artist              | Community Artist              |
|-------------------|-----------------------|----------------------------------|-------------------------------|
| Wall Display Only | \$100 per day         | \$20 per day + 10%<br>commission | \$15 per day + 10% commission |
| Wall & Floor      | \$150 per day         | \$25 per day +<br>10%ommission   | \$20 per day + 10% commission |
| Floor only        | \$100 per day         | \$20 per day + 10%<br>commission | \$15 per day + 10% commission |

**2008/2009 USER FEES AND CHARGE**

| Service  | Council/<br>Statutory | GST % | 2007/08 Fee<br>Including Tax | 2008/09 Fee<br>Including Tax |
|--|-----------------------|-------|------------------------------|------------------------------|
| <b>Infrastructure and Services</b>   |                       |       |                              |                              |
| <u>Asset Management</u>  |                       |       |                              |                              |
| Special Charge Scheme  |                       |       |                              |                              |
| - Contract Administration  | C                     | 0     | 2.5%                         | 2.5%                         |
| - Scheme Administration  | C                     | 0     | 3.0%                         | 3.0%                         |
| - Design Fee   |                       |       |                              |                              |
| - In House   | C                     | 0     | 10%                          | 10%                          |
| - Other  | C                     | 0     | At cost                      | At cost                      |
| Supervision of Sub-Division Works<br>(% of estimated cost of<br>constructing works proposed) | S                     | 0     | 2.5%                         | 2.5%                         |
| Checking of Engineering Plans  | S                     | 0     | 0.75%                        | 0.75%                        |
| Works on Roads (Revised<br>Schedule of Fees)   |                       |       |                              |                              |
| Local Road (speed at any time is<br>greater than 50kph)                                      |                       |       |                              |                              |
| <i>Works on Roads (works other than<br/>minor works)</i>                                     |                       |       |                              |                              |
| - Conducted on any part of the<br>roadway, shoulder or pathway                               | S                     | 0     | \$483.80                     | \$483.80                     |
| - Not conducted on any part of<br>the roadway, shoulder or<br>pathway                        | S                     | 0     | \$268.80                     | \$268.80                     |
| <i>Minor Works</i>   |                       |       |                              |                              |
| - Conducted on any part of the<br>roadway, shoulder or pathway                               | S                     | 0     | \$123.70                     | \$123.70                     |
| - Not conducted on any part of<br>the roadway, shoulder or<br>pathway                        | S                     | 0     | \$53.80                      | \$53.80                      |
| Local Road (speed at any time is<br>not more than 50 kph)                                    |                       |       |                              |                              |
| <i>Works on Roads (works other than<br/>minor works)</i>                                     |                       |       |                              |                              |
| - Conducted on any part of the<br>roadway, shoulder or pathway                               | S                     | 0     | \$215.00                     | \$215.00                     |
| - Not conducted on any part of<br>the roadway, shoulder or<br>pathway                        | S                     | 0     | \$53.80                      | \$53.80                      |
| <i>Minor Works</i>   |                       |       |                              |                              |
| - Conducted on any part of the<br>roadway, shoulder or pathway                               | S                     | 0     | \$123.70                     | \$123.70                     |
| - Not conducted on any part of<br>the roadway, shoulder or<br>pathway                        | S                     | 0     | \$53.80                      | \$53.80                      |



| Service   | Council/<br>Statutory | GST % | 2007/08 Fee<br>Including Tax | 2008/09 Fee<br>Including Tax |
|---|-----------------------|-------|------------------------------|------------------------------|
| Other Permit Fees (GST Exempt)                        |                       |       |                              |                              |
| - Interfering with a drain under Council control      | S                     | 0     | \$55-\$210                   | \$55-\$210                   |
| - Conducting works which may damage road or drain     | S                     | 0     | \$55-\$210                   | \$55-\$210                   |
| - Occupying Council road                              | S                     | 0     | \$55-\$210                   | \$55-\$210                   |
| - Erecting a hoarding over Council road               | S                     | 0     | \$55-\$105                   | \$55-\$105                   |
| - Using crane or travel tower on or over Council road | S                     | 0     | \$55                         | \$55                         |
| - Operating bulldozer or like on Council road         | S                     | 0     | \$105                        | \$105                        |
| - Excavating Council road                             | S                     | 0     | \$30                         | \$30                         |
| - Vehicle damaging road                               | S                     | 0     | \$55 plus<br>actual damage   | \$55 plus actual<br>damage   |

#### Recreation Reserve Maintenance

##### Central Reserve

|                             |   |     |         |         |
|-----------------------------|---|-----|---------|---------|
| - Youth & Recreation Centre | C | 10% | \$521   | \$537   |
| - Colac Cricket Association | C | 10% | \$1,983 | \$2,042 |
| - Colac Football Club       | C | 10% | \$5,892 | \$6,069 |
| - Colac Little Athletics    | C | 10% | \$510   | \$525   |

##### Eastern Reserve

|                             |   |     |         |         |
|-----------------------------|---|-----|---------|---------|
| - Colac Cricket Club        | C | 10% | \$1,065 | \$1,097 |
| - Colac Netball Association | C | 10% | \$600   | \$618   |
| - Colac Baseball League     | C | 10% | \$1,065 | \$1,097 |

##### Western Reserve

|                             |   |     |         |         |
|-----------------------------|---|-----|---------|---------|
| - Colac Cricket Association | C | 10% | \$1,156 | \$1,191 |
| - Imperials Football Club   | C | 10% | \$4,815 | \$4,959 |

##### Cricket Ground

|                             |   |     |       |       |
|-----------------------------|---|-----|-------|-------|
| - Colac Cricket Association | C | 10% | \$476 | \$490 |
| - Colac Umpires Association | C | 10% | \$612 | \$630 |

##### Eliminyt Recreation Reserve

|                           |   |     |         |         |
|---------------------------|---|-----|---------|---------|
| - South Colac Sports Club | C | 10% | \$2,889 | \$2,976 |
| - Eliminyt Tennis Club    | C | 10% | \$397   | \$409   |

All rentals subject to change as per terms and conditions of the relevant rental agreement.

All rentals subject to insurance surcharge calculated on advice from Council's insurer.

**2008/2009 USER FEES AND CHARGE**

| Service                            | Council/<br>Statutory | GST % | 2007/08 Fee<br>Including Tax          | 2008/09 Fee<br>Including Tax          |
|------------------------------------|-----------------------|-------|---------------------------------------|---------------------------------------|
| <u>Saleyards</u>                   |                       |       |                                       |                                       |
| Weighed cattle                     | C                     | 10%   | \$7.70                                | \$8.80                                |
| Stud cattle                        | C                     | 10%   | \$13.20                               | \$14.30                               |
| All other cattle                   | C                     | 10%   | \$7.70                                | \$8.80                                |
| Dairy cattle                       | C                     | 10%   | \$5.50                                | \$8.80                                |
| Bulls flat rate                    | C                     | 10%   | \$13.20                               | \$14.30                               |
| Bobby calves                       | C                     | 10%   | \$3.30                                | \$3.30                                |
| All horses                         | C                     | 10%   | \$13.20                               | \$13.20                               |
| Sheep and lambs                    | C                     | 10%   | \$0.55                                | \$0.55                                |
| Pigs                               | C                     | 10%   | \$1.10                                | \$1.10                                |
| Private weigh                      | C                     | 10%   | \$4.40                                | \$4.40                                |
| Annual licence and rental          | C                     | 10%   | \$1,100                               | \$1,100.00                            |
| Agents weekly fee                  | C                     | 10%   | \$132                                 | \$154.00                              |
| Agents special sale                | C                     | 10%   | \$132                                 | \$154.00                              |
| Cows and calves weigh fee          |                       |       |                                       |                                       |
| - 5 animals                        | C                     | 10%   | \$2.20                                | \$2.25                                |
| - 2-4 animals                      | C                     | 10%   | \$2.75                                | \$2.75                                |
| - 1 animal                         | C                     | 10%   | \$3.30                                | \$3.30                                |
| <u>Waste Management</u>            |                       |       |                                       |                                       |
| All Waste Receival Sites           |                       |       |                                       |                                       |
| - Putrescibles (inc mixed rubbish) | C                     | 10%   | \$38 per m <sup>3</sup><br>min \$6.00 | \$40 per m <sup>3</sup><br>min \$6.00 |
| - Inert waste only (municipal)     | C                     | 10%   | \$23 per m <sup>3</sup><br>min \$4.80 | \$25 per m <sup>3</sup><br>min \$5.30 |
| - Inert waste (commercial)         | C                     | 10%   | -                                     | \$34 per tonne                        |
| - Tree pruning's                   | C                     | 10%   | \$13.00 per m <sup>3</sup>            | \$13.50 per m <sup>3</sup>            |
| - Steel scrap                      | C                     | 10%   | \$15.00 per m <sup>3</sup>            | \$15.60 per m <sup>3</sup>            |
| - Car bodies                       | C                     | 10%   | \$40                                  | \$41.60                               |
| - Waste oil                        | C                     | 10%   | \$0.70 per litre                      | \$0.75 per litre                      |
| - Chemical drums                   | C                     | 10%   | \$0.70 each                           | \$0.75 each                           |
| - Tyres - car                      | C                     | 10%   | \$4                                   | \$4.20                                |
| - car on rim                       | C                     | 10%   | \$5                                   | \$5.20                                |
| - truck                            | C                     | 10%   | \$15                                  | \$15.60                               |
| - batteries                        | C                     | 10%   | \$4                                   | \$4.20                                |
| - Waste disposal tickets           |                       |       |                                       |                                       |
| - 25 tickets                       | C                     | 10%   | \$60                                  | \$62.50                               |
| - 10 tickets                       | C                     | 10%   | \$28                                  | \$30                                  |
| - Fully co-mingled recyclables     | C                     | 10%   | \$19                                  | \$19.70 per m <sup>3</sup>            |
| - COS compost                      | C                     | 10%   | -                                     | \$15.60 per m <sup>3</sup>            |
| - Silage Wrap – Loose              | C                     | 10%   | -                                     | \$0.40 per kg                         |
| - Silage Wrap – In Poly Bags       | C                     | 10%   | -                                     | \$0.15 per kg                         |
| - Silage Wrap – Pressed Bales      | C                     | 10%   | -                                     | \$0.10 per kg                         |
| - Mattresses                       | C                     | 10%   | -                                     | \$19.00 each                          |

**2008/2009 USER FEES AND CHARGE**

| Service   | Council/<br>Statutory | GST<br>% | 2007/08 Fee<br>Including<br>Tax | 2008/09 Fee<br>Including<br>Tax |
|---|-----------------------|----------|---------------------------------|---------------------------------|
| <b>Sustainable Planning and Development</b>           |                       |          |                                 |                                 |
| <u>Animal Control</u>                                 |                       |          |                                 |                                 |
| Registration  |                       |          |                                 |                                 |
| - Dog registration – Full                             | C                     | 0        | \$65                            | \$90                            |
| - Dog registration - Microchipped <b>or</b> Desexed   | C                     | 0        | -                               | \$30                            |
| - Dog registration – Microchipped <b>and</b> Desexed  | C                     | 0        | -                               | \$15                            |
| - Cat registration – Full                             | C                     | 0        | \$65                            | \$75                            |
| - Cat registration - Microchipped <b>or</b> Desexed   | C                     | 0        | -                               | \$25                            |
| - Cat registration – Microchipped <b>and</b> Desexed  | C                     | 0        | -                               | \$15                            |
| - All other   | C                     | 0        | \$17                            | -                               |
| - Pensioner Discount                                  | C                     | 0        | 50%                             | 50%                             |
| Animal registration charges subject to Council Review |                       |          |                                 |                                 |
| <u>Livestock</u>                                      |                       |          |                                 |                                 |
| Pound Release Fees                                    |                       |          |                                 |                                 |
| - Dogs/Cats   | C                     | 0        | \$50 plus<br>\$10 per day       | \$50 plus<br>\$10 per day       |
| - Cattle/Horses                                       | C                     | 0        | \$60 plus \$10<br>per day       | \$60 plus \$10<br>per day       |
| - Sheep/Pigs  | C                     | 0        | \$30 plus \$6<br>per day        | \$30 plus \$6<br>per day        |
| - All other   | C                     | 0        | \$20 plus \$5<br>per day        | \$20 plus \$5<br>per day        |
| Plus cartage where applicable.                        |                       |          |                                 |                                 |
| <u>Building Control</u>                               |                       |          |                                 |                                 |
| Building Control Charges                              |                       |          |                                 |                                 |
| - Lodgement Fees                                      |                       |          |                                 |                                 |
| - Class 1 & 10  | S                     | 0        | \$30                            | \$30                            |
| - Other classes                                       | S                     | 0        | \$30                            | \$30                            |
| Information Charges                                   |                       |          |                                 |                                 |
| - Property information                                | S                     | 0        | \$40                            | \$41                            |
| - Building plans, plan search                         | C                     | 10%      | \$20                            | \$20                            |
| - Search fee class 1 & 10                             | C                     | 10%      | \$35                            | \$35                            |
| - Search fee other classes                            | C                     | 10%      | \$70                            | \$70                            |
| - Plan copying A4 sheet                               | C                     | 10%      | \$0.30                          | \$0.30                          |
| - Plan copying A3 sheet                               | C                     | 10%      | \$0.60                          | \$0.60                          |
| - Other size sheets                                   | C                     | 10%      | \$3.50                          | \$3.50                          |

|                         |  |   |   |       |         |
|-------------------------|--|---|---|-------|---------|
| Report and Consent Fees |  |   |   |       |         |
| -                       | Projections over street alignments (reg 513)                         | S | 0 | \$200 | \$205   |
| -                       | Building over easement (Reg 310)                                     | S | 0 | \$100 | \$100   |
| -                       | Building over public facilities (Reg 515)                            | S | 0 | \$200 | \$205   |
| -                       | Demolition fee (S.29A)   | S | 0 | \$50  | \$51.25 |
| -                       | Siting variations/building regulations rescode items (regs 408, 421) | S | 0 | \$200 | \$205   |
|                         |  |   |   |       |         |
| -                       | Other siting matters/rescode outbuilding items (Regs 4.2-4.30)       | S | 0 | \$200 | \$205   |
| -                       | Precautions over the street/public protection (Reg 604(4))           | S | 0 | \$200 | \$205   |
| -                       | Land liable to flooding (Reg 802(3))                                 | S | 0 | \$200 | \$205   |
| -                       | Overland flood/flooding (Reg 806(1))                                 | S | 0 | \$200 | \$205   |
| -                       | Stormwater discharge (Reg 610(2))                                    | S | 0 | \$50  | \$50    |

**2008/2009 USER FEES AND CHARGE**

| Class   | Category   | 2007/08 Fee<br>Including Tax | 2008/09 Fee<br>Including Tax |
|---|--|------------------------------|------------------------------|
| <u>Building Permit Fees</u>   |  |                              |                              |
| Domestic – Class 1a Dwellings and 10 Outbuildings (construction and demolition) | A recommended fee shall apply where the value of building work:          |                              |                              |
|   | - does not exceed \$5,000  | \$330                        | \$330                        |
|   | - does not exceed \$10,000   | \$440                        | \$440                        |
|   | - does not exceed \$15,000   | \$550                        | \$550                        |
|   | - does not exceed \$25,000   | \$660                        | \$660                        |
|   | - does not exceed \$50,000   | \$825                        | \$825                        |
|   | - does not exceed \$75,000   | \$990                        | \$990                        |
|   | - does not exceed \$100,000  | \$1,100                      | \$1,100                      |
|   | - does not exceed \$150,000  | \$1,375                      | \$1,375                      |
|   | - does not exceed \$200,000  | \$1,650                      | \$1,650                      |
|   | - does not exceed \$250,000  | \$1,980                      | \$1,980                      |
|   | - does not exceed \$300,000  | \$2,200                      | \$2,200                      |
|   | - does exceed \$300,000  | \$2,750 +                    | \$2,750 +                    |
|   | (additional fees charged where additional inspections are required)      |                              |                              |
| All other Classes of Occupancy 2-9 inclusive (Construction and/or Demolition)   | A recommended fee shall apply where the value of building work:          |                              |                              |
|   | - does not exceed \$5,000  | \$330*                       | \$330*                       |
|   | - does not exceed \$10,000   | \$495*                       | \$495*                       |
|   | - does not exceed \$20,000   | \$735*                       | \$735*                       |
|   | - does not exceed \$50,000   | \$990*                       | \$990*                       |
|   | - does not exceed \$100,000  | \$1,540*                     | \$1,540*                     |
|   | - does not exceed \$200,000  | \$2,200*                     | \$2,200*                     |
|   | - does not exceed \$500,000  | \$3,300*                     | \$3,300*                     |
|   | - does not exceed \$600,000  | 0.6%                         | 0.6%                         |
|   | - does not exceed \$700,000  | 0.6%                         | 0.6%                         |
|   | - does not exceed \$800,000  | 0.6%                         | 0.6%                         |
|   | - does not exceed \$900,000  | 0.55%                        | 0.55%                        |
|   | - does not exceed \$1,000,000  | 0.5%                         | 0.5%                         |
|   | - does not exceed \$1,500,000  | 0.5%                         | 0.5%                         |
|   | - does not exceed \$2,000,000  | 0.5%                         | 0.5%                         |
|   | - does exceed \$2,000,000  | 0.4%                         | 0.4%                         |
| Statutory Charge on Building Permits  | Building permit levy (cost of building over \$10,000)                    | Cost x 0.128% of works       | Cost x 0.128% of works       |
| Statutory Charge on Domestic Building Permits                                   | Domestic Building Levy (HIH) (Cost of domestic works only over \$10,000) | Cost x 0.032% of works       | Cost x 0.032% of works       |

\* Council fees nominated apply except for exceptional cases where the fee will be negotiated with the Building Surveyor.

**2008/2009 USER FEES AND CHARGE**

| Service   | Council/<br>Statutory | GST % | 2007/08 Fee<br>Including Tax         | 2008/09 Fee<br>Including Tax         |
|---|-----------------------|-------|--------------------------------------|--------------------------------------|
| <u>Fire Prevention</u>                              |                       |       |                                      |                                      |
| Permit Fee – Burning of Offensive Material          | C                     | 0     | \$225                                | \$225                                |
| <u>Local Laws (Revised Schedule)</u>                |                       |       |                                      |                                      |
| Local Law No 1                                      |                       |       |                                      |                                      |
| - Alcohol permit                                    | C                     | 0     | \$50                                 | \$50                                 |
| Local Law No 2                                      |                       |       |                                      |                                      |
| - Vegetation  | C                     | 0     | \$50                                 | \$50                                 |
| - Signs and Goods for Sale                          | C                     | 0     | \$80                                 | \$80                                 |
| - Using Council Land                                | C                     | 0     | \$30 plus \$10<br>per week           | \$30 plus \$10<br>per week           |
| - Street Party/Festival                             | C                     | 0     | \$100                                | \$100                                |
| - Circus  | C                     | 0     | \$100                                | \$100                                |
| - Camping   | C                     | 0     | \$50                                 | \$50                                 |
| - Sport   | C                     | 0     | \$50                                 | \$50                                 |
| - Impoundment Fee                                   | C                     | 0     | \$50                                 | \$50                                 |
| - Abandoned or derelict vehicles                    | C                     | 0     | \$200 plus<br>transport &<br>storage | \$200 plus<br>transport &<br>storage |
| - All Other Permits                                 | C                     | 0     | \$60                                 | \$60                                 |
| Local Law No 3                                      |                       |       |                                      |                                      |
| - Droving/Stock Crossing/<br>Grazing/Electric Fence | C                     | 0     | \$50                                 | \$50                                 |
| <u>Note:</u> All fees subject to Council Review     |                       |       |                                      |                                      |
| <u>Parking</u>                                      |                       |       |                                      |                                      |
| Disabled Parking                                    |                       |       |                                      |                                      |
| - permit  | C                     | 0     | \$10                                 | \$10                                 |
| - replacement fee                                   | C                     | 0     | \$5                                  | \$5                                  |
| All Day Parking Permit                              | C                     | 0     | \$12 per week                        | \$12 per week                        |
| Building Site on Street                             |                       |       |                                      |                                      |
| - parking space charge/permit                       | C                     | 0     | \$20 per week                        | \$20 per week                        |
| Car Parking Fines                                   | C                     | 0     | \$50                                 | \$50                                 |
| Car Parking Fines                                   | S                     | 0     | \$42 to \$107                        | \$42 to \$107                        |

## 2008/2009 USER FEES AND CHARGES

### (a) Planning Permit Fees – Set by Statute

| Class | Type of Permit Application   | 2008/09 Fee<br>(GST Exempt) |
|-------|--|-----------------------------|
| 1     | Use only<br>To develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is: | \$462                       |
| 2     | Single dwelling (\$10,000-\$100,000)   | \$220                       |
| 3     | Single dwelling (More than \$1000,000<br>To develop land (other than for a single dwelling per lot) if the estimated cost of development included in the application is:   | \$451                       |
| 4     | Other developments (\$10,000 or less)  | \$94                        |
| 5     | Other developments (\$10,000-\$250,000)  | \$556                       |
| 6     | Other developments (\$250,000-\$500,000)   | \$650                       |
| 7     | Other developments (\$500,000-\$1 million)   | \$750                       |
| 8     | Other developments (\$1,000,001-\$7 million)   | \$1,060                     |
| 9     | Other developments (\$7,000,001-\$10 million)  | \$4,448                     |
| 10    | Other developments (\$10,000,001-\$50 million)   | \$7,416                     |
| 11    | Other developments (more than \$50,000,000)  | \$14,834                    |
| 12    | To subdivide an existing building  | \$356                       |
| 13    | To subdivide land into two lots  | \$356                       |
| 14    | To effect a realignment of a common boundary between lots or to consolidate two or more lots   | \$356                       |
| 15    | All other subdivisions   | \$719                       |
| 16    | An application to remove a restriction (within the meaning of the Subdivision Act 1988) in the circumstances described in Section 47(2) of the Planning and Environment Act 1987   | \$230                       |
| 17    | An application to create, vary or remove a restriction within the meaning of the Subdivision Act 1988 or to create or remove a right-of-way.   | \$498                       |
| 18    | To create, vary or remove an easement other than a right of way, or to vary or remove a condition in the nature of an easement other than a right of way in a Crown.   | \$372                       |

### (b) Amendments to Permits – Set by Statute

| Class | Type of amendment                         | 2008/09 Fee<br>(GST Exempt) |
|-------|---|-----------------------------|
| 1     | Use only                                  | \$92                        |
| 2     | To amend a permit                         | \$451                       |
| 3     | Single dwelling (\$10,000-\$100,000)      | \$215                       |
| 4     | Single dwelling (more than \$100,000)     | \$440                       |
| 5     | Other developments (\$10,000 or less)     | \$92                        |
| 6     | Other developments (\$10,000-\$250,000)   | \$543                       |
| 7     | Other developments (\$250,000-\$500,000)  | \$635                       |
| 8     | Other developments (\$500,000-\$1million) | \$732                       |
| 9     | Other amendments                          | \$348                       |

**(c) Subdivision – Planning Scheme Amendment Fees – Set by Statute**

| Class | Type of Permit Application  | 2008/2009 Fee<br>(GST Exempt) |
|-------|---|-------------------------------|
| i.    | Considering a request for an Amendment  | \$734                         |
| ii.   | Independent panel (considering submissions which seek a change to an Amendment)   | \$734                         |
| iii.  | Adoption of Amendment by Responsible Authority                                    | \$482                         |
| iv.   | Consideration of a request to approve an Amendment (by the Minister for Planning) | \$734                         |

**(d) Other**

| Service  | Council/<br>Statutory | GST<br>% | 2007/08 Fee<br>Incl. Tax      | 2008/09 Fee<br>Incl. Tax   |
|--|-----------------------|----------|-------------------------------|----------------------------|
| Planning Certificates                                  | S                     | 0        | \$16.80                       | \$16.80                    |
| Planning Certificates – Urgent<br>To amend Application | C                     | 0        | \$50                          | \$50                       |
| Certificate of Compliance                              | S                     | 0        | \$92                          | \$92                       |
| Satisfaction Matters                                   | S                     | 0        | \$136                         | \$136                      |
| Planning History Request                               | S                     | 0        | \$94                          | \$94                       |
|  | C                     | 10       | \$110 (incl<br>GST)           | \$110 (incl GST)           |
| Engineering Plan prepared by<br>Council                | C                     | 10       | 3.5% of value<br>of works     | 3.5% of value of<br>works  |
| Supervision of Works                                   | C                     | 10       | 2.5% of value<br>of works     | 2.5% of value of<br>works  |
| Check Engineering Plans                                | C                     | 10       | 0.75% of<br>value of<br>works | 0.75% of value of<br>works |



**2008/2009 USER FEES AND CHARGE**

| Service                     | Council/<br>Statutory | GST<br>%              | 2007/08 Fee<br>Including Tax       | 2008/09 Fee<br>Including Tax       |
|-----------------------------|-----------------------|-----------------------|------------------------------------|------------------------------------|
| <b>Tourism</b>              |                       |                       |                                    |                                    |
| <u>Colac VIC</u>            |                       |                       |                                    |                                    |
| Meeting Room Hire           |                       |                       |                                    |                                    |
| - Hourly rate               | C                     | 10%                   | \$17                               | \$17                               |
| - Half day                  |                       |                       |                                    |                                    |
| - Non-profit                | C                     | 10%                   | \$35                               | \$35                               |
| - Profit                    | C                     | 10%                   | \$70                               | \$70                               |
| - Full day                  |                       |                       |                                    |                                    |
| - Non-profit                | C                     | 10%                   | \$70                               | \$70                               |
| - Profit                    | C                     | 10%                   | \$14                               | \$14                               |
| - Night                     |                       |                       |                                    |                                    |
| - Non-profit                | C                     | 10%                   | \$30                               | \$30                               |
| - Profit                    | C                     | 10%                   | \$60                               | \$60                               |
| Internet Charges            |                       |                       |                                    |                                    |
| - per hour                  | C                     | 10%                   | \$6                                | \$6                                |
| - per half hour             | C                     | 10%                   | \$3                                | \$3                                |
| - per ¼ hour                | C                     | 10%                   | \$2                                | \$2                                |
| Sale of Fishing Licences    |                       |                       |                                    |                                    |
| - % of Licence Fee          | C                     | Inc. in<br>commission | 6%                                 | 6%                                 |
| - Licence - yearly          | C                     |                       | \$22                               | \$22                               |
| - monthly                   | C                     |                       | \$11                               | \$11                               |
| Bus Tour Service            |                       |                       |                                    |                                    |
| - 48 hours plus             | C                     | 10%                   | \$6                                | \$6                                |
| Booking Commission          |                       |                       |                                    |                                    |
|                             | C                     | 10% of<br>commission  | 10% of booking +<br>10% commission | 10% of booking +<br>10% commission |
| <b>Apollo Bay Harbour</b>   |                       |                       |                                    |                                    |
| Fixed Mooring (Annual)      | C                     | 10%                   | \$1133.00                          | \$1330.00                          |
| Swing Mooring (Annual)      | C                     | 10%                   | \$73.65                            | \$85.00                            |
| Itinerant Berth (Daily)     | C                     | 10%                   | \$6.80                             | \$20.00                            |
| Swing Mooring Establishment | C                     | 10%                   | \$124.65                           | \$145.00                           |
| Marina Keys                 | C                     | 10%                   | \$12.00                            | \$15.00                            |

**Other Harbour fees for 2008/2009**

| Vessel Length | Slipping Fee Including GST | Storage Fee (Per Day) Including GST | Vessel Length | Slipping Fee Including GST | Storage Fee (Per Day) Including GST |
|---------------|----------------------------|-------------------------------------|---------------|----------------------------|-------------------------------------|
| 10.0          | \$137.50                   | \$34.40                             | 17.2          | \$368.50                   | \$138.30                            |
| 10.2          | \$143.00                   | \$37.30                             | 17.4          | \$376.10                   | \$141.20                            |
| 10.4          | \$148.50                   | \$40.20                             | 17.6          | \$383.60                   | \$144.10                            |
| 10.6          | \$154.00                   | \$43.00                             | 17.8          | \$391.20                   | \$147.00                            |
| 10.8          | \$159.50                   | \$45.90                             | 18.0          | \$398.80                   | \$149.90                            |
| 11.0          | \$165.00                   | \$48.80                             | 18.2          | \$408.40                   | \$152.80                            |
| 11.2          | \$170.50                   | \$51.70                             | 18.4          | \$418.00                   | \$155.70                            |
| 11.4          | \$176.00                   | \$54.60                             | 18.6          | \$427.60                   | \$158.50                            |
| 11.6          | \$181.50                   | \$57.50                             | 18.8          | \$437.30                   | \$161.40                            |
| 11.8          | \$187.00                   | \$60.40                             | 19.0          | \$446.90                   | \$164.30                            |
| 12.0          | \$192.50                   | \$63.30                             | 19.2          | \$456.50                   | \$167.20                            |
| 12.2          | \$198.00                   | \$66.10                             | 19.4          | \$466.10                   | \$170.10                            |
| 12.4          | \$203.50                   | \$69.00                             | 19.6          | \$475.80                   | \$173.00                            |
| 12.6          | \$209.00                   | \$71.90                             | 19.8          | \$485.40                   | \$175.90                            |
| 12.8          | \$214.50                   | \$74.80                             | 20.0          | \$495.00                   | \$178.80                            |
| 13.0          | \$220.00                   | \$77.70                             | 20.2          | \$504.60                   | \$181.60                            |
| 13.2          | \$225.50                   | \$80.60                             | 20.4          | \$514.30                   | \$184.50                            |
| 13.4          | \$231.00                   | \$83.50                             | 20.6          | \$523.90                   | \$187.40                            |
| 13.6          | \$236.50                   | \$86.40                             | 20.8          | \$533.50                   | \$190.30                            |
| 13.8          | \$242.00                   | \$89.20                             | 21.0          | \$543.10                   | \$193.20                            |
| 14.0          | \$247.50                   | \$92.10                             | 21.2          | \$552.80                   | \$196.10                            |
| 14.2          | \$255.10                   | \$95.00                             | 21.4          | \$562.40                   | \$199.00                            |
| 14.4          | \$262.60                   | \$97.90                             | 21.6          | \$572.00                   | \$201.90                            |
| 14.6          | \$270.20                   | \$100.80                            | 21.8          | \$581.60                   | \$204.70                            |
| 14.8          | \$277.80                   | \$103.70                            | 22.0          | \$591.30                   | \$207.60                            |
| 15.0          | \$285.30                   | \$106.60                            | 22.2          | \$600.90                   | \$210.50                            |
| 15.2          | \$292.90                   | \$109.50                            | 22.4          | \$610.50                   | \$213.40                            |
| 15.4          | \$300.40                   | \$112.30                            | 22.6          | \$620.10                   | \$216.30                            |
| 15.6          | \$308.00                   | \$115.20                            | 22.8          | \$629.80                   | \$219.20                            |
| 15.8          | \$315.60                   | \$118.10                            | 23.0          | \$639.40                   | \$222.10                            |
| 16.0          | \$323.10                   | \$121.00                            | 23.2          | \$649.00                   | \$225.00                            |
| 16.2          | \$330.70                   | \$123.90                            | 23.4          | \$658.60                   | \$227.80                            |
| 16.4          | \$338.30                   | \$126.80                            | 23.6          | \$668.30                   | \$230.70                            |
| 16.6          | \$345.80                   | \$129.70                            | 23.8          | \$677.90                   | \$233.60                            |
| 16.8          | \$353.40                   | \$132.60                            | 24.0          | \$687.50                   | \$236.50                            |
| 17.0          | \$360.90                   | \$135.40                            |               |                            |                                     |

**OM082207-4 REVIEW OF DELEGATION TO CHIEF EXECUTIVE OFFICER**

AUTHOR: Colin Hayman  
DEPARTMENT: Corporate and Community Services

ENDORSED: Tracey Slatter  
FILE REF: GEN0460 Delegations

**Purpose**

For Council to consider a revision to the delegation to the member of Council staff holding, acting in or performing the position of Chief Executive Officer.

**Background**

The current Instrument of Delegation by Council to the Chief Executive Officer was approved in April 2003.

The latest review carried out recommends amendments based primarily on changes to the Local Government Act and in line with the Maddocks Delegations and Authorisations package.

In order for the Chief Executive Officer to carry out the day to day management of Council's operations in accordance with the Council Plan, Council needs to delegate certain powers, duties and functions of the Council to the Chief Executive Officer. A copy of the Instrument of Delegation to the Chief Executive Officer is attached.

**Council Plan/Other Strategies/Policy**

Section 98 of the *Local Government Act* 1989 (the Act) enables Council to delegate to a member of Council staff, with specified exceptions, "any power duty or function of a Council under this Act or any other Act" and delegate the Chief Executive Officer the power to delegate a power of the Council, other than the power of delegation to another member of Council staff.

The Instrument of Delegation by Council to the Chief Executive Officer will enable the Chief Executive Officer to carry out the day to day management of Council's operations in accordance with the strategies and priorities as detailed in the Council Plan.

**Issues/Options**

*"Section 94A of the Act states:*

- (1) *A Council's Chief Executive Officer is responsible for –*
  - (a) *establishing and maintaining an appropriate organisational structure for the Council; and*
  - (b) *ensuring the decisions of Council are implemented without undue delay; and*
  - (c) *the day to day management of the Council's operations in accordance with the Council's corporate plan; and*
  - (d) *providing timely advice to the Council.*
- (2) *The Chief Executive Officer may appoint as many members of Council staff as required to enable the functions of the Council under this Act or any other Act to be carried out and to enable the Chief Executive Officer to carry out her and his functions.*
- (3) *The Chief Executive Officer is responsible for the appointing, directing, managing and dismissing Council staff and for all other issues that relate to Council staff."*

The delegation to the Chief Executive Officer is a 'delegation by exception' which involves the delegation of all Council duties, functions and powers to the Chief Executive Officer except those expressly reserved for Council.

An overriding understanding inherent in the exercise of the delegated powers to the Chief Executive Officer is that the Chief Executive Officer must not act on or determine an issue which may be something the Council appropriately needs to make a resolution on because of possible statutory or political ramifications.

Accordingly, in order for the Chief Executive Officer to carry out the day to day management of Council's operations in accordance with the Council Plan, it is considered appropriate that all day to day administrative and statutory functions be delegated to the Chief Executive Officer with the exception of those items listed in the Instrument of Delegation to the Chief Executive Officer. A copy of the Instrument of Delegation to the Chief Executive Officer is attached.

The Instrument of Delegation from Council to the Chief Executive Officer comes into force immediately the Common Seal of Council is affixed to the Delegation, subject to any conditions and limitations set out in the Schedule and must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

**Proposal**

That Council adopts the revised Instrument of Delegation.

**Financial and other Resource Implications**

There are no financial and resource implications for Council.

**Risk Management & Compliance Issues**

In order for a Council to effectively delegate its powers, functions and duties to its CEO, a Council must:

- resolve to delegate its powers to the CEO; and
- make an Instrument of Delegation.

**Environmental Considerations**

Not applicable.

**Communication Strategy/Consultation**

A register of delegations to members of Council staff is kept.

**Implementation**

The Delegation comes into force immediately the common seal of Council is affixed to this Instrument of Delegation.

**Conclusion**

The Delegation to the Chief Executive Officer has been reviewed. There are a number of minor changes that have been made.

**Attachments**

- Instrument of Delegation
- Schedule

**Recommendation(s)**

***In the exercise of the powers conferred by section 98(1) of the Local Government Act 1989 (the Act) and other legislation referred to in the attached Instrument of Delegation, the Colac Otway Shire Council (Council) resolves that –***

- 1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument.***
- 2. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument.***
- 3. On the coming into force of the Instrument all previous delegations to the Chief Executive Officer are revoked.***
- 4. The duties and functions set out in the Instrument must be performed and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***
- 5. It is noted that the Instrument includes a power of delegation to members of Council staff, in accordance with section 98(3) of the Act.***

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**COLAC-OTWAY SHIRE COUNCIL  
Instrument of Delegation**

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* (the Act) and all other powers enabling it, the Colac Otway Shire Council (Council) delegates to the member of Council staff holding, acting or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation.

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 22 July 2008.
2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

The common seal of the  
Colac Otway Shire Council  
was hereto affixed in accordance  
with Local Law No 4

.....  
Chief Executive Officer

## SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

4. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 4.1 awarding a contract exceeding the value of \$100,000 (except that power is delegated to accept tenders up to \$200,000 within budget in urgent circumstances or where Council Contracts Committee cannot conveniently meet);
  - 4.2 making a local law under Part 5 of the Act;
  - 4.3 approval of the Council Plan under s.125 of the Act;
  - 4.4 adoption of the Strategic Resource Plan under s.126 of the Act;
  - 4.5 preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;
  - 4.6 adoption of the Auditor's Report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
  - 4.7 noting Declarations of Impartiality by Valuers pursuant to section 13DH(2) of the Valuation of Land Act 1960;
  - 4.8 determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;
  - 4.9 exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;
  - 4.10 appointment of councillor or community delegates or representatives to external organisations; or
  - 4.11 the return of the general valuation and any supplementary valuations;
5. if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
6. if the determining of the issue, taking of the action or doing of the act or thing would or would likely to involve a decision which is inconsistent with a
  - 6.1 policy; or
  - 6.2 strategyadopted by Council; or
7. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a) – (f)(inclusive) of the Act or otherwise; or
8. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

## OM082207-5 CORANGAMITE REGIONAL LIBRARY CORPORATION (CRLC) AGREEMENT

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

### Purpose

For Council to consider the Regional Library Agreement and any submissions that have been received in accordance with section 223 of the Local Government Act 1989.

### Background

Section 196 of the Local Government Act provides the power for a Council to enter into an agreement with a public body to form a regional library to service an area specified in the agreement.

Since 1996, the Colac Otway, Corangamite and Moyne Shire Councils and the Warrnambool City Council have co-operated to provide a regional library service through the formation of the Corangamite Regional Library Corporation.

Last year the support of the Corporation's four member Councils for a new regional library agreement, to June 2013 was sought.

The current agreement expires in February 2009 and it required all Councils to *"hold a meeting no later than 12 months before the expiration of (the) Agreement to consider entering into a new Regional Agreement"*.

Colac Otway Shire considered the extension of the agreement at the 30 January 2008 Council meeting, where it was resolved:

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

The Corporation's Board was advised, at its meeting on 24 April 2008, that all Councils have since communicated their support, in principle, for the proposed new agreement.

Earlier this year the Board had resolved that, subject to a positive response from all Councils, a new agreement be drafted for its consideration.

The Board at the April 2008 meeting considered the draft of the new agreement. As a consequence it resolved:

*"That the draft new Corangamite Regional Library Corporation Agreement 2008 be approved; and*

*That the Corangamite Regional Library Corporation party Councils, Colac Otway Shire, Corangamite Shire, Moyne Shire and Warrnambool City, be requested to formally agree to enter into the new Corangamite Regional Library Corporation Agreement 2008."*

At the 27 May 2008 Council Meeting it was resolved:

*"That Council gives notice of its intention to enter into the new Regional Library Agreement to operate the Corangamite Regional Library Corporation with the Warrnambool City, Corangamite and Moyne Shires up to June 2013 and that submissions be invited in accordance with section 223 of the Local Government Act 1989."*



Advertisements were placed in the local papers advising of Council's intention and seeking submissions. Submissions closed Friday 27 June 2008.

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

The Council Plan indicates under the Community Priority of Strong Leadership that Council will provide strong community leadership, governance and advocacy services.

By putting in place a new agreement, Council will be signalling its support for the longer term principal of the co-operative regional service.

### **Issues/Options**

#### Submission

A letter has been received from the Gellibrand Kawarren Progress Association pleased with the Council decision to sign up for another five years for the library services provided by the Corangamite Regional Library Corporation.

*"The staff of the Colac Library has given excellent service and the Corangamite Regional Library Corporation provides the Colac Library with a much greater range of books than the Colac Otway Shire could provide for itself."*

#### Comment

Noted

#### Agreement

The Agreement sets out:

- Definitions
- Regional Library Corporation
- Membership of the Board
- Roles and Objectives of the Board
- Proceedings of the Board
- Chief Executive Officer
- Equity and Operating Costs
- Strategic Planning
- Service Level Agreement
- Annual Budget and Financial Contributions
- Annual Reporting and Accounts
- Entry and Exit of Parties and Dissolution Provision
- Dispute Resolution

#### Length of Agreement

A longer term agreement will give the Library Board greater scope and confidence to plan for the growth and development to the service. It will also enable the Board to offer a more appropriate contract term in order to attract quality candidates for the critical Chief Executive Officer's role.

It should also be noted that the Agreement includes a provision which allows a member Council to withdraw with 12 months notice.

### **Proposal**

That Council advise the Corporation that it agrees to enter into an Agreement for the operations of the Regional Library for the period to June 2013.

**Financial and other Resource Implications**

A Council report to the 22 April 2008 meeting detailed Council's contribution to the CRLC for 2007/08 and 2008/09. For 2008/09 the budgeted proportion for Colac Otway Shire is \$406,271.

**Risk Management & Compliance Issues**

Section 196 of the Local Government Act applies for Regional Libraries and section 197 requires Council to seek submissions on the proposal to enter into agreement regarding the Regional Library.

**Environmental Considerations**

Not applicable

**Communication Strategy/Consultation**

The Regional Library Agreement has been developed by the Board after a number of discussions.

Advertisements were placed in the local newspaper seeking submissions on Council's intention to enter into a new agreement to operate the Corangamite Regional Library Corporation.

Submissions were invited in accordance with section 223 for a period 4 weeks closing Friday 27 June 2008.

Each of the 4 Councils that make up the CRLC will need to undertake a similar process.

**Implementation**

A letter will be forwarded to the CRLC advising of Council's decision.

**Conclusion**

Submissions have been invited under S223 of the Local Government Act on Council's intention to enter into a new agreement to operate the CRLC.

A long term agreement will provide to the CRLC greater scope and confidence to plan for the growth and development of the service.

**Attachments**

Corangamite Regional Library Corporation Agreement.

**Recommendation**

***That Council notes the submission received and advises the Corangamite Regional Library Corporation that it agrees to enter into a new Regional Library Agreement with the Warrnambool City, Corangamite and Moyne Shires up to June 2013.***

~~~~~◆~~~~~



**CORANGAMITE REGIONAL LIBRARY CORPORATION AGREEMENT**

THIS AGREEMENT is made on the.....day of .....2008

**BETWEEN:**

**Colac Otway Shire Council**, Rae Street, Colac VIC 3250;

**Corangamite Shire Council**, Manifold Street, Camperdown VIC 3260;

**Moyne Shire Council**, Cox Street, Port Fairy VIC 3284; and

**Warrnambool City Council**, Liebig Street, Warrnambool VIC 3280

**RECITALS:**

- A. The Councils desire to enter into an agreement to operate a regional library to service the area comprising their municipal districts pursuant to section 196 of the *Local Government Act 1989*.
- B. The Councils have agreed on the assets they will provide for the use of, or, transfer to the ownership of, the Regional Library.
- C. The Councils have agreed to contribute certain sums of money annually for the purposes of the Regional Library.
- D. The Councils have agreed to substitute this Agreement for the Regional Library Agreement between the Councils as approved by the Minister, dated 21 December 2007.

## AGREEMENT

### 1. DEFINITIONS

In the interpretation of this Agreement, including the Recitals, except where the context otherwise requires -

- (a) the following words shall have the following meaning -

“Act” means the *Local Government Act 1989*;

“Chief Executive Officer” means the person appointed in accordance with the Act;

“Board” means the governing body of the Regional Library established under clause 3.1;

“Council” means a party to this Agreement;

“Local Law” means a Local Law made in accordance with Part 5 of the Act;

“Minister” means the Victorian Government Minister responsible for administering *Local Government Act 1989*;

“Public Body” means any government department or municipal council or body established for a public purpose by an Act of the Parliament of Victoria, any other State or Territory of the Commonwealth, or the Commonwealth

“Regional Library” means the regional library corporation established under the Agreement 1996;

- (b) words denoting the singular shall include the plural and vice versa;
- (c) words denoting any gender include all genders;
- (d) headings are for convenience only and shall not affect the interpretation of this Agreement.

## **2. REGIONAL LIBRARY CORPORATION**

The Regional Library is established for the purposes of section 196 of the Act by the name of Corangamite Regional Library Corporation to -

- (a) provide, subject to any conditions attached to any State government library subsidies and grants to the Regional Library or the Councils, a quality, customer-focused regional library service for Councils' municipal districts;
- (b) make Local Laws relating to the Regional Library;
- (c) perform any other functions which are conferred on the Regional Library under this Agreement or the Act, including defining overall policy objectives, developing strategic policy and a financial strategy, approving a Library Plan & Strategic Resource Plan, preparing an annual Budget and preparing an Annual Report; and
- (d) to do all things necessary or expedient, in accordance with this Agreement and the Act for the carrying out of its functions.

## **3. MEMBERSHIP OF THE BOARD**

- 3.1 The Board of the Regional Library shall comprise the following members -
  - (a) One Councillor appointed by each Council; and
  - (b) One member of Council staff appointed by each Council.
- 3.2 A Council may appoint a Councillor to act as deputy in place of its appointed Councillor member.
- 3.3 A Council may appoint a member of Council staff to act as deputy in place of its appointed staff member.
- 3.4 A member and deputy shall hold office until the term of his/her appointment expires, until removed or the person resigns or ceases to be a Councillor or member of Council staff, whichever occurs first.
- 3.5 A Council may remove from office its appointed member or deputy.
- 3.6 A Council must fill a vacancy in its members as soon as possible and notify the Board in writing of the new member.

- 3.7 The office of a member automatically becomes vacant if he/she is absent for three consecutive meetings without the leave of the Board.

#### **4. ROLES AND OBJECTIVES OF THE BOARD**

- 4.1 The role or purpose of the Board is to:
- (a) plan and provide library resources and services on behalf of the Councils;
  - (b) advise Councils to provide appropriate facilities throughout the four municipalities;
  - (c) ensure library resources and services provided are appropriate for the community and that the resources and services are managed efficiently and effectively; and
  - (d) ensure compliance with statutory requirements.
- 4.2 In seeking to undertake its role the board's objectives will include:
- (a) strategic direction and planning;
  - (b) appointing and monitoring the performance of the Chief Executive Officer;
  - (c) budget approval;
  - (d) organisational performance;
  - (e) promoting the Regional Library;
  - (f) understanding community expectations; and
  - (h) setting operating standards and facility standards

#### **5. PROCEEDINGS OF THE BOARD**

- 5.1 The Board shall hold an ordinary meeting at least four times every year.
- 5.2 If a Special Meeting is called, it must be called by the Chief Executive Officer on the request of the Chairperson or any three members of the Board.

- 5.3 The Board shall elect a member to be Chairperson of the Board to hold office for twelve months, unless that person goes out of office earlier in accordance with clause 3.4 of this agreement.
- 5.4 The process for the election of the Chairperson shall be provided for in the Board's Meeting Procedures Local Law.
- 5.5 In the absence of the Chairperson from a Board meeting, the remaining members of the Board may elect one of their number to preside at that meeting.
- 5.6 Notice of motion to recommend amendment of this Agreement and notice of motion for the adoption or amendment of Local Laws by the Board shall be given in writing to Councils at least one month before the meeting of the Board at which the motion is to be discussed unless otherwise agreed.
- 5.7 Each Council agrees to indemnify the Regional Library in respect of any liability incurred as a consequence of the operation of section 76 of the Act in relation to each of its appointed members.

## **6. CHIEF EXECUTIVE OFFICER**

- 6.1 The Board shall appoint a Chief Executive Officer of the Regional Library.
- 6.2 In addition to any responsibilities imposed on a Chief Executive Officer under the Act, the Chief Executive Officer shall be responsible to the Board for the finances and administration of the Regional Library including:
  - (a) the implementation of the Library Plan;
  - (b) the implementation of the financial strategy;
  - (c) preparation of the Annual Budget;
  - (d) preparation of the Annual Report;
  - (e) drafting of library policies;
  - (f) delivery of the service; and
  - (g) administrative support for the Board and any other duties specified.

## **7. EQUITY AND OPERATING COSTS**

- 7.1 Each Council agrees to the Regional Library using the assets set out in Schedule 1, Part A.
- 7.2 Each Council agrees to the use of the Regional Library assets, set out in Schedule 1, Part B, as determined by the Board.
- 7.3 The Chief Executive Officer shall maintain a register of the assets provided for the use of the Regional Library by the Councils. This register must indicate which Council owns each asset.
- 7.4 The Chief Executive Officer shall maintain a register of the assets owned by the Regional Library.
- 7.5 The Regional Library shall, unless otherwise agreed by the Councils be responsible for the maintenance, repair, replacement and operating costs of assets owned by the Regional Library.
- 7.6 Each Council shall, unless otherwise agreed by the Councils, be responsible for the maintenance, repair, replacement and operating costs of assets owned by it and provided for the use of the Regional Library.
- 7.7 The Regional Library shall, unless otherwise agreed by the Councils and subject to clauses 7.5 and 7.6, be responsible for its own operating costs.

## **8. STRATEGIC PLANNING**

- 8.1 The Chief Executive Officer shall by 1 June each year provide each Council with a copy of the Regional Library's proposed Library Plan prepared in accordance with section 197D of the Act.
- 8.2 The Chief Executive Officer shall by 1 June each year prepare and provide each Council with a proposed Strategic Resources Plan for the financial year commencing 1 July.
- 8.3 The Strategic Resources Plan shall include a program for the delivery of services by the Regional Library which identifies the nature and extent of proposed services and an estimate of the costs of the provision of those services.
- 8.4 The Regional Library must adopt a Library Plan and a Strategic Resource Plan by the date specified in the Act.



**9. SERVICE LEVEL AGREEMENT**

- 9.1 Each Council will enter into a Service Level Agreement with the Regional Library. The term of the Service Level Agreement will coincide with the term of this Agreement.
- 9.2 The Service Level Agreement will specify the base level services and standards to apply across the region, as well as Council specific arrangements for added and/or modified services.
- 9.3 The Service Level Agreement operates in conjunction with and supports the underlying principles and objectives of this Agreement.

**10. ANNUAL BUDGET**

- 10.1 The Chief Executive Officer shall no later than 1 March each year provide each Council with a copy of the Regional Library's draft proposed Annual Budget prepared in accordance with section 127 of the Act.
- 10.2 The proposed annual Budget shall include -
- (a) the amount of funds currently held by the Regional Library;
  - (b) the amount of each Council's proposed financial contribution to the Regional Library for the financial year commencing 1 July; and
  - (c) the amount of funds to be received from any other source by the Regional Library in the financial year commencing 1 July.
- 10.3 The Chief Executive Officer shall no later than 1 June each year provide each Council with a copy of the annual Budget as adopted by the Board.

**11. ANNUAL FINANCIAL CONTRIBUTIONS**

- 11.1 The amount to be contributed to the Regional Library by each Council during each financial year shall be the sum of:
- (a) the amount specified in the Regional Library's adopted Annual Budget or as otherwise agreed by the Board;
  - (b) all State Government library subsidies and grants received by the Councils for library services; and
  - (c) funds received by the Councils from any other sources for library services.

- 11.2 The amount each Council will contribute to the Annual Budget of the Regional Library will be determined in accordance with a Contributions Formula agreed by the Board.
- 11.3 Each Council's financial contribution to the Regional Library shall be paid in advance in quarterly instalments on the first day of July, October, January and April of each year.
- 11.4 The first instalment shall be the same amount paid by the Council in the previous quarter and the second instalment shall include any adjustment to ensure the two instalments together equal half the amount to be paid by that Council for that financial year.
- 11.5 All other Council contributions under clause 11.1 shall be paid within one month of receipt of the monies by the Council.
- 11.6 In addition to the contributions payable under this clause, a Council shall be responsible for the Regional Library's costs in providing any additional service or resources requested by the Council and such costs are to be paid within 30 days of the Council receiving an invoice from the Regional Library.
- 11.7 Interest shall be paid on any amount payable under clause 11 which is not received by the Chief Executive Officer within 14 days of the due date at the rate referred to in section 172 of the Act and calculated monthly from the date the amount became due until the date it is received by the Chief Executive Officer.
- 11.8 The Council financial contributions will be subject to an annual acquittal process. The acquittal will involve two stages:
- (a) A preliminary acquittal will be undertaken at the end of March each year based on the projected end-of-year results (estimated after 9 months actual). Council financial contributions will be adjusted to reflect this update – either additional accounts raised or refunds made. The variances will be taken up in the current financial year.
  - (b) The final acquittal will be undertaken at year-end and be based on the actual financial results. These variances will be brought to account through end-of-year journals. The additional accounts or refunds, as the case may be, will be processed in the new financial year.

## **12. ANNUAL REPORTING AND ACCOUNTS**

- 12.1 The Chief Executive Officer shall, within four (4) months of the end of each financial year, provide each Council with a copy of the Regional Library's Annual Report prepared in accordance with section 131 of the Act.
- 12.2 The books of accounts and all other financial records of the Regional Library shall be available for inspection at all reasonable times by any Councillor.
- 12.3 The Chief Executive Officer shall provide the Board and Councils with quarterly financial reports which include an operating statement reporting the Regional Library service performance to Budget and any performance indicators included in the Library Plan and the Strategic Resource Plan.

## **13. ENTRY AND EXIT OF PARTIES**

- 13.1 A Public Body which is not a party to this Agreement may, by supplementary agreement with the Councils, be admitted as a party to this Agreement and subject to the provisions of the supplementary agreement, shall have the same rights, duties and obligations of the Councils under this Agreement.
- 13.2 A Council may withdraw from this agreement having given not less than twelve (12) months notice in writing to the Chief Executive Officer.
- 13.3 A Council which has given notice under clause 13.2 shall withdraw from the Agreement effective from 30 June following the expiry of the period of notice given under clause 13.2.
- 13.4 A Council which withdraws from this Agreement must meet the full costs to the Regional Library of the withdrawal.
- 13.5 A Council which withdraws from this Agreement shall be entitled to a portion of the net assets of the Regional Library as at the date of its withdrawal from the Agreement,
- 13.6 The portion of net assets to which a Council is entitled under clause 13.5 –
  - (a) shall be calculated according to the value of the assets as disclosed by the relevant audited financial statements;
  - (b) shall be in the same proportion as its financial contribution to the Regional Library bears to all member Councils' financial

contributions to the Regional Library over the duration of this Agreement;

- (c) may be taken in such combination of property and cash as agreed between the Council and the Board, and if it is agreed that a Council is entitled to library materials, the cost of removing them shall be paid for by the Council.

13.7 A Council, which withdraws from this Agreement, shall be liable for a portion of the liabilities, including contingent liabilities, of the Regional Library as at the date of its withdrawal from the Agreement.

13.8 The portion of the liabilities and contingent liabilities to which a Council is liable under clause 13.7 –

- (a) shall be calculated according to the liabilities and contingent liabilities as disclosed by the relevant audited financial statements and reports, and any other notes attached to them; and
- (b) shall be in the same proportion as its financial contribution to the Regional Library bears to all the member Councils' financial contributions to the Regional Library over the duration of this Agreement and
- (c) where contracts for goods and services are affected, shall be the full cost of any additional payments for variations to contractual arrangements resulting from the withdrawal.

#### **14. DISSOLUTION OF REGIONAL LIBRARY**

14.1 Subject to section 197G of the Act, the Regional Library may be dissolved by agreement of at least three quarters of the parties to this Agreement including those admitted as a party by supplementary agreement.

14.2 If the Regional Library is dissolved under this clause

- (a) each Council shall be entitled to a portion of the Regional Library's assets in the same proportion as its financial contribution to the Regional Library bears to all the member Council's financial contributions to the Regional Library over the duration of this Agreement; and
- (b) each Council shall be liable for a portion of the liabilities and contingent liabilities of the Regional Library in the same proportion as its financial contribution to the Regional Library bears to all the member Councils' financial

contributions to the Regional Library over the duration of this Agreement.

**15. DISPUTE RESOLUTION**

15.1 If there is any dispute or difference between a Council and the Regional Library or between any of the Councils which arises out of this Agreement or concerns the Regional Library, the matter shall be determined by an independent mediator, agreed by the parties in dispute, and the arbitrator's decision shall be final and binding on the parties to the dispute.

15.2 The parties to the mediation shall -

- (a) be responsible for their own mediation costs; and
- (b) unless otherwise determined by the mediator, share the mediator's costs equally.

**16. AGREEMENT AMENDMENT**

An amendment to this Agreement has no effect unless it is -

- (a) in writing and signed by all parties to the Agreement; and
- (b) approved by the Minister by notice published in the Government Gazette.

**17. CONDITIONS PRECEDENT**

This Agreement has no effect as between the parties unless it is approved by the Minister in accordance with section 196(2) of the Act.

**18. DURATION OF AGREEMENT**

18.1 This Agreement expires on 30 June 2013.

18.2 Each Council must hold a meeting no later than 12 months before the expiration of this Agreement to consider entering into a new Regional Library Agreement.

18.3 All Councils shall promptly advise the Chief Executive Officer of their response to the obligation imposed under clause 18.2.

**19. CESSATION OF THE CURRENT AGREEMENT**

The Regional Library Agreement between the Councils as approved by the Minister, by order dated 21 December 2007, ceases on the day on which this Agreement takes effect.

DRAFT/NO.1

**EXECUTED as an Agreement**

**IN WITNESS WHEREOF**

The Common Seal of the **COLAC OTWAY SHIRE COUNCIL** )  
was hereunto affixed this..... day )  
of..... 2008 in the presence of: )

.....  
Councillor

.....  
Chief Executive Officer

The Common Seal of the **CORANGAMITE SHIRE COUNCIL** )  
was hereunto affixed this .....day )  
of..... 2008 in the presence of: )

.....  
Councillor

.....  
Chief Executive Officer

The Common Seal of the **MOYNE SHIRE COUNCIL** )  
was hereunto affixed this .....day )  
of..... 2008 in the presence of: )

.....  
Councillor

.....  
Chief Executive Officer

The Common Seal of the **WARRNAMBOOL CITY COUNCIL** )  
was hereunto affixed this .....day )  
of..... 2008 in the presence of: )

.....  
Councillor

.....  
Chief Executive Officer

DRAFT NO. 1



## **SCHEDULE 1**

### **Part A - Council Assets provided for Regional Library Use:**

#### **A1 - Buildings**

Including all fixtures and fittings and structural elements, including plumbing, heating and air conditioning systems, hot water supply

#### **Colac Otway Shire Council**

- Colac Library  
105 Gellibrand Street  
Colac
- Apollo Bay Library  
6 Pengilley Ave  
Apollo Bay

#### **Corangamite Shire Council**

- Camperdown Library  
212 Manifold Street  
Camperdown
- Cobden Library  
55 Victoria Street  
Cobden
- Derrinallum Library  
55 Main Street  
Derrinallum
- Terang Library  
135 High Street  
Terang
- Timboon Library  
82 Curdie Vale Road  
Timboon

#### **Moyne Shire Council**

- Koroit Library  
102 High Street  
Koroit
- Mortlake Library  
101 Dunlop Street  
Mortlake
- Port Fairy  
65 Sackville Street  
Port Fairy

**Warrnambool City Council**

- Warrnambool Library  
25 Liebig Street  
Warrnambool

**A2 - PLANT**

**Warrnambool City Council**

- Ford Transit Van – White

**Part B - Regional Library Assets:**

**B1 – MATERIALS**

All books and other library materials in the Regional Library collection

**B2 – EQUIPMENT**

Loose furniture, including shelving  
Computer hardware

**B3 – PLANT**

Motor vehicle  
Home Service Van  
Library Outreach Van

Colac Based  
Colac Based  
Colac Based

**B4 – OTHER**

Any other assets, as listed in the Regional Library Asset register

**OM082207-6 BRANCH LIBRARY DESIGN PRINCIPLES**

AUTHOR: Colin Hayman  
DEPARTMENT: Corporate & Community Services

ENDORSED: Tracey Slatter  
FILE REF: GEN0592 Library

**Purpose**

To provide information to Council on Branch Library Design Principles and for Council to endorse the proposed Branch Library Design Principles.

**Background**

A letter has been received from the Corangamite Regional Library Corporation concerning Branch Library Design Principles.

The letter states that:

*“One of the agreed roles of the Regional Library Corporation is to advise the member Councils on the provision of adequate library facilities. The Corporation is charged with the task of preparing Branch Library Design Standards to “assist member councils in ensuring that the facilities meet appropriate standards for community access and use”.*

*This function is set out in Part E of the Service Level Agreements, which the Corporation has with each Council. The Agreement details the various responsibilities and obligations of the Corporation and the member councils.*

*The Library Board recently considered a report on a proposed policy statement on Branch Library Design Principles. As stated above, the purpose of the Principles or Standards, is to assist member councils in ensuring that facilities meet appropriate standards.*

*The Principles are based on material that was previously prepared for input into the design of the new Colac Library and the proposed new Apollo Bay Library. This involved a research of Australian library design standards and input from staff.*

*The report to the Board also included checklists which provide a preliminary comparison of existing library facilities with the proposed Principles. The checklist also lists current maintenance issues.”*

The report further stated:

*“Clearly it would be unreasonable to expect that councils will immediately address all shortfalls with the Design Principles, as proposed. However, it should be reasonable to expect that councils will recognise that there are many shortfalls in the design of existing facilities and that they should be considering how to address the issues in the longer term.”*

*I have indicated to the other member councils my view that Colac Otway Shire is a good example of this longer-term planning – the proposals for the development of new facilities for your two branch libraries (Colac and Apollo Bay).*

*The Board resolved to receive the report and to circulate it to the member councils:*

- a) *for comment of the proposed Branch Library Design Principles; and*
- b) *to advise on plans for addressing the maintenance issues identified in the current facility review checklists.*

**Council Plan/Other Strategies/Policy**

Under the community priority – health, recreation and community Services “we are committed to providing and promoting quality health, recreation and community services by

working in partnership with local health, aged care, welfare, youth, housing, education providers, sporting groups and employment organisations to promote community wellbeing.

### **Issues/Options**

#### Library Service Level Agreements

The Service Level Agreements provide information on Branch Libraries.

*“The member councils are responsible for providing, maintaining and where necessary, replacing buildings, shelving and furniture and fittings suitable for the delivery of library services.”*

The agreement covers:

- 1.1 Design Standards
- 1.2 Maintenance Obligations
- 1.3 Operational Obligations

#### Branch Library Design Principles

The attachment “Design Issues” provides information on:

1. Size - floor area
2. Responsibility
3. Essential space components
4. Desirable components
5. Optional
6. General considerations

The information was used in the analysis and designs of both the new proposed joint use libraries in Colac and Apollo Bay.

#### (a) Colac

For Colac the current building is 547 sq metres. Based on the population of Colac and surrounds, the suggested floorspace is 900 sq metres. The new joint use library will be 1,500 sq metres.

The size of the collection as at 30 June 2007 was 28,541. The suggested collection size is 34,500. The new joint use library will have a minimum bookstock of 50,000.

Both the suggested floorspace and collection size at the new Joint Use Library will exceed the recommendations.

#### (b) Apollo Bay

For Apollo Bay the current building is approximately 60 sq metres. Based on the population of Apollo Bay and surrounds the suggested floorspace is 150 sq metres.

The size of the collection as at 30 June 2007 was 1,500 (has since been increased). The suggested collection size is 5,750.

The proposed designs of the Apollo Bay facility have taken into account the above, plus other required elements.

**Maintenance Issues**

As part of the review Councils have been provided with maintenance issues as well as future equipment requirements.

The details have been forwarded to the Infrastructure and Services Department for their consideration.

**Proposal**

For Council to endorse the proposed Branch Library Design Principles.

**Financial and other Resource Implications**

The Global Connector including the Joint Use Library cost estimate is \$5,894,000 and includes a range of community facilities.

On Wednesday 2 July the Minister for Community Development, Peter Batchelor, announced \$4.4 million from State Government Funds, while Member for Corangamite, Darren Cheeseman, announced \$272,000 from the Federal Government.

Council will contribute a maximum of \$1.3 million to the capital cost of the facility and have guaranteed access for at least 30 years as a community/municipal library.

Council could not replicate the benefits and features of this facility in another location within a budget of \$1.3 million. Council will contribute on a proportional basis, (up to 50%) of the area of the Joint Use Library towards the maintenance of the building and the operational costs. This will be based on an area of 1,500 square metres (50% being 750 square metres).

If Council built a new library to the suggested standards, it would be based on a floorspace of 900 square metres. The operational and maintenance costs would be borne solely by Council.

The design and estimates of the new proposed Apollo Bay Library continue to be developed.

**Risk Management & Compliance Issues**

The Design Principles checklist provides information to Councils on areas to consider when looking to improve the current library buildings. The information also provides details and maintenance issues and equipment requirements.

**Environmental Considerations**

In the development of any new facility it is important that environmental considerations are taken into account.

**Communication Strategy/Consultation**

The Design Principles have been discussed by the Corangamite Regional Library Corporation (CRLC) Board.

The principles have been forwarded to the 4 Councils in the CRLC for comment.

**Implementation**

The Design Principles and checklist will be utilised in the development of new library facilities.

The maintenance issues will be considered as part of the Council's maintenance program.

**Conclusion**

The Branch Library Design Principles provide information to Councils on the improvement of or development of library facilities.

As indicated in the letter from the Project Consultant "*Colac Otway Shire is a good example of this longer-term planning – the proposals for the development of new facilities for your two branch libraries (Colac and Apollo Bay).*"

**Attachment**

Branch Library Design Principles

**Recommendation**

***That Council note the information and endorse the Branch Library Design Principles as per the Corangamite Regional Library Corporation Facility Standards.***



**Corangamite Regional Library Corporation (CRLC) Policy**

**Branch Library Design Principles**

12 June 2008

**Role of the Library**

- Community resource centre – to provide resources for information, education, recreation and enrichment to all people in the community
  - Lending services
  - Reference & information services
  - Online services
  - Programs & events

**Library form issues which are considered important**

- Prominently located and easily identifiable
- Direct, short and safe access
- Warm, friendly, welcoming ambience
- Accessible for all users
- Natural light should be optimised
- Recognition that growth in on-site use of Library's resources and services is likely and will include:
  - the use of electronic resources and equipment,
  - use of printed reference and information sources,
  - recreational and informational reading of newspapers and periodicals,

**General guiding principles for improvements in Library facilities**

- User comfort (adequate space – reduced congestion)
- Meeting practical requirements (adequate reading spaces, children's activities)
- Accommodating an adequate range of print and non-print materials
- Providing better internet access
- Meeting standards and guidelines for specific functions
- Being compliant with relevant Australian Standards and other legal requirements. Such as:
  - Lighting – AS1680 – *Interior lighting*
  - Access – AS1428 – *Design for Access and Mobility*

## Design Issues

### 1. Size - floor area

- Optimal area calculated on the parameters in "People Places" – a guide for public library buildings in NSW. In 2005 the Dept of Victorian Communities advised that this guide was used during rounds of the public library infrastructure grants program.

| Location    | Plot floor area | Area  |
|-------------|-----------------|-------|
| Colac       | 547             | 900   |
| Apollo Bay  | 60              | 150   |
| Camperdown  | 225             | 240   |
| Terang      | 220             | 170   |
| Cobden      | 87              | 150   |
| Timboon     | 82              | 140   |
| Derrinallum | 57              | 140   |
| Port Fairy  | 200             | 260   |
| Koroit      | 125             | 150   |
| Mortlake    | 96              | 140   |
| Warmambool  | 900             | 2,300 |

### 2. Responsibility

- Under the Regional Library Agreement the member councils are responsible for the provision of the facilities (rural libraries).
- CRLC role is to advise on the provision of "appropriate facilities".

### 3. Essential space components

- Entrance foyer
  - Separate entrance for public library users, if facility is combined with other services
  - Suitable after hours return chute
- Well designed circulation desk – customised to meet individual needs
- Modern shelving for collection displays – maximum height of 1500mm
  - At Principal Libraries – mobile free standing units
- Purpose built display racks for newspapers and periodicals
- Reading spaces
- Activity areas for children's programs and a young adults reading area
- Technology area
  - Public PC/Internet access
  - OPACs (online public access catalogues)
  - Audio resources



- Photocopier
- Public toilets -- within library or very nearby
- Staff facilities
  - Work room
  - Storage areas
  - Staff toilets
- Additional components for principal libraries
  - Librarian office
  - Staff lunchroom
  - Delivery/dispatch area
  - Access to well equipped meeting facilities -- with audiovisual, data projector, smart whiteboard, internet access.

**4. Desirable components -- at principal libraries**

- Exhibition/display space
- Community information display
- Refreshment area/coffee shop
- Public telephone

**5. Optional -- at principal libraries**

- Activity areas
  - Study rooms
  - Volunteer work area
- Toy library
- Computer training facility

**6. General considerations**

- General
  - Single level (ground level) buildings
  - Air-conditioned
  - Prominent external signage
  - Emergency lighting
  - Automatic doors for main entrance
  - Furniture -- variety of chairs & tables to suit all user groups
  - Furniture fittings & shelves with rounded corners -- avoid injuries
- Operational
  - Self-check out machines & security gates (future)
  - Wireless technology
  - High level of visibility to all areas from circulation desk
  - Security system

- Access
  - Convenient & safe car parking nearby
  - Off-street staff car parking
  
- Older persons
  - Clearances for walking frames & motorized scooters
  - Furniture which is easy for older people to get into & out of
  - Floor surfaces even & slip-resistant
  - Access ramps, where necessary
  
- Children
  - Distinctive area
  - Appropriate furniture
  
- Universal access
  - Handrail & balustrade design considerations
  - Designated parking bays close to entrance

**DRAFT**

**OM082207-7 POSITIVE AGEING STRATEGY**

AUTHOR: Colin Hayman  
DEPARTMENT: Corporate and Community Services

ENDORSED: Colin Hayman  
FILE REF: GEN0498

**Purpose**

For Council to consider the Positive Ageing Strategy Research Paper and Action Plan 2008-2012.

**Background**

The development of the Positive Ageing Strategy commenced late in 2007 with the formation of a Positive Ageing Strategy Steering Committee.

Expressions of Interest were sought from the community to participate on the committee.

The committee included 5 representatives including Cr Mercer. Councillor Mercer was nominated to be on the committee at the November 2007 Council meeting.

In developing the Positive Ageing Strategy the "Good Practice Guide Framework – Developing a Positive Ageing Strategy" produced through the MAV's Victorian Local Government Positive Ageing Project in partnership with Council on the Ageing Victoria, funded by the Office of Senior Victorians was utilised.

The framework provided:

- supporting evidence to assist in understanding the benefits of focussing on the ageing population.
- practical tools for the development of a Positive Ageing Policy and Action Plan.
- sources of information that may be useful.

The aims of the Strategy are to:

- provide direction for Council regarding future delivery of services and facilities.
- address the implications of population change.
- outline a set of prioritised recommendations.

The following methodology was undertaken in the development of the Research Paper and Action Plan:

- initial discussions with Council officers.
- literature review.
- demographic analysis.
- meeting with community reference group.
- community and agency consultation.
- draft report.
- feedback on draft report.
- development of report for Council's consideration.

**Council Plan/Other Strategies/Policy**

A shire wide community priority outlined in the 2005-2009 Council Plan is "Assess the impact and demand implications of an ageing population".

As part of this priority a Positive Ageing Strategy has been developed.

The Municipal Public Health Plan recommends the provision of a positive ageing strategy as one of its "Health and Wellbeing" priorities.

A number of strategic documents impact older people in the community.

### Issues/Options

#### 1. The Need for a Strategy

The population in Colac Otway is ageing.

A Positive Ageing Strategy is required in recognition that older people today live their lives differently to the way older people lived twenty years ago. Today's older people have different needs and expectations than their parents had. The Australian Local Government Association (ALGA) recognises some of these changes as being:

- only a small proportion of older people live in residential aged care. Most people are continuing to live in their own homes.
- the diversity of older people is growing. The proportion of older people who were born overseas is expected to continue to grow.
- older people make up a higher proportion of the population in rural communities.
- new retirees are wealthier now than in the past.
- older people who are volunteering are contributing more hours.
- older people are living longer and healthier lives.

(p.8 of the Research Paper)

#### 2. Local Government's Role

Pages 9-10 of the Research Paper provides information on Local Government's role.

Colac Otway Shire can undertake a number of roles in providing an adequate response to the ageing population and the changing needs of older people. The ALGA suggests the adoption of a whole of Council (within a whole of government) approach in responding to the challenges of the ageing population.

The ALGA recognises that Local Government is well positioned to positively impact the opportunities and experiences of older populations through:

- its intimate knowledge of the local community and the diversity of older people.
- provision of infrastructure and impact on local environments.
- planning and provision of relevant programs.
- community participation in decision making.
- advocacy with other forms of government and relevant organisations.

The ALGA nominates seventeen 'key opportunities and challenges' for local government response.

- |                        |                                            |
|------------------------|--------------------------------------------|
| • Attitudes            | • Information and Communication Technology |
| • Aged Cared Services  | • Lifelong Learning                        |
| • Cultural Diversity   | • Participation                            |
| • Disability           | • Planning and Development                 |
| • Economic Development | • Regional Diversity                       |
| • Finance              | • Tourism, Recreation and Leisure          |
| • Housing              | • Transport                                |
| • Health Promotions    | • Women                                    |
| • Indigenous           |                                            |

The ALGA recognises that Local Government responding to these issues does not constitute a requirement to fund or manage the strategy. Local Government's response options include:

- Leadership
- Representation
- Lobbying
- Partnerships
- Facilitation
- Education
- Monitoring
- Investment
- Funding
- Regulation
- Service Delivery

### 3. Ageing Population

A demographic analysis of the population was undertaken.

The key results are on page 17 of the Research Paper.

- Both the world and Australian populations are ageing significantly.
- The needs and aspirations of older people within Australia are changing. As a population, older people are working longer, more culturally diverse and more educated than previous generations.
- Colac Otway (16.1%) has a higher percentage of people aged over 65 than the G21 (15.2%) and Victorian (13.3%) averages.
- Colac Otway's population will grow over the next 15 years. The most significant growth will occur in the Great Ocean Road – Otways and the Elliminyt regions.
- Colac Otway's population of over 60 year olds will increase from 4,441 (21% of the population) in 2001 to 6,346 (30% of the population) by 2021.
- Colac Otway's population in comparison to the Victorian and G21 averages has:
  - lower level of education attainment;
  - lower income;
  - lower level of residents born in non-English speaking countries;
  - less broadband internet access;
  - more lone-person households;
  - higher levels of volunteer involvement.
- The health and wellbeing of Colac Otway's population is generally in line with that of Victoria with the only major exceptions being that Colac Otway residents feel more safe at night and more engaged in their community but they also have higher rates of food insecurity.

### 4. Priority Areas

Pages 40 -41 of the report indicate that through the research undertaken, the following tasks have been identified as priority areas for inclusion within the Positive Ageing Strategy:

#### The Age to be Valued

- Update the relevant policy platform to confirm Council's commitment to positive ageing.
- Continue to undertake regional research and planning in conjunction with G21 and the Department of Human Services / Deakin University partnership.

- Improve the portrayal of older people in the media and government publications.
- Provide greater opportunity for intergenerational programs.

#### The Age to be Involved

- Work towards provision of an age-friendly built environment.
- Improve access to transport opportunities throughout the Shire.
- Improve access to the internet throughout the Shire.
- Improve access to community events throughout the Shire.

#### The Age to be Productive

- Improve access to volunteer opportunities.
- Improve access to the work force.

#### The Age to be Active

- Improve communication and marketing of services and opportunities available to older people.
- Facilitate a more integrated approach to the provision of services and opportunities.

#### The Age to be Consumer Wise

- Provide a series of consumer wise information sessions and publications.

#### The Age to be Cared for

- Improve access to appropriate housing.
- Improve access to health services, especially considering outlying areas.
- Expand on the provision of health promotion opportunities.

### **Proposal**

For Council to seek public comments on the Positive Ageing Strategy Research Paper and Action Plan 2008-2012.

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

Council allocated \$20,000 to the development of the Strategy.

Responsibility for funding the Action Plan will rest with Council.

The Action Plan suggests that funding partnerships be arranged with local agencies to provide programs and services for older people where appropriate. Budgets for year 1 initiatives will be fully dependant on the sourcing of external funding where required. Years 2, 3 and 4 objectives will be dependant on funding from external sources or Council's budget processes. Some of the objectives will be undertaken using current resources.

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

The issues of Risk Management will need to be considered in any proposed actions arising from the Strategy.

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

The Action Plan notes objectives in improving access to transport opportunities.

### **Communication Strategy/Consultation**

A key aspect in the development of the Research Paper and Action Plan has been community consultation.

Eight community consultation sessions were held during January and February 2008 with 104 community members attending.

Phone interviews were conducted with a range of community agencies, local business representatives and research agencies. These included:

- Otway Health
- Colac Area Health
- Birregurra Community Health Service
- Council on the Ageing
- South West Do Care
- Barwon Primary Care Forum
- Leisure Networks
- Municipal Association of Victoria
- Otways Business Inc.
- Colac Otway Workforce
- Deakin University
- Colac Community Hub/Neighbourhood Renewal
- Department of Human Services Barwon South-Western Region
- Warrnambool Positive Ageing Project
- Barongarook Gardens Retirement Village and Aged Care Facility
- Mercy Health and Aged Care Colac
- Colac Otway Shire

Research was also carried out on relevant research that is available.

After Council endorses the draft documents the next stage of the process will be to seek submissions/comments from the community on the Colac Otway Shire Positive Ageing Strategy Research Paper and Action Plan 2008-2012 for a 4 week period.

The documents will be on public display at each of Council's Customer Service Centres in Colac and Apollo Bay, also available on Council's Internet.

### **Implementation**

Once Council has made a decision, appropriate advertisements will be inserted in the local papers seeking submissions and comment on the documents for a 4 week period.

A further report will be prepared for the September Council meeting after comments have been considered.

### **Conclusion**

The Draft Colac Otway Shire Positive Ageing Strategy Research Paper and Action Plan 2008-2012 has been developed after an extensive period of consultation and research.

The documents have responded to the experiences and impacts of the ageing population in the Colac Otway community.

The outcomes of the research have shown that the current service provision model within the Colac Otway Shire for the provision of services and facilities for older adults is meeting the needs of many within the community. To continue to increase the relevance of services and facilities a number of objectives are proposed.

### **Attachments**

Colac Otway Shire Positive Ageing Strategy Research Paper  
Colac Otway Shire Positive Ageing Strategy Action Plan 2008/2012

**Recommendation**

***That Council receive the draft Colac Otway Shire Positive Ageing Strategy Research Paper and Action Plan 2008-2012 and seek public submissions and comments on the documents.***







# Colac Otway Shire Positive Ageing Strategy Research Paper



Prepared by ASR Research  
Final Report – June 08

## ACKNOWLEDGEMENTS

Colac Otway Shire acknowledges the contribution of the community reference group in driving the process to gather the relevant information for the Positive Ageing Strategy. The reference group members provided their invaluable knowledge and experience to ensure a comprehensive consultation process and outcomes relevant to the needs of the Colac Otway community.

### Community Reference Group Members

- Cr. Peter Mercer
- Ann Trew
- Judith Kennedy
- Yvonne Orr
- Heather Barker

Colac Otway Shire also acknowledges the 104 community members who attended the eight community consultation sessions held across the Shire. Council recognises that without the support of the community, providing an appropriate locally focussed response to the challenges of the ageing population would not be possible.

Finally, Council recognises the contribution made by local service providers, government bodies, research agencies and Council staff towards the formation of this Action Plan. Representatives from over 30 organisations have provided their input at key stages throughout this process.



## EXECUTIVE SUMMARY

The population in Colac Otway is ageing. Colac Otway's population of over 60 year olds is projected to increase from 4,441 (21% of the population) in 2001 to 6,346 (30%) in 2021. This increases financial pressures on Local Government and has a wide array of implications for the community including the design of urban landscapes, provision of transport services, employment, housing and service delivery.

The United Nations has led the world agenda on positive / healthy ageing. The Australian federal and Victorian state governments have developed more local responses to the ageing population, as has the G21 Regional Alliance. Colac Otway Shire has an important role to play in positively impacting the opportunities and experiences of older people in its community.

A local positive ageing strategy is required because the increasing diversity within the population, the preference to live independently for longer, increased financial security and higher levels of education are contributing to older people in Australia today having different needs and expectations than older people 20 years ago.

The methodology for this research paper has included eight community consultation sessions across the Shire as well as input from both community and Council officer reference groups. Interviews have also been undertaken with over 30 representatives from local agencies, government bodies and research institutions.

The outcomes of the research have shown that the current service provision model within the Colac Otway Shire for the provision of services and facilities for older adults is meeting the needs of many within the community. To continue to increase the relevance of services and facilities, the following priority outcomes are proposed:

- Update the relevant policy platform to confirm Council's commitment to positive ageing.
- Continue to undertake regional research and planning in conjunction with G21 and the Department of Human Services / Deakin University partnership.
- Improve the portrayal of older people in the media and government publications.
- Provide greater opportunity for intergenerational programs.
- Work towards provision of an age-friendly built environment.



- Improve access to transport opportunities throughout the Shire.
- Improve access to the internet throughout the Shire.
- Improve access to community events throughout the Shire.
- Improve access to volunteer opportunities.
- Improve access to the work force.
- Improve communication and marketing of services and opportunities available to older people.
- Facilitate a more integrated approach to the provision of services and opportunities.
- Provide a series of consumer wise information sessions and publications.
- Improve access to appropriate housing.
- Improve access to health services, especially considering outlying areas.
- Expand on the provision of health promotion opportunities.



## CONTENTS

|          |                                                                             |           |
|----------|-----------------------------------------------------------------------------|-----------|
| <b>1</b> | <b>Introduction .....</b>                                                   | <b>6</b>  |
| 1.1      | Purpose of this Paper.....                                                  | 6         |
| 1.2      | Research Methodology .....                                                  | 6         |
| <b>2</b> | <b>What is Positive Ageing?.....</b>                                        | <b>7</b>  |
| 2.1      | The need for a Strategy.....                                                | 7         |
| 2.2      | Local Governments Role .....                                                | 9         |
| <b>3</b> | <b>Ageing Populations - Demographic Analysis .....</b>                      | <b>11</b> |
| 3.1      | International .....                                                         | 11        |
| 3.2      | Australia .....                                                             | 12        |
| 3.3      | Victoria.....                                                               | 13        |
| 3.4      | The G21 Region and Colac Otway Shire .....                                  | 14        |
| 3.5      | Significant Findings.....                                                   | 17        |
| <b>4</b> | <b>Policy Context .....</b>                                                 | <b>18</b> |
| 4.1      | International .....                                                         | 18        |
| 4.2      | Federal Government.....                                                     | 19        |
| 4.3      | State Government .....                                                      | 20        |
| 4.4      | G21 .....                                                                   | 22        |
| 4.5      | Other Agencies .....                                                        | 22        |
| 4.6      | Colac Otway Shire.....                                                      | 23        |
| <b>5</b> | <b>Colac Otway Shire’s Service Provision Model.....</b>                     | <b>25</b> |
| <b>6</b> | <b>The Changing Needs of the Ageing Population.....</b>                     | <b>27</b> |
| 6.1      | Agency Consultation.....                                                    | 27        |
| 6.2      | Community Consultation.....                                                 | 33        |
| 6.3      | Academic Research .....                                                     | 36        |
| <b>7</b> | <b>Research Outcomes .....</b>                                              | <b>40</b> |
| 7.1      | What is Colac Otway Doing Well? .....                                       | 40        |
| 7.2      | Where Does Colac Otway Need to Improve? - Identified Priority Outcomes..... | 40        |
| <b>8</b> | <b>Next Steps .....</b>                                                     | <b>42</b> |
| <b>9</b> | <b>References .....</b>                                                     | <b>43</b> |
| 9.1      | Websites .....                                                              | 46        |



## **1 Introduction**

Colac Otway Shire Council is developing a Positive Ageing Strategy. The need for a Positive Ageing Strategy was outlined in G21's *Planning for Healthy Communities in the G21 Region 2006-09* report and Colac Otway Shire's *Municipal Public Health Plan 2007-09*.

### **1.1 Purpose of this Paper**

The purpose of this paper is to document the research undertaken in developing the Colac Otway Shire Positive Ageing Strategy 2008-2012.

### **1.2 Research Methodology**

The research methodology includes the following steps:

- Formation of two reference groups, one for community members and the other for Colac Otway Shire staff
- International, national and local literature review
- Community profiling and population projection analysis
- Eight community consultation sessions across the Shire
- Interviews with over 30 representatives from local agencies, government bodies and research institutions
- Distribution of a draft report and action plan for public consultation
- Finalisation of the action plan for adoption by Council

## 2 What is Positive Ageing?

The Victorian Government's Office of Senior Victorians suggests that:

*'Positive Ageing is a strategy to maximise the quality of life and social recognition of senior Victorians. Seniors play many vital roles in our community, as family members, carers, volunteers, neighbours, workers and consumers. Positive Ageing will strengthen recognition of these roles'<sup>1</sup>.*

In working towards positive ageing, the Victorian Government recognises that senior Victorians should have:

1. Confidence that their rights will be upheld, their autonomy accepted and their dignity respected.
2. Certainty that they are valued and listened to for their past, current and future contributions.
3. Opportunities to fully participate in their communities.
4. Access to information, support and services to maximise their independence and maintain their health and wellbeing.
5. Government services and communities which are responsive to their particular needs and interests and which recognise the increasing diversity of our community<sup>2</sup>.

Colac Otway Shire is working to provide these outcomes for its community through the provision of a strategy that is in line with the objectives of the Victorian State Government and the aspirations of the Colac Otway community.

### 2.1 The need for a Strategy

The population in Colac Otway is ageing. This means catering for the needs of older people is going to become a larger part of the business of the Shire. The Productivity Commission's 2005 *Economic Implications of an Ageing Australia* research report recognised that in 2002/03, 49% of local government expenditure across Australia was attributed to the areas of education, health, welfare, housing and community amenities, recreation and culture. In acknowledging that a number of these services

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<sup>1</sup> Office of Senior Victorians (2004), pg 3

<sup>2</sup> Office of Senior Victorians (2004), pg 3



include expenditure on older people, the report suggests that the ageing population is likely to provide increasing demand on local government resources<sup>3</sup>.

Not only will the ageing population increase financial pressures on Local Government's provision of services and facilities, but it will also force communities to change their responses to the planning and design of key matters such as; urban landscapes; the provision of transport services; the community's housing needs; and employment strategies.

A *Positive Ageing Strategy* is required in recognition that older people today live their lives differently to the way older people lived twenty years ago. Today's older people have different needs and expectations than their parents had. The Australian Local Government Association (ALGA) recognises some of these changes as being:

- Only a small proportion of older people live in residential aged care. Most people are continuing to live in their own homes.
- The diversity of older people is growing. The proportion of older people who were born overseas is expected to continue to grow.
- Older people make up a higher proportion of the population in rural communities.
- New retirees are wealthier now than in the past.
- Older people who are volunteering are contributing more hours.
- Older people are living longer and healthier lives<sup>4</sup>.

The Australian Government Department of Health and Ageing suggests that the baby boomers (those born between 1946 and 1964) are generally better educated, wealthier, more independent and less conforming than their parents<sup>5</sup>. The first of the baby boomers turned 60 in 2006. Governments approach to the provision of services for older people must evolve to match these changing attitudes.

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<sup>3</sup> Productivity Commission (2005), pp 291-293

<sup>4</sup> ALGA (2005) *Awareness to Action: Local Government's Response to Population Ageing*, pg 7

<sup>5</sup> Department of Health and Ageing (2007) *Implementation of the Madrid International Plan of Action on Ageing: Australia's Country Report to UNESCAP*, pg 2





## 2.2 Local Governments Role

Colac Otway Shire can undertake a number of roles in providing an adequate response to the ageing population and the changing needs of older people. The ALGA suggests the adoption of a whole of Council (within a whole of government) approach in responding to the challenges of the ageing population.

The ALGA recognises that Local Government is well positioned to positively impact the opportunities and experiences of older populations through:

- Its intimate knowledge of the local community and the diversity of older people.
- Provision of infrastructure and impact on local environments.
- Planning and provision of relevant programs.
- Community participation in decision making.
- Advocacy with other forms of government and relevant organisations<sup>6</sup>.

The ALGA nominates seventeen 'key opportunities and challenges' for local government response<sup>7</sup>:

- |                        |                                            |
|------------------------|--------------------------------------------|
| • Attitudes            | • Information and Communication Technology |
| • Aged Care Services   | • Lifelong Learning                        |
| • Cultural Diversity   | • Participation                            |
| • Disability           | • Planning and Development                 |
| • Economic Development | • Regional Diversity                       |
| • Finance              | • Tourism, Recreation and Leisure          |
| • Housing              | • Transport                                |
| • Health Promotion     | • Women                                    |
| • Indigenous           |                                            |

<sup>6</sup> ALGA (2004) *Australian Local Government Population Ageing Action Plan 2004-2008*, pg 6

<sup>7</sup> ALGA (2004) *An Older Australia: Identifying Areas for Local Government Action*, pp 9-13



The ALGA recognises that Local Government responding to these issues does not constitute a requirement to fund or manage the strategy. Local Government's response options include<sup>8</sup>:

- Leadership
- Representation
- Lobbying
- Partnerships
- Facilitation
- Education
- Monitoring
- Investment
- Funding
- Regulation
- Service Delivery

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<sup>8</sup> Australian Local Government Association (2004) *An Older Australia: Identifying Areas for Local Government Action*, pg 14



### 3 Ageing Populations - Demographic Analysis

This section details the relevant population projections and provides a demographic analysis of the population in Colac Otway.

#### 3.1 International

The World Health Organisation says:

- The proportion of people aged 60 and over is growing faster than any other age group. The number of people aged 60 and over as a proportion of the global population will double from 11% in 2006 to 22% by 2050. By then, there will be more older people than children (aged 0–14 years) in the population for the first time in human history<sup>9</sup>.
- It is estimated that by 2025, 120 countries will have reached fertility rates below replacement level. The current figure is 70 countries<sup>10</sup>.
- By 2050 there will be 2 billion people over the age of 60. 80% of these will be living in developing countries.

These statistics are confirmed by the U.S. Census Bureau's world population projection research below.

- Between 2002 and 2025:
  - Children aged 0-14 will decline as a percentage of population consistently across the globe.
  - The 15-29 age cohort will decline as a percentage of the population in every region of the world except Sub-Saharan Africa.
  - The labour force population (15-64) will decline as a percentage of the population in the Developed World.
  - The population of over 65s will grow all over the world but especially in Eastern Europe and the Developed World<sup>11</sup>.

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<sup>9</sup> World Health Organisation (2007), pg 3

<sup>10</sup> World Health Organisation (2002), pp 6-7

<sup>11</sup> U.S. Census Bureau (2002), pp 33-53



### 3.2 Australia

According to the Australian Government Department of Health and Ageing, Australians are living longer due to improved health care, disease control and medicine. The result of this is a significant increase in both the number and proportion of older people in the population<sup>12</sup>.

The following detail illustrates Australia's ageing population:

- Australia's fertility rate peaked at 3.5 babies per woman in 1961. Since then it has declined to 1.8. This is below the replacement level of 2.1 babies per woman<sup>13</sup>.
- By 2005, male life expectancy had increased to 78.5 years and female life expectancy had increased to 83.3 years<sup>14</sup>.
- By 2047, the number of Australians aged over 65 is expected to increase from 2.7 million (13% of the population) to 7.2 million (25% of the population)<sup>15</sup>.
- In the same period, the percentage of people within the traditional working age of 15 to 64 is expected to fall from 68% to below 60%<sup>16</sup>.
- People aged 85 and over made up 1.5% of the population in 2004. This is projected to increase to between 6-8% by 2051<sup>17</sup>.
- Australia's median age will increase from 36.4 years in 2004 to between 44.6 and 48.2 years in 2051<sup>18</sup>.

As explained above, today's older people have had different experiences than older people of earlier generations. These experiences are changing the needs and aspirations of the older population. Some examples of how these experiences are changing for the next generation of older people, as detailed within the Australian Bureau of Statistics (ABS) publication of *Australian Social Trends 2006*, are shown on the following page:

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<sup>12</sup> Department of Health and Ageing (2007) *Implementation of the Madrid International Plan of Action on Ageing: Australia's Country Report to UNESCAP*, pg 1

<sup>13</sup> Australian Bureau of Statistics (2007), pp 9-10

<sup>14</sup> Australian Bureau of Statistics (2007), pg 62

<sup>15</sup> Department of Health and Ageing (2007) *Implementation of the Madrid International Plan of Action on Ageing: Australia's Country Report to UNESCAP*, pg 1

<sup>16</sup> Department of Health and Ageing (2007) *Implementation of the Madrid International Plan of Action on Ageing: Australia's Country Report to UNESCAP*, pg 1

<sup>17</sup> Australian Bureau of Statistics (2006), 3222.0: Population Projections Australia, pg 4

<sup>18</sup> Australian Bureau of Statistics (2006), 3222.0: Population Projections Australia, pg 43



- Participation in the labour force for people aged 50-59 has increased from 61% in 1984 to 71% in 2004.
- The percentage of people aged 50-59 who were born overseas has increased from 29% in 1981 to 35% in 2001. Where people were born also changed over this period with the percentage of people born in Asia increasing from 1.4% to 5.3%.
- The percentage of the population of 50-59 year olds who were divorced increased from 5% in 1981 to 13% in 2001.
- The percentage of 50-59 year olds who reported having no religious affiliation increased from 8% in 1981 to 13% in 2001. In the same period, the percentage of Christians fell from 90% to 81%.
- Men and women in the 50-59 age range became more educated in the period of 1984 to 2005. The proportion of women with a bachelor degree or higher increased from 3% to 17%. The proportion of men increased from 7% to 20%<sup>19</sup>.

### 3.3 Victoria

*Population Projections Australia*, as released by the ABS in June 2006 provides the following statistics on Victoria's future population:

- Victoria's 2004 population was 5.0 million. This is projected to increase to between 6.2 and 7.4 million by 2051.
- Most growth will occur in Melbourne. The balance of Victoria will see its population begin to decline between 2037 and 2045.
- Victoria's median age will increase from 36.6 in 2004 to between 45.1 and 48.1 in 2051.
- The percentage of people aged 65 and over will increase from 13% in 2004 (663,000 people) to between 26% (1.7mil people) and 28% (2.1mil people) in 2051.
- The percentage of people aged 85 and over will increase from 2% to between 6% and 9% by 2051<sup>20</sup>.

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<sup>19</sup> Australian Bureau of Statistics (2006), 4102.0: Australian Social Trends, pp 7-12

<sup>20</sup> Australian Bureau of Statistics (2006), 3222.0: Population Projections Australia, pp 58-60



### 3.4 The G21 Region and Colac Otway Shire

The following tables have been formulated using Id community profile and population forecast data for the G21<sup>21</sup> region and Colac Otway Shire.

#### *Age Structure 2006*

|       | Colac Otway |       | G21     |       | Victoria |
|-------|-------------|-------|---------|-------|----------|
|       | No.         | %     | No.     | %     | %        |
| 0-4   | 1,219       | 6.1%  | 15,838  | 6.2%  | 6.2%     |
| 5-17  | 3,806       | 19.2% | 46,371  | 18.3% | 17.3%    |
| 18-64 | 11,632      | 58.6% | 152,740 | 60.3% | 63.1%    |
| 65-84 | 2,790       | 14%   | 33,472  | 13.2% | 11.6%    |
| 85+   | 420         | 2.1%  | 5,033   | 2.0%  | 1.7%     |

#### *Community Profile 2006*

|                                                                            | Colac Otway | G21   | Victoria |
|----------------------------------------------------------------------------|-------------|-------|----------|
| Average household size                                                     | 2.42        | 2.47  | -        |
| Residents born in a non-English speaking country                           | 2.7%        | 7.8%  | 17.4%.   |
| Residents earning above \$1000 per week                                    | 10.6%       | 14.7% | 17.1%    |
| Residents earning under \$400 per week                                     | 45.7%       | 45.2% | 41.8%    |
| Residents with a bachelor degree or higher                                 | 8.6%        | 12.7% | 17.2%    |
| Residents with vocational qualifications                                   | 18.6%       | 18.4% | 15.3%    |
| Residents who have completed year 12 or equivalent                         | 29.0%       | 36.4% | 44.2%    |
| Residents who need assistance with core activities                         | 5.4%        | 4.7%  | 4.2%     |
| Volunteer involvement                                                      | 25.6%       | 20.2% | 17.8%    |
| Residents who provide unpaid care (disability, long term illness, old age) | 12.2%       | 11.4% | 10.4%    |
| Residents in the labour force                                              | 61.9%       | 59.2% | 60.8%    |
| Residents with a broadband internet connection                             | 24.4%       | 34.2% | 38.6%    |
| Lone person households                                                     | 27.9%       | 25.1% | -        |

#### *Community Profile Notes*

- G21
  - The dominant languages other than English spoken at home were Italian (1.2%) and Croatian (1.0%).
  - Compared to the Victorian averages, people are more likely to work in manufacturing, construction, retail trade, and health care and are less likely to work

<sup>21</sup> The G21 Region includes the Borough of Queenscliffe, City of Greater Geelong, Colac Otway Shire, Golden Plains Shire and Surf Coast Shire.



in professional, scientific and technical services as well as financial and insurance services.

- Colac Otway
  - The dominant language other than English spoken at home was Italian (0.5%).
  - Compared to the G21 region averages, people are more likely to work in agriculture as well as accommodation and food services. They are less likely to work in manufacturing, retail, education and professional services.

#### *Population Forecasts*

|             | 2006    | 2021    | Number | Avg annual % change |
|-------------|---------|---------|--------|---------------------|
| Colac Otway | 21,660  | 23,949  | 2,289  | 0.67%               |
| G21         | 273,665 | 345,641 | 71,976 | 1.57%               |

#### *Colac Otway Shire Small Area Forecasts*

|                           | 2006  | 2021  | Number | Avg annual % change |
|---------------------------|-------|-------|--------|---------------------|
| Colac – Central           | 3,965 | 3,990 | 25     | 0.04%               |
| Colac – East              | 2,672 | 2,884 | 212    | 0.51%               |
| Colac – West              | 2,915 | 2,937 | 22     | 0.05%               |
| Elliminyt                 | 1,891 | 3,083 | 1,192  | 3.31%               |
| Great Ocean Road - Otways | 2,965 | 3,684 | 719    | 1.46%               |
| Rural North               | 3,175 | 3,200 | 25     | 0.05%               |
| Rural South               | 4,077 | 4,171 | 94     | 0.15%               |

#### *Service Age Population Forecasts*

|       | Colac Otway |       |        |       | G21     |       |         |       |
|-------|-------------|-------|--------|-------|---------|-------|---------|-------|
|       | 2006        |       | 2021   |       | 2006    |       | 2021    |       |
|       | No.         | %     | No.    | %     | No.     | %     | No.     | %     |
| 0-4   | 1,217       | 5.6%  | 1,329  | 5.5%  | 16,495  | 6.0%  | 20,085  | 5.8%  |
| 5-17  | 3,856       | 17.8% | 3,800  | 15.9% | 47,732  | 17.4% | 55,791  | 16.1% |
| 18-64 | 12,739      | 58.8% | 13,717 | 57.3% | 165,564 | 60.5% | 204,062 | 59.0% |
| 65-84 | 3,379       | 15.6% | 4,590  | 19.2% | 38,618  | 14.1% | 58,207  | 16.8% |
| 85+   | 469         | 2.2%  | 518    | 2.2%  | 5,294   | 1.9%  | 7,449   | 2.2%  |

The table on the following page provides population profile information specific to older adults has been formulated from data available through the State Government Office of Senior Victorians<sup>22</sup>.

<sup>22</sup> Office of Senior Victorians (2003), pg 1



|             | Estimated population aged 60+ in 2001 |     | Estimated population aged 60+ in 2021 |     | Proportion in labour force at age 60 in 2001 |         | Seniors born in a non-English speaking country | Seniors living in residential aged care facilities in 2001 | Seniors receiving HACC assistance in 2001 |
|-------------|---------------------------------------|-----|---------------------------------------|-----|----------------------------------------------|---------|------------------------------------------------|------------------------------------------------------------|-------------------------------------------|
|             | No.                                   | %   | No.                                   | %   | Males                                        | Females | %                                              | %                                                          | %                                         |
| Colac Otway | 4,441                                 | 21% | 6,346                                 | 30% | 58%                                          | 38%     | 6%                                             | 1%                                                         | 27%                                       |
| Victoria    | 830,033                               | 17% | 1,336,212                             | 25% | 61%                                          | 34%     | 26%                                            | 4%                                                         | 17%                                       |

Community Indicators Victoria provides an analysis of the Colac Otway Shire in comparison to the Barwon South West region and Victoria. Some of the results of the research are provided below<sup>23</sup>:

|                                             | Colac Otway | Barwon South West | Victoria |
|---------------------------------------------|-------------|-------------------|----------|
| Self-reported health                        | 55.7%       | 58.3%             | 54.3%    |
| Subjective well-being                       | 78.2%       | 78.2%             | 76.4%    |
| Social support                              | 96.2%       | 94.6%             | N        |
| Perceptions of safety                       | Day         | 98.6%             | 97.9%    |
|                                             | Night       | 80.0%             | 71.7%    |
| Food insecurity                             | 8.2%        | 3.8%              | 6.0%     |
| Transport limitations                       | 18.0%       | 16.4%             | 20.3%    |
| Participation in arts & cultural activities | 44.9%       | 49.6%             | 46.6%    |
| Citizen engagement                          | 74.0%       | 68.1%             | 53.8%    |

Deakin University and the Department of Human Services (DHS) (2005) undertook research into the health and social well-being of residents of Colac Otway. Some selected results for the sample population over the age of 50 have been provided below:

- 11% of felt lonely most of the time.
- 26% rated their health as fair or poor.
- 96% were satisfied with access to health and community services.
- 25% have access to a doctor who bulk-bills.
- 33% had done no physical activity in the last week.
- 60% of respondents think housing is not affordable for renting or buying.
- 58% are satisfied with the level of public transport available in the Shire.
- 66% are satisfied with planning and development in the Shire<sup>24</sup>.

<sup>23</sup> [http://www.communityindicators.net.au/wellbeing\\_reports/colac\\_otway](http://www.communityindicators.net.au/wellbeing_reports/colac_otway)





### 3.5 Significant Findings

The key results of the demographic analysis are:

- Both the world and Australian populations are ageing significantly.
- The needs and aspirations of older people within Australia are changing. As a population, older people are; working longer, more culturally diverse and more educated than previous generations.
- Colac Otway (16.1%) has a higher percentage of people aged over 65 than the G21 (15.2%) and Victorian (13.3%) averages.
- Colac Otway's population will grow over the next 15 years. The most significant growth will occur in the Great Ocean Road – Otways and the Elliminyt regions.
- Colac Otway's population of over 60 year olds will increase from 4,441 (21% of the population) in 2001 to 6,346 (30% of the population) by 2021.
- Colac Otway's population, in comparison to the Victorian and G21 averages, has;
  - Lower level of education attainment,
  - Lower income,
  - Lower level of residents born in non-English speaking countries,
  - Less broadband internet access,
  - More lone-person households,
  - Higher levels of volunteer involvement.
- The health and wellbeing of Colac Otway's population is generally in line with that of Victoria with the only major exceptions being that Colac Otway residents feel more safe at night and are more engaged in their community but they also have higher rates of food insecurity.

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<sup>24</sup> Deakin University and DHS (2005) pp 44-60



## 4 Policy Context

This section details the policies that drive the ageing population agenda at the international level and flow through to provide direction to Colac Otway Shire at the local level.

### 4.1 International

The *United Nations Principles for Older Persons* (1991) brought the ageing population to the world's attention. The principles were as follows:

- Independence
- Participation
- Care
- Self-fulfilment
- Dignity<sup>25</sup>

The World Health Organisation in 2002, through its *Active Ageing: a Policy Framework*, recognised the social model of health and a broad definition of active it its approach to the ageing population.

‘Active ageing is the process of optimizing opportunities for health, participation and security in order to enhance quality of life as people age. The word ‘active’ refers to continuing participation in social, economic, cultural, spiritual and civic affairs, not just the ability to be physically active or to participate in the labour force. ‘Health’ refers to physical, mental and social well being as expressed in the World Health Organisation definition of health. Thus, in an active ageing framework, policies and programs that promote mental health and social connections are as important as those that improve physical health status<sup>26</sup>.’

The United Nations 2002 *Madrid International Plan of Action on Ageing* is recognised as the worlds leading document on the planning for the ageing population. It suggests the following priority directions:

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<sup>25</sup> United Nations (1991) *Principles for Older Persons*

<sup>26</sup> World Health Organisation (2002) *Active Ageing: A Policy Framework* pg 12



- Older persons and development.
- Advancing health and well-being into old age.
- Ensuring enabling and supportive environments<sup>27</sup>.

In 2007, the World Health Organisation released *Global Age-friendly Cities: A Guide*.

This document provides a checklist that identifies the characteristics of an age-friendly city. It identifies the policies, services, settings and structures that enable people to age actively by:

- Recognizing the wide range of capacities and resources among older people.
- Anticipating and responding flexibly to ageing-related needs and preferences.
- Respecting their decisions and lifestyle choices.
- Protecting those who are most vulnerable.
- Promoting their inclusion in and contribution to all areas of community life<sup>28</sup>.

## 4.2 Federal Government

Prior to the *Madrid International Plan of Action on Ageing*, the (former) Australian Government released its *National Strategy for an Ageing Australia: An Older Australia, Challenges and Opportunities for All*. The key themes of the strategy were:

- Retirement Income System.
- A Changing Workforce.
- Attitude, Lifestyle and Community Support.
- Health Throughout Life - Healthy Ageing.
- World Class Care<sup>29</sup>.

In 2007, the Department of Health and Ageing responded to the international agenda through its report on the *Implementation of the Madrid International Plan of Action on Ageing*. The report outlined the broad principles of the national strategic policy framework:

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<sup>27</sup> United Nations (2002) *Madrid International Plan of Action on Ageing*

<sup>28</sup> World Health Organisation (2007) pg 5

<sup>29</sup> Commonwealth of Australia (2001) *National Strategy for an Ageing Australia: An Older Australia, Challenges and Opportunities for All*



- Ageing issues are the responsibility of governments, business and the community.
- All Australians, regardless of age, should be able to continue their social and economic participation.
- Public programs on ageing should supplement rather than supplant the role of individuals, their families and communities.
- A strong evidence base should inform policy responses.

The report recognises that Australia has been focused on ageing for more than a decade. This has meant supporting health, wellbeing and healthy ageing, the mature age workforce, planning for retirement, including financial planning, retirement incomes and world-class care<sup>30</sup>.

### 4.3 State Government

The Department of Human Services 2002 publication, *Making this the Age to Be in Victoria: a Forward Agenda for Senior Victorians*, outlines the following agenda:

Six key directions:

1. Enable senior Victorians to lead independent, active and healthy lives for as long as possible.
2. Encourage communities to value, listen to, and learn from senior Victorians, and understand and appreciate the diversity of the ageing experience.
3. Create opportunities for senior Victorians to fully participate in economic, social and community life.
4. Equip senior Victorians with the information they need to understand their rights, and the choices and opportunities open to them.
5. Raise the profile of population ageing as an issue for government, business and the community, and build partnerships for action.
6. Provide opportunities for senior Victorians to contribute to planning for the future and promote informed decision-making by government, business and the community.

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<sup>30</sup> Department of Health and Ageing (2007) pp 3-10



Five themes from within this report provide the framework for action. They are:

- The Age to be Valued
- The Age to be Involved
- The Age to be Productive
- The Age to be Active
- The Age to be Consumer Wise<sup>31</sup>

The Department of Human Services provides further direction through its 2004 report, *Positive Ageing: A Strategy for Current and Future Senior Victorians*.

It suggests that, 'Positive Ageing is a strategy to maximise the quality of life and social recognition of senior Victorians. Seniors play many vital roles in our community, as family members, carers, volunteers, neighbours, workers and consumers. Positive Ageing will strengthen recognition of these roles'. The report recommends five positive ageing principles.

Senior Victorians should have:

1. Confidence that their rights will be upheld, their autonomy accepted and their dignity respected.
2. Certainty that they are valued and listened to for their past, current and future contributions.
3. Opportunities to fully participate in their communities.
4. Access to information, support and services to maximise their independence and maintain their health and wellbeing.
5. Government services and communities which are responsive to their particular needs and interests and which recognise the increasing diversity of our community<sup>32</sup>.

Some of the initiatives of the report include working towards a more age-inclusive society, increasing opportunities for participation, improving access to information and promoting a better understanding of the challenges of positive ageing.

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<sup>31</sup> Department of Human Services (2002) *Making this the Age to Be in Victoria: a Forward Agenda for Senior Victorians*, pp 7-8

<sup>32</sup> Department of Human Services (2004) *Positive Ageing: A Strategy for Current and Future Senior Victorians*, pp 7-8



#### 4.4 G21 Region Alliance

The *Planning for Healthy Communities in the G21 Region 2006-09* report recommends ‘a strong focus be placed on promoting Positive Ageing through the development of process, understanding and planning capacity’. The report adopted six regional priorities:

- Preparing for population change.
- Community strengthening and social inclusion.
- Healthy active transport.
- Physical activity and healthy eating.
- Better access to services.
- Local government and environmental health<sup>33</sup>.

The G21 Region Alliance, in conjunction with the Municipal Association of Victoria and the Council on the Ageing has held three healthy ageing forums. These forums have focussed on three themes:

- Promoting age friendly communities.
- Ageing workforce and volunteering.
- What community would you plan to live in when you are 75 years old?

These forums presented international, national and regional perspectives of the ageing population. They facilitated discussion on approaches to keeping people in the workforce, providing age-friendly urban design, ensuring the needs of older people are considered in local government planning and innovative approaches to future service delivery using partnerships and incorporating the private sector.

#### 4.5 Other Agencies

There are a number of other agencies who have provided significant research and strategic approach to the healthy living / positive ageing agenda in Colac Otway.

- Australian Local Government Association

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<sup>33</sup> G21 (2006) pp 7-38



- Municipal Association of Victoria
- Council on the Ageing
- Deakin University
- Regional Health Services
- Heart Foundation
- VicHealth
- Other Local Government Agencies

The publications of these organisations have been used to help guide the suggested strategies in section 7.2.

#### **4.6 Colac Otway Shire**

##### *Council Plan 2005-09*

The ageing population is recognised in the Council Plan as contributing to the difficulty in recruiting skilled employees and the ability to meet service delivery expectations. Assessing the impact and demand implications of the ageing population is recognised as a community priority.

##### *Municipal Public Health Plan 2007-09*

The Municipal Public Health Plan recommends the provision of a positive ageing strategy as one of its 'Health and Wellbeing' priorities. Within this recommendation the following actions are also recommended:

- Work in partnership with Warrnambool City Council to develop a Mature Aged Workers Strategy.
- Participate in a G21 approach to supporting positive ageing.
- Implement falls prevention initiatives with Colac Area Health and Otway Health.

*Municipal Strategic Statement*

Council is currently preparing amendment C55 to the Colac Otway Planning Scheme. The amendment introduces a new Municipal Strategic Statement as per the planning scheme review. It affects all land within the municipality. The draft C55 amendment does not make any reference to providing an appropriate built environment for the ageing population.

Colac Otway Shire has a number of other strategic documents that impact older people in the community including:

- Affordable Housing Strategy 2007.
- Apollo Bay Strategic Footpath Network Plan 2002.
- Apollo Bay Structure Plan 2007.
- Arts & Culture Strategy 2007-2011.
- Colac Structure Plan 2007.
- Community Services & Professional Services Industry Profiles 2004.
- Community Access and Inclusion Plan 2004-2007.
- Economic Development and Tourism Strategy 2004.
- Festival and Events Strategic Plan 2007-2011.
- Geelong & Colac Region Skills Research Project 2005.
- Recreation Strategy 2006-2010.
- Tertiary Opportunities Study 2003.
- Volunteer Engagement and Sustainability Strategic Plan 2008-2012.

These documents have been used to help guide the suggested strategies in section 7.2.



## 5 Colac Otway Shire's Service Provision Model

The services available to older people in Colac Otway are planned, funded and provided through all three levels of government and through a range of private and community agencies. The service mix offers opportunities for older people from employment services, recreation and social opportunities through to high care residential packages for those with more complex needs. This section details the availability of services and opportunities below:

**Learning, physical activity, social, arts and volunteering opportunities** are provided by a mix of community agencies, health agencies and Council at a range of locations throughout the shire. Programs are provided for general residents as well as for older people.

**Community Meeting Space** for older people to gather, such as senior's centres, is provided by Council, the Returned and Services League (RSL), health agencies, community agencies and church organisations throughout the shire.

**Seniors Week** activities are provided by the Shire annually. Activities are generally socially based and provide opportunity to promote services as well as improve the well-being of older people.

**Adult Day Programs** are offered by a range of service providers at a number of locations in the Shire to promote physical and social activity for older people and people with disabilities.

**Home and Community Care (HACC)** is a cost-shared program between the Australian, State and Local governments. Local Government is the major HACC provider in the state. The program funds services designed to help older people to live independently in their own homes. The type of services funded through the HACC program include nursing care, allied health care, meals and other food services, domestic assistance, personal care, home modification and maintenance, transport, respite care and counselling.

**Community Aged Care Packages (CACPs)** are designed to be used when a person's care needs are more complex and they need assistance such as with bathing, meals, shopping and getting around. A CACP is an individually tailored package of care services which helps people with lots of different care needs to stay living at home by co-ordinating the different services they need. The types of

services that may be provided as part of a package include personal care, social support, transport to appointments, home help, meal preparation and gardening.

**High and Low Level Residential Care.** High level care provides ongoing 24 hour nursing care, meals, laundry, cleaning and personal care. Low level care lets a person live independently while receiving assistance with meals, laundry and personal care, but does not include the provision of nursing care.

A range of **Pensions, Benefits and Concessions** are provided including the age pension, pharmaceutical benefits scheme, public transport concession card and senior's card.

**Transport** is provided in a number of forms and by a range of agencies including private providers, the RSL, health agencies, community agencies and Council.

**District Nursing Services,** provided by Colac Area Health and Otway Health, are available in the home and can provide support and advice on a range of health issues to those in need.

**Allied Health Services** are available through the health agencies although not all services are available locally and can only be accessed in Geelong.

**Employment and Training services** are provided by a mix of public and private organisations throughout the Shire. Services range from employee to employer focus and provide opportunities to match older people with suitable training and employment opportunities.

## 6 The Changing Needs of the Ageing Population

As explained in section 3, the needs of older people are changing. To ensure ongoing relevance, providers of services to older people must constantly review their service models. This section details the outcomes of some academic research as well as summarising the responses to the agency and community consultation processes.

### 6.1 Agency Consultation

Phone interviews were conducted with a range of community agencies, local business representatives and research agencies. The significant outcomes from these interviews are noted below.

#### *Otway Health*

- Otway Health is providing a range of community, transport and allied health programs to the community. They are hoping to improve the marketing of their community programs in the future.
- It is a priority for Otway Health to attract suitable funding to provide accommodation for a dentist in Apollo Bay.
- Otway Health is concerned about the lack of available housing in the area making it difficult to attract staff.

#### *Colac Area Health*

- Is committed to the Person Centres Planning model for the provision of its HACC services.
- Would like to work in partnership with Council and other local agencies to ensure program provision is complimentary to the community's needs.
- Suggests that there are opportunities for improvement in the built environment for older people.
- Sometimes finds it difficult to fill skilled aged-care roles within the organisation.

*Birregurra Community Health Service (Colac Area Health)*

- The Birregurra Community Health Service (BCHS) is running a range of health, physical activity and social activities for the community.
- The gym has a membership of around 60 and most of the members ages are between 40 and 60.
- They run a shopping bus to Colac every Thursday that averages around 15 people.
- They would be keen to link with other agencies to provide programs at the centre.

*Council on the Ageing*

- A major priority for Council on the Ageing (COTA) is finding appropriate ways to tackle ageism and questioning the common ideas around older people.
- COTA suggests that the interests of older people are becoming more diverse and that providing greater diversity in services and programming will be an on-going challenge.
- A priority for COTA is maximising the positive things that older people bring to the community.

*South West Do Care*

- Concerned with the number of agencies providing similar programs. The agencies need to work in partnership more.
- South West Do Care is struggling to access volunteers and is being held back by this in the services it can provide.
- Would like to see more intergenerational programs.

*Barwon Primary Care Forum*

- The Barwon Primary Care Forum (BPCF) agenda is set by DHS. The BPCF provides the link between the health providers in the region but does not directly provide services.
- The priorities of the BPCF are to educate people nearing retirement about health issues and manage chronic disease.

*Leisure Networks*

- Leisure Networks is partnering with University of the 3<sup>rd</sup> Age (U3A) to provide Lifeball and Balance and Beyond programs in Colac Otway. They also provide Good Sports Accreditation to local sports clubs.
- The provision of future programs relies on the availability of funding, the outcomes of needs assessments and the priorities of Vichealth.
- They generally promote their programs through word of mouth and existing networks.

*Municipal Association of Victoria*

- The Municipal Association of Victoria (MAV) / COTA Positive Ageing project has been extended to February 2009.
- The main focus of the program will be to complete the projects that have been funded through the agency in 2007. There are no more funding opportunities available.
- The Age-friendly environments work undertaken by the World Health Organisation is considered a priority for inclusion in the Positive Ageing Strategy.

*Otway Business Inc.*

- Retailers are generally aware of the needs of people with prams and in wheelchairs and understand that they need to cater for these populations.
- Removing the hazards along the streetscape and improving access for older people is a priority.
- Otway Business Inc. would be happy to work with Council to provide information sessions on technology and other issues for older people.
- Otway Business Inc. is not yet looking at strategies to arrest skills shortages but it is recognised that this may be an issue in the future.

*Colac Otway Workforce*

- The current skills shortages are in traditional areas of engineering, town planning and allied health services.



- State Government is partnering with employment agencies to provide opportunities for older workers.
- Businesses in Colac are filling jobs through workers from overseas if necessary.
- The larger organisations are aware of the issues and are willing to employ older workers.

#### *Deakin University*

- The age-friendly cities work by the World Health Organisation, the *health outcomes or elderly people in a rural & regional environment* report by Deakin University and DHS and the walkability work being undertaken by City of Greater Geelong must be considered in a Positive Ageing Strategy.

#### *Colac Community Hub / Neighbourhood Renewal*

- Colac Community Hub is running many health, learning, art and social activities for older people in the community.
- The programs are generally well attended.
- There is no bus stop out the front so this makes access difficult. Some people take taxi's to access the facility.
- Would like to see more cross-generational programs, more programs with recognition. The men's shed will provide a resource for these opportunities.

#### *Department of Human Services Barwon South-Western Region*

- DHS Barwon South-Western region strategic documentation does not currently recognise the ageing population as a significant priority however there are a number initiatives at the program level that demonstrate DHS ageing population priorities;
  - Provision of the Well for Life program to improve the nutrition and physical activity of older people through both Aged Care Residential Facilities and Planned Activity Groups.
  - Development of the Active Service Model for HACC services. The Active Service Model is currently being piloted throughout Victoria. It aims to maximise client independence and provide more targeted services.



- It is also a priority for DHS to keep up with demand for public sector aged care beds and HACC funding needs.

#### *Warrnambool Positive Ageing Project*

- Would like to extend its Mature Aged Workers Strategy to Colac Otway Shire and has funding from the Municipal Association of Victoria and the Council on the Ageing to do so.
- Is running a number of programs for older people very successfully including its ‘inspector gadgets’ technology programs.
- Is undertaking some mapping research into the local workforce skills gaps and is in the process of setting up an older persons skills bank for casual employment.

#### *Barongarook Gardens Retirement Village and Aged Care facility*

- Sees social isolation as a major issue for the local ageing population.
- Considers transport costs to be a barrier to older people being more active.
- Suggests that a directory for older people of all of Council’s services for older people would be beneficial.
- Suggests intergenerational programming has a role to play in the meeting social isolation needs, improving the perceptions of older people in the community and keeping older people mentally and physically active.

#### *Mercy Health and Aged Care Colac*

- Suggests that access to services is the biggest need for older people in Colac Otway. The waiting time for appointments is too long.
- Mercy Health is finding it difficult to attract qualified staff.

#### *Colac Otway Shire*

- Provision of the relevant policy context for the ageing population is important in confirming Council’s commitment to managing the challenges of the ageing population.
- A mature age workers strategy would be of benefit to the organisation.



- The provision of computers with broadband internet, (and introductory classes for older people) in places where older people feel comfortable is likely to have a positive impact on access to information by older people. It would not resolve the information access problem alone though.
- Council undertook an oral history project five or six years ago. Another oral history project is a good idea but it would need to not replicate the last one.
- The Transport Connections program is looking to partner with community agencies and private providers to improve transport access. Funds are available to pilot transport initiatives over the next few years.
- Better integration across organisations of service provision for older adults is a priority.





## 6.2 Community Consultation

Eight community consultation sessions were held as follows:

| Date        | Venue                                          | Attendees |
|-------------|------------------------------------------------|-----------|
| 29 January  | Kanyana Senior Citizens Centre                 | 22        |
| 30 January  | Colac Tourist Information Centre               | 6         |
| 30 January  | Birregurra Hall                                | 11        |
| 31 January  | Apollo Bay Senior Citizens Centre              | 8         |
| 31 January  | Colac Otways Performing Arts & Cultural Centre | 10        |
| 18 February | Apollo Bay Senior Citizens Centre              | 15        |
| 25 February | Colac High School                              | 16        |
| 29 February | Colac Neighbourhood House                      | 16        |

The sessions were advertised through a range of sources including newspaper advertisements, distribution of flyers and direct letters to targeted groups. The structure of the sessions was centred on the State Government's framework of the age to be valued, involved, productive, active and consumer wise. A sixth category was added in order to facilitate discussion about the provision of care for older people. This category was 'the age to be cared for'.

While there were many differing opinions offered through the discussions had throughout the eight sessions, in general it is considered that the supported opinions from the community consultation were:

### The Age to be Valued

- Many older people feel valued when volunteering and when needed by family and friends.
- Older people need to feel needed by their families and the general community.
- Some do not feel valued by society, especially when they are no longer working.

### The Age to be Involved

- The lack of suitable transport is a problem for many older people.
- Kneeling busses help older people access bus services.



- Trains to and from Geelong need to be provided at more suitable times.
- The need for accessible car parking is high on the agenda for many older people.
- Many older people feel unsafe when crossing roads in Colac and Apollo Bay. Many streets do not have suitable crossings or footpaths clear of obstructions.
- Many older people feel unsafe in the vicinity of children on bikes and skateboards.

#### The Age to be Productive

- Older people are able to access volunteer opportunities locally if they want them.
- Some industries value older workers and are trying to retain them. Other industries do not.
- Some older people have a lot of time and are not sure what to do with it.

#### The Age to be Active

- There are plenty of accessible opportunities for physical and social activity for older people.
- Bluewater Fitness Centre provides an excellent service.
- Greater access to arts programs is required.
- There is a need to consolidate sources of information for older people including learning, recreation, housing, service information etc.
- There is a need to better coordinate marketing of available services and programs to the community.

#### The Age to be Consumer Wise

- While many take advice from friends and family, others would like access to information on legal issues, superannuation, insurance, driving, mobility scooters and technology.
- Many older people don't feel the need to learn new technologies. They get by with what they already know.

#### The Age to be Cared For

- Temporary access to home care and transport services for older people who may be temporarily ill or injured, is a service that is lacking.

- The HACC service is generally very good.
- The Kanyana Centre is not meeting the needs of enough residents, it could be utilised for a much wider range of programs and services for more people.
- There is no dentist in Apollo Bay.
- Getting suitable doctors appointments in Colac can be difficult.
- There is no low cost housing in Apollo Bay.

The session held at Colac High School was not run via the same format. This session was attended by sixteen year nine students. In this session the students were asked questions about their attitudes towards older people and their thoughts on their own ageing.

The students were asked to draw pictures of themselves as 70 year olds. Fifteen responses were received. Ten of the responses were considered to be positive and five negative. The positive responses included pictures of older people undertaking physical activity, being with family and being with animals. The negative responses included depictions of arguments with young people, old people using walking frames, being in a nursing home and watching others die.

Some of the other general responses from the session included:

- Most suggested that you become an 'older person' at the age of 60 to 65 but answers ranged from 50 to 70.
- Most respondents spent time with older people through their family members and family friends.
- Most enjoyed the stories told by older people and recognised that the stories were both fun and that you could learn from them.
- Most recognised the differences between older people and themselves but did not think this was a barrier to being friends. The differences were not a problem as it meant you could talk about more things.
- Most felt valued by older people as they thought older people enjoyed being with them.
- Many suggested that family was very high on their priority list now and would continue to be as an older person. Friends, sport, food, the opposite sex and pets were also mentioned as being important now.
- In the future many thought family, friends and health would be most important.

- Most were looking forward to having more spare time, doing nothing, reading, spending time with grandchildren, travelling, having scooters and being active as older people themselves.
- They were not looking forward to slowing down, getting wrinkles, watching family and friends dying and dying themselves.
- Many suggested that they would continue to use computers and current technology as they get older but would only learn newer technologies if they needed them.
- Some suggested that they are sometimes frustrated by older people when they are driving slowly or taking a long time at the checkout in the supermarket.
- The group found it difficult to understand how older people might sometimes feel intimidated by younger people.

### 6.3 Academic Research

There is a large amount of academic research on the health and wellbeing of ageing populations. The results of relevant research are provided within five headings below.

#### *Pre-retirement Planning*

Llewellyn, Balandin, Dew and McConnell (2007) argue that successful ageing requires optimum health and well-being, active support networks, community engagement and personal autonomy over life choices. It is argued that staying longer in paid work increases financial independence, social connectedness and self-worth through contribution to the community.

Once leaving the workforce, Llewellyn, Balandin, Dew and McConnell suggest that the key to healthy post-retirement ageing may be the undertaking of pre-retirement planning. Pre-retirement planning maximises opportunities to be productive. It is suggested that this process should be undertaken in the workplace through employee assistance programs<sup>34</sup>.

Quine, Bernard and Kendig (2007) contend that:

- Many baby boomers have not planned for their retirement or old age.

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<sup>34</sup> Llewellyn, Balandin, Dew and McConnell (2004) pp 366-368



- Low socio-economic status baby boomers are less likely to have planned because of limited resources.
- Low socio-economic baby boomers hold the government responsible for providing adequate income in their retirement as they have not had time to accrue sufficient superannuation<sup>35</sup>.

### *Workforce Participation*

Schofield, Passey, Earnest, Gloor and Shrestha (2007) suggest that participation rates for people in the workforce are directly related to self-reported health. The healthier the population, the higher the labour force participation rate. Higher labour force participation rates may be achieved through prevention of work-limiting conditions and through an economic landscape that improves accessibility of the work force to older people<sup>36</sup>.

Schofield and Fletcher (2007) suggest that baby boomers make up around 57% of the current health workforce in Australia and that their retirements over the coming years will create shortages in many employment sectors.

In terms of dentistry, a significant issue for the community of Apollo Bay, Schofield and Fletcher suggest that 22% of the already understaffed workforce will retire over the next 10 years and Australia's capacity to provide dental services will fall even further behind demand. It is predicted that by 2010 there will be 1500 fewer dentists than required across the country<sup>37</sup>.

### *Choice in Retirement*

Quine, Wells, de Vaus and Kendig (2007) undertook qualitative and quantitative research of mature aged workers to understand the importance of choice in retirement decisions and its impact on subsequent well-being.

The study suggests that many people in Australia are forced to retire due to factors beyond their control such as compulsory retirement policies, health problems and employment problems. These instances take choice away from retirees and can be the precursor to poor physical and mental health, depression, and poor adjustment to retirement. Perceptions of choice are increased by being

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<sup>35</sup> Quine, Bernard and Kendig (2007) pg 149

<sup>36</sup> Schofield, Passey, Earnest, Gloor and Shrestha (2007) pp 230-240

<sup>37</sup> Schofield and Fletcher (2007) pg 138



financially secure, owning a home, having a history of continuous employment and being in a stable relationship.

The results of the research identified that choice in retirement was an important factor in predicting future health and well-being both 12 months and 36 months after retirement. Participants who had low choice in retirement considered themselves as having worse health, lower levels of physical activity, lower levels of social activity, worse diet, less frequently feeling happy, and having a less satisfying marital relationship than participants who had high choice. Participants with high choice were likely to report increases in physical activity, social activity, and happiness<sup>38</sup>.

Research undertaken by Alpass, Towers, Stephens, Fitzgerald, Stevenson and Davey (2007) in New Zealand found that those who are currently retired and would prefer to be retired have adjusted to retirement better than those who have retired but would prefer some employment<sup>39</sup>.

#### *The effects of stereotypes on older people*

Levy, in her 1996 study on the effects of subliminally activated stereotypes on older people found that an intervention that activated positive stereotypes of aging without the participant's awareness tended to improve memory performance and views of aging in old individuals. Subsequently, an intervention that activated negative stereotypes of aging tended to worsen memory performance and views of aging in old participants.

A second study demonstrated that for the strong effects to emerge from the shifting stereotypes, the stereotypes must be important to one's self-image. Young individuals randomly assigned to the same conditions as the old participants in the first study did not exhibit any of the significant interactions that emerged among the old participants. This research highlights the potential for memory improvement in old individuals when the negative stereotypes of aging are shifted to more positive stereotypes<sup>40</sup>.

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<sup>38</sup> Quine, Wells, de Vaus and Kendig (2007) pp 173-179

<sup>39</sup> Alpass, Towers, Stephens, Fitzgerald, Stevenson and Davey (2007) pg 247

<sup>40</sup> Levy (1996) pg 1092



*Affordable Housing*

Cartwright (2007) suggests that affordable, accessible, and appropriate housing contributes to health and well-being.

Cartwright's research argues the increased need for affordable housing for older people due to the following trends:

- Particularly in coastal areas, some older homeowners are unable to meet increasing home maintenance and rates costs. This is leading some to sell their homes and seek more affordable accommodation.
- Shrinking public housing stock, gentrification and loss of caravan parks is lessening the availability of affordable accommodation.
- The shift in emphasis for the provision of aged care services from residential services to provision in private homes is increasing the numbers of older people requiring affordable accommodation.

The outcomes of the research suggested that older people preferred to be housed in small clusters of units, close to towns and integrated within the community as opposed to stand-alone houses, granny flats or semi-detached units. Access to transport was also considered important<sup>41</sup>.

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<sup>41</sup> Cartwright (2007) pp 258-266



## 7 Research Outcomes

The purpose of this section is to summarise the research undertaken and to clarify the opportunities for improvement for Colac Otway Shire.

### 7.1 What is Colac Otway Doing Well?

Colac Otway Shire and the agencies within are providing a range of opportunities that are meeting the needs of many of the older people within the community including:

- Home and Community Care
- Physical activities
- Learning opportunities
- Social activities
- Policy, planning and research
- Health promotion
- Facility provision
- Allied health services
- Volunteer opportunities
- Community infrastructure used by older people

### 7.2 Where Does Colac Otway Need to Improve? - Identified Priority Outcomes

Through the research undertaken, the following tasks have been identified as priority areas for inclusion within the Positive Ageing Strategy:

#### The Age to be Valued

- Update the relevant policy platform to confirm Council's commitment to positive ageing.
- Continue to undertake regional research and planning in conjunction with G21 and the Department of Human Services / Deakin University partnership.
- Improve the portrayal of older people in the media and government publications.





- Provide greater opportunity for intergenerational programs.

#### The Age to be Involved

- Work towards provision of an age-friendly built environment.
- Improve access to transport opportunities throughout the Shire.
- Improve access to the internet throughout the Shire.
- Improve access to community events throughout the Shire.

#### The Age to be Productive

- Improve access to volunteer opportunities.
- Improve access to the work force.

#### The Age to be Active

- Improve communication and marketing of services and opportunities available to older people.
- Facilitate a more integrated approach to the provision of services and opportunities.

#### The Age to be Consumer Wise

- Provide a series of consumer wise information sessions and publications.

#### The Age to be Cared for

- Improve access to appropriate housing.
- Improve access to health services, especially considering outlying areas.
- Expand on the provision of health promotion opportunities.

## **8 Next Steps**

The next step in the process is to use the information gathered in this document to formulate the strategy plan for approval by the community and Council.



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United Nations Programme on Ageing

<http://www.un.org/esa/socdev/ageing/>

ALGA Planning for and Ageing Community

<http://www.alga.asn.au/policy/healthAgeing/ageing/>

Community Indicators Victoria

[http://www.communityindicators.net.au/wellbeing\\_reports/colac\\_otway](http://www.communityindicators.net.au/wellbeing_reports/colac_otway)

The MAV/COTA Local Government Positive Ageing project

<http://www.mav.asn.au/hs/ageing/positiveageing>

[http://www.cotavic.org.au/healthy\\_and\\_active\\_ageing](http://www.cotavic.org.au/healthy_and_active_ageing)

Mature Age Work

<http://www.jobwise.gov.au>

Australia's national agency for health and welfare statistics and information

<http://www.aihw.gov.au>





# Colac Otway Shire Positive Ageing Strategy Action Plan 2008 - 2012



Prepared by ASR Research  
Final Report - June 2008

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Colac Otway Shire acknowledges the contribution of the community reference group in driving the process to gather the relevant information for the Positive Ageing Strategy. The reference group members provided their invaluable knowledge and experience to ensure a comprehensive consultation process and outcomes relevant to the needs of the Colac Otway community.

### Community Reference Group Members

- Cr. Peter Mercer
- Ann Trew
- Judith Kennedy
- Yvonne Orr
- Heather Barker

Colac Otway Shire also acknowledges the 104 community members who attended the eight community consultation sessions held across the Shire. Council recognises that without the support of the community, providing an appropriate locally focused response to the challenges of the ageing population would not be possible.

Finally, Council recognises the contribution made by local service providers, government bodies, research agencies and Council staff towards the formation of this Action Plan. Representatives from over 30 organisations have provided their input at key stages throughout this process.



## CONTENTS

|          |                                                      |           |
|----------|------------------------------------------------------|-----------|
| <b>1</b> | <b>Purpose of this Action Plan</b> .....             | <b>2</b>  |
| <b>2</b> | <b>Research Outcomes</b> .....                       | <b>3</b>  |
| <b>3</b> | <b>Key Result Areas and Tasks</b> .....              | <b>4</b>  |
| <b>4</b> | <b>Funding</b> .....                                 | <b>5</b>  |
| <b>5</b> | <b>Monitoring and Evaluation</b> .....               | <b>5</b>  |
| <b>6</b> | <b>Action Plan</b> .....                             | <b>6</b>  |
| 6.1      | Key Result Area 1 – The age to be valued.....        | 6         |
| 6.2      | Key Result Area 2 – The age to be involved.....      | 8         |
| 6.3      | Key Result Area 3 – The age to be productive .....   | 10        |
| 6.4      | Key Result Area 4 – The age to be active .....       | 11        |
| 6.5      | Key Result Area 5 – The age to be consumer wise..... | 12        |
| 6.6      | Key Result Area 6 - The age to be cared for.....     | 13        |
| <b>7</b> | <b>Abbreviations</b> .....                           | <b>15</b> |
| <b>8</b> | <b>List of Consulted Organisations</b> .....         | <b>15</b> |
| <b>9</b> | <b>References</b> .....                              | <b>15</b> |



## 1 Purpose of this Action Plan

The Victorian Government's Office of Senior Victorians suggests that:

*'Positive Ageing is a strategy to maximise the quality of life and social recognition of senior Victorians. Seniors play many vital roles in our community, as family members, carers, volunteers, neighbours, workers and consumers Positive Ageing will strengthen recognition of these roles'<sup>1</sup>.*

The purpose of this Action Plan is to adequately respond to the need for a Positive Ageing Strategy as outlined in the *Planning for Healthy Communities in the G21 Region 2006-09* report and Colac Otway Shire *Municipal Public Health Plan 2007-09*, as well as to contribute to the wellbeing of the community.

The population in Colac Otway is ageing. Catering for the needs of older people is going to become a larger part of the business of the Shire. The Productivity Commission's 2005 *Economic Implications of an Ageing Australia* research report recognised that in 2002/03, 49% of local government expenditure across Australia was attributed to the areas of education, health, welfare, housing and community amenities, recreation and culture. In acknowledging that a number of these services include expenditure on older people, the report suggests that the ageing population is likely to provide increasing demand on local government resources<sup>2</sup>.

Not only will the ageing population increase financial pressures on Local Government's provision of services and facilities, it will force communities to change their responses to the planning and design of key matters such as; urban landscapes; the provision of transport services; the community's housing needs and employment strategies. Communities must also find ways to harness the cultural knowledge and lifetime skills of older people.

Colac Otway Shire endeavours to provide Positive Ageing outcomes for its community through the provision of a strategy that is in line with the objectives of the Victorian State Government and the aspirations of the Colac Otway community.

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<sup>1</sup> Office of Senior Victorians (2004), pg 3

<sup>2</sup> Productivity Commission (2005), pp 291-293



## 2 Research Outcomes

The research methodology included the following steps:

- Formation of two reference groups, one for community members and the other for Colac Otway Shire staff
- International, national and local literature review
- Community profiling and population projection analysis
- Eight community consultation sessions across the Shire
- Interviews with over 30 representatives from local agencies, government bodies and research institutions
- Distribution of a draft report and action plan for public consultation
- Finalisation of the action plan for adoption by Council

The research undertaken concluded that Colac Otway Shire and the agencies within the region are providing a range of high quality services that are meeting the needs of many of the older people within the community including:

- Home and Community Care
- Physical activities
- Learning opportunities
- Social activities
- Policy, planning and research
- Health promotion
- Facility provision
- Allied health services
- Volunteer opportunities

The research also identified a number of priority service gaps to be addressed throughout the term of this strategy.



### 3 Key Result Areas and Tasks

The key result areas follow on from the theme of the Victorian Government's 2002 *Making this the Age to Be in Victoria* report with the addition of 'the age to be cared for'. The 'age to be cared for' was added in recognition of the role that local government plays in providing care services. The tasks have been identified through community and agency consultation as well as research into best practice provision for positive ageing outcomes.

| Key Result Area             | Tasks                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Age to be Valued        | <ul style="list-style-type: none"> <li>• Update the relevant policy platform to confirm Council's commitment to positive ageing.</li> <li>• Continue to undertake regional research and planning in conjunction with G21 and the Department of Human Services / Deakin University partnership.</li> <li>• Improve the portrayal of older people in the media and government publications.</li> <li>• Provide greater opportunity for intergenerational programs.</li> </ul> |
| The Age to be Involved      | <ul style="list-style-type: none"> <li>• Work towards provision of an age-friendly built environment.</li> <li>• Improve access to transport opportunities throughout the Shire.</li> <li>• Improve access to the internet throughout the Shire</li> <li>• Improve access to community events throughout the Shire.</li> </ul>                                                                                                                                              |
| The Age to be Productive    | <ul style="list-style-type: none"> <li>• Improve access to volunteer opportunities.</li> <li>• Improve access to the workforce.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| The Age to be Active        | <ul style="list-style-type: none"> <li>• Improve communication and marketing of services and opportunities available to older people.</li> <li>• Facilitate a more integrated approach to the provision of services and opportunities.</li> </ul>                                                                                                                                                                                                                           |
| The Age to be Consumer Wise | <ul style="list-style-type: none"> <li>• Provide a series of consumer wise information sessions and publications.</li> </ul>                                                                                                                                                                                                                                                                                                                                                |
| The Age to be Cared for     | <ul style="list-style-type: none"> <li>• Improve access to appropriate housing.</li> <li>• Improve access to health services, especially considering outlying areas.</li> <li>• Expand on the provision of health promotion opportunities.</li> </ul>                                                                                                                                                                                                                       |



## **4 Funding**

Responsibility for funding this Action Plan will rest with Council. It is suggested that funding opportunities be applied for to implement specific initiatives as they become available. It is also suggested that funding partnerships be arranged with local agencies to provide programs and services for older people when appropriate. Budgets for year 1 initiatives will be fully dependant on the sourcing of external funding where required.

## **5 Monitoring and Evaluation**

Overall responsibility for the implementation of this Action Plan lies with Colac Otway Shire's Manager of Health and Community Services.

Monitoring of progress should take place via progress reporting from responsible areas in February and August each year. This timing is designed to work in with Council's budget processes to ensure adequate funding of initiatives annually.

At the completion of the first two years of the strategy it is suggested that a major evaluation take place involving key external stakeholders. This review would offer changes to the Action Plan where necessary and re-invigorate support for the required outcomes.

While it has not been included within the Action Plan, Council may consider it preferable to form a Positive Ageing Reference Group of community, agency and Council representatives to coordinate its implementation. If this is the case, it is suggested that this group undertake the major evaluation at the completion of the first two years of the Action Plan as outlined above.

At the completion of the Action Plan it is suggested that the achievements be promoted to the community through integrated networks. At this time the research should be updated and the next phase of priorities identified for implementation.



## 6 Action Plan

### 6.1 Key Result Area 1 – The age to be valued

| Objectives                                                                                                                                        | Actions                                                                                                                                                         | Success Measurement                                                                                                                      | Responsibility                             | Budget                                 | Year                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------|----------------------|
| Update the relevant policy platform to confirm Council's commitment to positive ageing                                                            | Adopt the Positive Ageing Action Plan 2008-2012                                                                                                                 | Adoption of plans and statements as required                                                                                             | MH&CS<br><br>Partners:<br>SP               | Nil                                    | 1                    |
|                                                                                                                                                   | Adopt a Positive Ageing policy that outlines Council's commitment to the ageing population                                                                      |                                                                                                                                          |                                            |                                        | 1                    |
|                                                                                                                                                   | Facilitate the inclusion of relevant Positive Ageing statements in the Municipal Strategic Statement, Municipal Public Health Plan and Council Plan             |                                                                                                                                          |                                            |                                        | As plans are updated |
| Continue to undertake regional research and planning in conjunction with G21 and the Department of Human Services / Deakin University partnership | Continue to work within the G21 Alliance to ensure integration of regional and local priorities and plans relevant to the ageing population                     | Provision and use of relevant local research                                                                                             | MH&CS<br><br>Partners:<br>G21, DHS, DU     | Financial contribution may be required | Ongoing              |
|                                                                                                                                                   | Continue to work with the Department of Human Services and Deakin University partnership to provide appropriate research to inform policy and service provision |                                                                                                                                          |                                            |                                        |                      |
| Improve the portrayal of older people in the media and government publications                                                                    | Develop a photo library of positive images of older people for publications and promotional events                                                              | Undertaking of a promotional campaign using positive images of older people and promoting understanding of older people in the community | A&DS<br><br>Partners:<br>RS, A&C, PR, CONH | \$2000                                 | 1                    |
|                                                                                                                                                   | Investigate opportunities, and if feasible, undertake a promotional campaign involving positive images of older people in the community                         |                                                                                                                                          |                                            | \$2000                                 | 2                    |
|                                                                                                                                                   | Provision of positive information from Council in relation to the rights, responsibilities and opportunities for older people.                                  |                                                                                                                                          | MH&CS                                      | Nil                                    | Ongoing              |



| Objectives                                                 | Actions                                                                                                                                                                      | Success Measurement                                                                        | Responsibility                                           | Budget                  | Year                            |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------|---------------------------------|
| Provide greater opportunity for intergenerational programs | Investigate ways to link school students and older adults through intergenerational programs and if feasible undertake two pilot projects (such as a school reading program) | Completion of two pilot projects with a minimum of one project rolled out for continuation | A&DS<br><br>Partners:<br>CONH, RS,<br>A&C, SWDC,<br>CRLS | Nil<br>\$2000<br>\$2000 | 1<br>2 (Pilot 1)<br>3 (Pilot 2) |
|                                                            | Investigate opportunities, and if feasible, undertake an intergenerational seniors oral history project                                                                      | Satisfaction of participants and successful launch of completed project                    | A&C<br><br>Partners:<br>A&DS,<br>CRLS,<br>CONH,<br>DEECD | \$5000                  | 3                               |



## 6.2 Key Result Area 2 – The age to be involved

| Objectives                                                  | Actions                                                                                                                                                                                                                           | Success Measurement                                                           | Responsibility                                        | Budget | Year |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------|--------|------|
| Work towards provision of an age-friendly built environment | Work with Colac Community to provide a walkability framework for access to the Colac town centre (including the provision of crossings, seating and re-charge points for mobility scooters)                                       | Walkability plans and maps completed and community satisfaction with outcomes | MH&CS<br><br>Partners:<br>SP, Inf, CAH, OH, OBI, APCC | \$2000 | 3    |
|                                                             | Work with Apollo Bay community to provide a walkability framework for access to the Apollo Bay town centre (including the provision of paving, crossings, seating and re-charge points for mobility scooters)                     |                                                                               |                                                       | \$2000 | 2    |
|                                                             | Assess the need for walkability improvements in remaining townships and undertake walkability framework plans as required                                                                                                         |                                                                               |                                                       | Nil    | 4    |
|                                                             | Publish a walkability map for each town to advertise the improved access to the town centres                                                                                                                                      |                                                                               |                                                       | \$4000 | 4    |
|                                                             | Set construction guidelines and a development process to ensure provision of age-friendly Council buildings on the basis of 'good access' principles                                                                              | Community satisfaction with Council buildings                                 | Inf<br><br>Partners:<br>A&DS                          | Nil    | 1    |
|                                                             | Council to provide information to local business informing them of the changing population and promoting age-friendly built environments for local businesses (including guidelines for the appropriate provision of car parking) | Provision of suitable information to all businesses with a shop front         | ED<br><br>Partners:<br>OBI, ABCC, Inf                 | \$5000 | 4    |





| Objectives                                                     | Actions                                                                                                                                                                                            | Success Measurement                                                                                      | Responsibility                                            | Budget                                                            | Year        |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------|-------------|
|                                                                | Investigate opportunities and undertake activities to increase the use of seniors' centres to better reflect the diversity of the older people in the community                                    | Usage of seniors centres for more varied activities and by a more diverse representation of older people | MH&CS<br><br>Partners:<br>U3A, Seniors Clubs, Probus      | \$5000<br>\$5000                                                  | 2<br>3      |
| Improve access to transport opportunities throughout the Shire | Ensure the input of older people into the Transport Connections program                                                                                                                            | Increased usage of public and community transport by older people                                        | TC<br><br>Partners:<br>Transport Connections stakeholders | Transport Connections can apply for funding from DOI for projects | Ongoing     |
|                                                                | Through the Transport Connections program, investigate the need for the provision of accessible transport modes, relevant transport routes and flexible timetables for residents within the region |                                                                                                          |                                                           |                                                                   |             |
| Improve access to the internet throughout the Shire            | Provide access to computers with broadband internet access at senior's centres and other places where older people feel comfortable attending                                                      | Increasing internet usage levels among older people                                                      | MH&CS<br><br>Partners:<br>GC, CONH, CRLS, U3A             | Nil<br>\$15,000<br>\$2000                                         | 1<br>2<br>3 |
|                                                                | Partner with community agencies to provide internet classes at the sites above                                                                                                                     |                                                                                                          |                                                           |                                                                   |             |
| Improve access to community events throughout the Shire        | Encourage the participation of older people at community events through provision of more activities and accessible services for their needs                                                       | Increased participation by older people and increased opportunities at events                            | A&DS<br><br>Partners:<br>RS, A&C, COPACC                  | Nil                                                               | Ongoing     |
|                                                                | Consider the expansion of Seniors Week events to include promotion of relevant services, information provision and intergenerational activities for residents throughout the Shire                 |                                                                                                          |                                                           | \$5000                                                            | Ongoing     |
|                                                                | Provide outreach performing arts opportunities in line with the Arts & Culture Strategic Plan                                                                                                      |                                                                                                          | A&C                                                       | Nil                                                               | 2           |



### 6.3 Key Result Area 3 – The age to be productive

| Objectives                                | Actions                                                                                                                                                                                                     | Success Measurement                                                   | Responsibility                               | Budget    | Year    |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------|-----------|---------|
| Improve access to volunteer opportunities | In line with the recommendations of the Volunteer Strategy 2008, improve access to information for prospective volunteers                                                                                   | Increased numbers of volunteers with matched skills to required tasks | A&DS                                         | Nil       | 2       |
|                                           | In line with the recommendations of the Volunteer Strategy, provide opportunities for training and skill development for older volunteers                                                                   |                                                                       | Partners:<br>OCC,<br>CONH, OH,<br>CAH        | Nil       | Ongoing |
| Improve access to the workforce           | Continue to implement strategies to overcome skills deficiencies and assess the need for workforce re-entry programs for older people as per the Colac Otway Economic Development and Tourism Strategy 2004 | More skilled mature aged workers re-entering the workforce            | ED                                           | ED budget | Ongoing |
|                                           | Investigate the creation of a skills bank of older people who wish to re-enter the workforce to allow them to connect with local businesses who require their skills                                        |                                                                       | Partners:<br>OCC,<br>GITAFE,<br>CONH,<br>WCC | \$5000    | 4       |
|                                           | Undertake a Mature Age Workers Survey for Council employees in partnership with Warrnambool City Council                                                                                                    | Retention rates of mature aged workers increasing                     | HR                                           | Nil       | 1       |
|                                           | Use the outcomes of the Mature Age Workers Survey to develop and implement a Mature Age Workers Strategy for Council employees                                                                              |                                                                       | Partners:<br>WCC                             |           |         |
|                                           | Work with relevant partners to drive local employers to adapt employment practices to meet the needs of mature aged workers.                                                                                |                                                                       | ED                                           | \$3000    | 4       |
|                                           | Partners:<br>CB, ABCC<br>Employment agencies                                                                                                                                                                |                                                                       |                                              |           |         |



#### 6.4 Key Result Area 4 – The age to be active

| Objectives                                                                                  | Actions                                                                                                                                                                                                                                                                                            | Success Measurement                                                                                      | Responsibility                                                                 | Budget | Year    |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------|---------|
| Improve communication and marketing of services and opportunities available to older people | Develop an on-line integrated web resource that provides information specifically for older adults in Colac Otway including learning, recreation, arts and physical activity opportunities, transport information, care and housing information and links to relevant government information sites | Agreement for management of resource signed with partners and suitable solution designed and implemented | MH&CS<br><br>Partners:<br>CRLS, CAH, OH, A&DS, RS, A&C, U3A, CONH, ED, OCC, TC | \$6000 | 3       |
|                                                                                             | Update Council's community directory to include a specific section for seniors with information on relevant agencies and opportunities                                                                                                                                                             | More older people aware of the programs and services available to them in the community                  | A&DS<br><br>Partners:<br>CS, U3A, CONH, OH, CAH                                | Nil    | 2       |
|                                                                                             | Investigate ways to improve the availability of information on activities and services for older people in the community who do not have access to the internet                                                                                                                                    |                                                                                                          |                                                                                | \$5000 | 2       |
|                                                                                             | Investigate the opportunity to partner with the local community radio station to provide a regular radio show discussing relevant issues for older people                                                                                                                                          |                                                                                                          |                                                                                | \$5000 | 3       |
|                                                                                             | Investigate the potential of linking Planned Activity Groups to community learning opportunities provided by local agencies                                                                                                                                                                        |                                                                                                          |                                                                                | Nil    | 3       |
| Facilitate a more integrated approach to the provision of services and opportunities        | Work with relevant service providers to remove duplication of existing programs, provide cross-promotion and develop opportunities for new programs                                                                                                                                                | Negotiation of service provision partnerships                                                            | MH&CS<br><br>Partners:<br>CAH, RSL, CONH, OH, U3A, SWDC, OCC                   | Nil    | Ongoing |



**6.5 Key Result Area 5 – The age to be consumer wise**

| Objectives                                                              | Actions                                                                                                                                                                                                                                                           | Success Measurement    | Responsibility                                                          | Budget | Year |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------|--------|------|
| Provide a series of consumer wise information sessions and publications | In partnership with local traders, provide a series of information sessions for older people on relevant topics of interest such as real estate, share market, technology, home maintenance, volunteering, mobility scooter use and maintenance, safe driving etc | Attendance at sessions | A&DS<br><br>Partners:<br>CONH, OBI,<br>APCC, U3A,<br>Probus, OCC,<br>OH | \$2000 | 2    |
|                                                                         | Seek expressions of interest from the community and from a qualified provider to run a series of retirement planning information sessions annually                                                                                                                |                        |                                                                         | \$1000 | 3    |



## 6.6 Key Result Area 6 - The age to be cared for

| Objectives                                                               | Actions                                                                                                                                                                                                                                                      | Success Measurement                                        | Responsibility                              | Budget | Year    |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------|--------|---------|
| Improve access to appropriate housing                                    | Provide a home building, safety and renovation advice booklet for older adults to aid ageing in place                                                                                                                                                        | Provision and distribution of booklet to older people      | A&DS<br>Inf                                 | \$2000 | 4       |
|                                                                          | Provide a list of suppliers for residents who require general home maintenance services that are not able to be offered through the HACC program                                                                                                             |                                                            |                                             |        |         |
|                                                                          | Ensure appropriate representation for older people on the Affordable Housing Advisory Groups in Apollo Bay and Colac                                                                                                                                         | Increase in diverse housing opportunities for older people | ED                                          | Nil    | Ongoing |
|                                                                          | Participate in the G21 Affordable Housing Working Group                                                                                                                                                                                                      |                                                            |                                             |        |         |
|                                                                          | Continue to plan for the provision of future home based care, respite facilities and accommodation needs for the ageing population                                                                                                                           | Continued provision of services to meet demand             | A&DS<br>Partners:<br>OH                     | Nil    | Ongoing |
| Improve access to health services, especially considering outlying areas | Work with relevant partners to advocate for the provision of suitable health services in line with regional demand (including bulk-billing GP's in Colac, a dentist service in Apollo Bay and an increase in Community Aged Care Packages where appropriate) | Provision of increased suitable services                   | MH&CS<br>Partners:<br>BPCF, OH,<br>CAH, G21 | Nil    | Ongoing |
|                                                                          | Ensure the needs of the ageing population are considered in Council's work with regional partners to advocate for improved access to services                                                                                                                |                                                            |                                             |        |         |
|                                                                          | Service provision agencies, continue to provide ongoing monitoring and evaluation of the quality of their HACC services in consultation with service users and carers                                                                                        | Continued provision of services to meet demand             | A&DS<br>Partners:<br>OH                     | Nil    | Ongoing |



| Objectives                                                | Actions                                                                                                                    | Success Measurement                                                                                     | Responsibility                                            | Budget | Year    |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--------|---------|
|                                                           | Work in partnership with the State Government to implement the HACC Active Service Model and the Well for Life program     | Continued provision of services to meet demand                                                          | A&DS<br><br>Partners:<br>OH, BPCF,<br>State<br>Government | Nil    | Ongoing |
| Expand on the provision of health promotion opportunities | Work with the health agencies to identify priorities and implement health promotion programs for older people in the Shire | Increased range of health promotion opportunities provided in line with regional health promotion goals | MH&CS<br><br>Partners:<br>LN, OH,<br>CAH                  | \$2000 | 2       |
|                                                           | Continue to work with the Colac Area Health and Otway Health to continue the Falls Prevention program                      |                                                                                                         | CAH, OH<br><br>Partners:<br>BPCF, A&DS                    |        | Ongoing |



## 7 Abbreviations

|        |                                                   |        |                                                   |
|--------|---------------------------------------------------|--------|---------------------------------------------------|
| A&C    | Arts & Culture – Colac Otway Shire                | GC     | Global Connector                                  |
| A&DS   | Aged & Disability Services – Colac Otway Shire    | GITAFE | Gordon Institute of TAFE                          |
| ABCC   | Apollo Bay Chamber of Commerce                    | HR     | Human Resources – Colac Otway Shire               |
| BPCF   | Barwon Primary Care Forum                         | Inf    | Infrastructure – Colac Otway Shire                |
| BWFC   | Blue Water Fitness Centre                         | MH&CS  | Manager Health & Community Services – Colac Otway |
| CAH    | Colac Area Health                                 | LN     | Leisure Networks                                  |
| CONH   | Colac Otway Neighbourhood Houses                  | OBI    | Otway Business Inc.                               |
| COPACC | Colac Otway Performing Arts and Cultural Centre   | OCC    | Otway Community College                           |
| COS    | Colac Otway Shire                                 | OH     | Otway Health                                      |
| CRLC   | Corangamite Regional Library Corporation          | PR     | Public Relations – Colac Otway Shire              |
| CS     | Customer Services – Colac Otway Shire             | RS     | Recreation Services – Colac Otway Shire           |
| DEECD  | Dept of Education and Early Childhood Development | RSL    | Returned Services League                          |
| DHS    | Department of Human Services                      | SP     | Strategic Planning – Colac Otway Shire            |
| DOI    | Department of Infrastructure                      | SWDC   | South West Do Care                                |
| DU     | Deakin University                                 | TC     | Transport Connections – Colac Otway Shire         |
| ED     | Economic Development – Colac Otway Shire          | U3A    | University of the 3 <sup>rd</sup> Age             |
| G21    | Council's of the G21 Alliance                     | WCC    | Warrnambool City Council                          |

## 8 List of Consulted Organisations

|                                        |                              |                                       |
|----------------------------------------|------------------------------|---------------------------------------|
| Apollo Bay Senior Citizen Club         | Colac Kanyana Club           | Mercy Health and Aged Care Colac      |
| Barongarook Gardens Retirement Village | Colac Neighbourhood House    | Municipal Association of Victoria     |
| Barwon Primary Care Forum              | Colac Neighbourhood Renewal  | Otway Business Inc.                   |
| Bass Coast Shire Council               | Colac Otway Workforce        | Otway Health                          |
| Beeac Nesters                          | Corangamite Shire Council    | Returned Services League              |
| Birregurra Community Health Service    | Council on the Ageing        | South West Do Care                    |
| Birregurra Senior Citizens Club        | Department of Human Services | University of the 3 <sup>rd</sup> Age |
| City of Greater Geelong                | Deakin University            | Warrnambool City Council              |
| Colac Area Health                      | Golden Plains Shire Council  |                                       |
| Colac High School Students             | Leisure Networks             |                                       |

## 9 References

See Colac Otway Shire Positive Ageing Strategy Research Paper - June 2008



## CONSENT CALENDAR

### OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | D | W |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <p><b><u>INFRASTRUCTURE</u></b></p> <p><b><u>OM082207-8 DECLARATION OF A ROAD CLOSURE - WEST BARWON RESERVOIR</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council concurs with the Department of Sustainability and Environment's request to close the section of road shown hatched in Attachment 1 at the West Barwon Reservoir described as part of allotment 2126, Parish of Yaughar.</i></p>                                                      |   |   |
| <p><b><u>OM082207-9 DECLARATION OF ROAD CLOSURE - OLANGOLAH RESERVOIR</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council concurs with the Department of Sustainability and Environment's request to close the section of road shown hatched in Attachment 1 at the Olangolah Reservoir in allotment 2150, north of crown allotments 10B, 10C, 56D and 56B, Parish of Barramunga.</i></p>                                                              |   |   |
| <p><b><u>OM082207-10 SPECIAL CHARGE SCHEME - MARKS STREET, COLAC</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That Council –</i></p> <ol style="list-style-type: none"> <li><i>1. Adopt the final costs for the construction of the unsealed shoulders of Marks Street, Colac, as set out in this report; and</i></li> <li><i>2. Notify effected property owners of the final costs levied against the properties within the scheme boundary.</i></li> </ol> |   |   |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <p><b><u>OM082207-11 PROPOSED LEASE AGREEMENT, CROWS NEST TOWER, TUXION ROAD, APOLLO BAY</u></b></p> <p>Department: Infrastructure</p> <p><b><u>Recommendation(s)</u></b></p> <p><i>That, subject to a Planning Permit being obtained by Otway FM for the proposed works,</i></p> <p><b>Council:</b></p> <ol style="list-style-type: none"> <li>1. <i>Agree in principle to the terms and conditions of the draft Lease Agreement; and</i></li> <li>2. <i>Give its notice of intention to enter into this Agreement with Otway FM and invite submissions in accordance with Section 223 of the Local Government Act 1989, to the proposal to enter into a lease.</i></li> </ol> |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

**OM082207-8 DECLARATION OF A ROAD CLOSURE - WEST BARWON RESERVOIR**

AUTHOR: Roger Fox  
DEPARTMENT: Infrastructure

ENDORSED: Ranjani Jha  
FILE REF: Gen 00016 - Road  
Closures

**Purpose**

Council has received correspondence from the Department of Sustainability and Environment (DSE) requesting our agreement to close part of a road at Barwon West Reservoir.

The purpose of this report is to seek Council approval to close part of the road at West Barwon Reservoir.

**Background**

Council, at its meeting of 30 January, 2008, resolved to advertise its intention to concur with the Department of Sustainability and Environment's request to close part of the government road described as allotment 2126, Parish of Yaugher, and as shown hatched in Attachment 1.

Council's intention was advertised in the Colac Herald on 14 March, 2008. No submissions were received.

The Department of Sustainability and Environment wishes to incorporate part of the road into the West Barwon Reservoir Reserve as recommended in the Victorian Environmental Assessment Council's Angahook-Otway Study, and to reserve the land for "water supply purposes".

The reason for the closure of this road is to restrict unauthorised public access of the reservoir and to better manage the reservoir and buffer zones, preventing possible contamination of the water supply.

Barwon Water, who manages the reserve, has agreed to this process.

The attachment shows the location and extent of the road closure on the land described as allotment 2126, Parish of Yaugher.

In compliance with Section 349 of the *Land Act, 1958*, before any road closure is implemented Council must concur with the closing of the road.

**Corporate Plan/Other Strategies/Policy**

In accordance with Council's consultation policy, public notice of the proposal was given. No other policy considerations are applicable.

**Issues/Options**

There are no perceived issues associated with the proposed road closure. The existing unused road reserve does not service any private property.

Council may also choose not to support this road closure.

**Proposal**

It is proposed that Council concurs with the Department of Sustainability and Environment to close the part of the road shown hatched in Attachment 1.

**Financial and other Resource Implications**

There are no financial implications other than the costs associated with advertising and processing the application.

**Risk Management & Compliance Issues**

No risk management and compliance issues are applicable as the closure of this part of the road will not impact on Council operations. Barwon Water manages the site and is responsible for public safety and other issues.

**Environmental Considerations**

Environmental issues are not expected to be of concern.

**Communication Strategy/Consultation**

Submissions were invited via a public notice advertised in the Colac Herald on 14 March, 2008. No submissions were received.

**Implementation**

The Department of Sustainability and Environment will be advised of Council's resolution in writing.

**Conclusion**

It is recommended to concur with the Department of Sustainability and Environment's request for the closure of the part of the road shown hatched on Attachment 1, described as part of allotment 2126, Parish of Yaughar.

**Attachments**

1. Location plan showing proposed part road closure

**Recommendation(s)**

***That Council concurs with the Department of Sustainability and Environment's request to close the section of road shown hatched in Attachment 1 at the West Barwon Reservoir described as part of allotment 2126, Parish of Yaughar.***

~~~~~◆~~~~~





# ATTACHMENT 1



## West Barwon Reservoir Reserve - Proposed Road Closure CA 2126, Parish Of Yaughter



Map Zoom: 1116 m

### Property/Address Details (1)(Parcel)

| MI_Key | assessnum | propnum | proparea              | prop_address | houseenum | street | locality | dimensions | land_size (rates) | land_use |
|--------|-----------|---------|-----------------------|--------------|-----------|--------|----------|------------|-------------------|----------|
| 24183  |           |         | 2026.5 m <sup>2</sup> |              |           |        |          |            |                   |          |

### Legend

**Area cross hatched shows proposed road closure of Crown Allotment 2126, Parish of Yaughter**

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This map is produced on the Geocentric Datum of Australia (GDA94). GDA94 supersedes the Australian Geodetic Datum 1966 (AGD66). Colac Otway Shire uses the Map Grid of Australia (MGA94) Zone 54 projection.

**OM082207-9 DECLARATION OF ROAD CLOSURE - OLANGOLAH RESERVOIR**

AUTHOR: Roger Fox  
DEPARTMENT: Infrastructure

ENDORSED: Ranjani Jha  
FILE REF: Gen 00016 - Road Closures

**Purpose**

Council has received correspondence from the Department of Sustainability and Environment (DSE) requesting our agreement to close part of a road at Olangolah Reservoir.

The purpose of this report is to seek Council approval to close part of the road at Olangolah Reservoir.

**Background**

Council, at its meeting of 12 December, 2007, resolved to advertise its intention to concur with the Department of Sustainability and Environment to close part of the road described as allotment 2150, Parish of Barramunga, as shown hatched in Attachment 1.

Council's intention was advertised in the Colac Herald on 14 March, 2008. No submissions were received.

The Department of Sustainability and Environment wishes to incorporate part of the road into the Olangolah Reservoir Reserve as recommended in the Victorian Environmental Assessment Council's Angahook-Otway Study, and to reserve the land for "water supply purposes".

The reason for the closure of this road is to restrict unauthorised public access of the reservoir and to better manage the reservoir and buffer zones, preventing possible contamination.

The unused road reserve proposed to be closed falls on land within the Olangolah Reservoir site and abuts crown land reserves on all sides. The proposed road closure will not preclude any access to other lots outside the reservoir reserve. Barwon Water, who manages the reserve, has agreed to this process.

The attachment shows the location and extent of the road closure. The land is described as allotment 2150, Parish of Barramunga.

In compliance with Section 349 of the *Land Act, 1958*, before any road closure is implemented Council must concur that the road is to be closed.

**Corporate Plan/Other Strategies/Policy**

In accordance with Council's consultation policy, public notice of the proposal was given. No other policy considerations are applicable.

**Issues/Options**

Public access of this reservoir is currently restricted by locked gates and fences which prevent general access. Therefore public access issues should not pose any concern.

Council may also choose not to support this road closure.

**Proposal**

It is proposed that Council concurs with the Department of Sustainability and Environment's request to close the part of the road shown hatched in Attachment 1.

**Financial and other Resource Implications**

There are no financial implications other than the cost associated with advertising and processing the application.

**Risk Management & Compliance Issues**

No risk management and compliance issues are applicable as the closure of this part of the road will not impact on Council operations. Barwon Water manages the site and is responsible for public safety and other issues.

**Environmental Considerations**

Environmental issues are not expected to be of concern.

**Communication Strategy/Consultation**

Submissions were invited via a public notice advertised in the Colac Herald on 14 March, 2008. No submissions were received.

**Implementation**

The Department of Sustainability and Environment will be advised of Council's resolution in writing.

**Conclusion**

It is recommended to concur with the Department of Sustainability and Environment's request for the closure of the part of the road shown hatched in Attachment 1, described as part of allotment 2150, Parish of Barramunga.

**Attachments**

1. Location plan showing proposed part road closure

**Recommendation(s)**

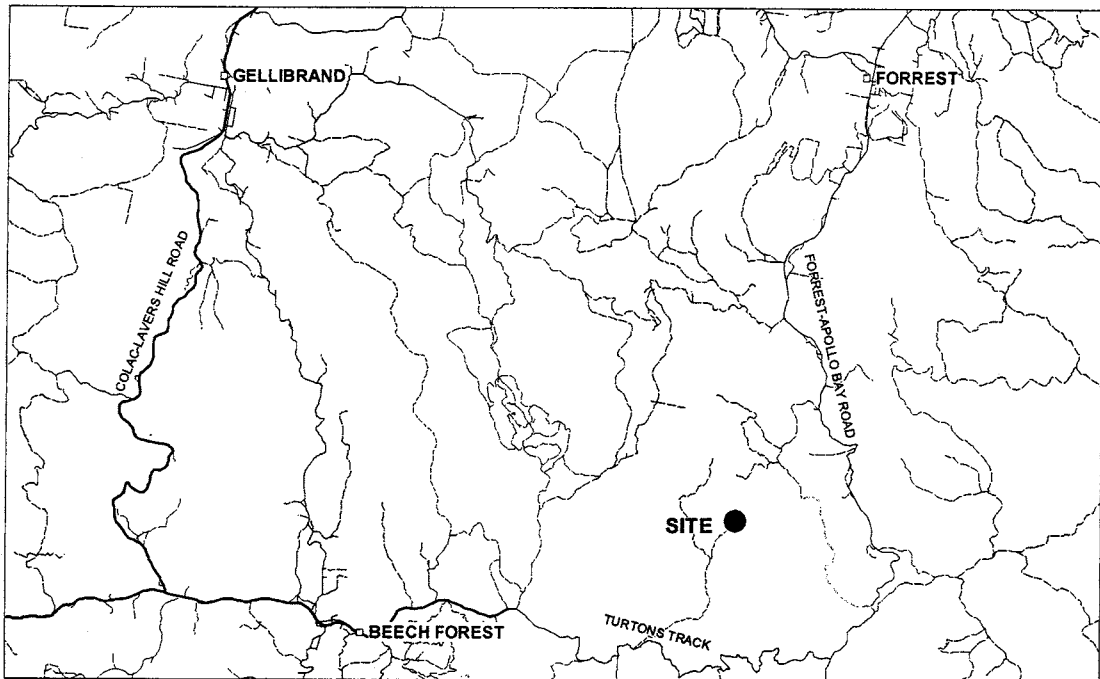
***That Council concurs with the Department of Sustainability and Environment's request to close the section of road shown hatched in Attachment 1 at the Olangolah Reservoir in allotment 2150, north of crown allotments 10B, 10C, 56D and 56B, Parish of Barramunga.***

~~~~~◆~~~~~



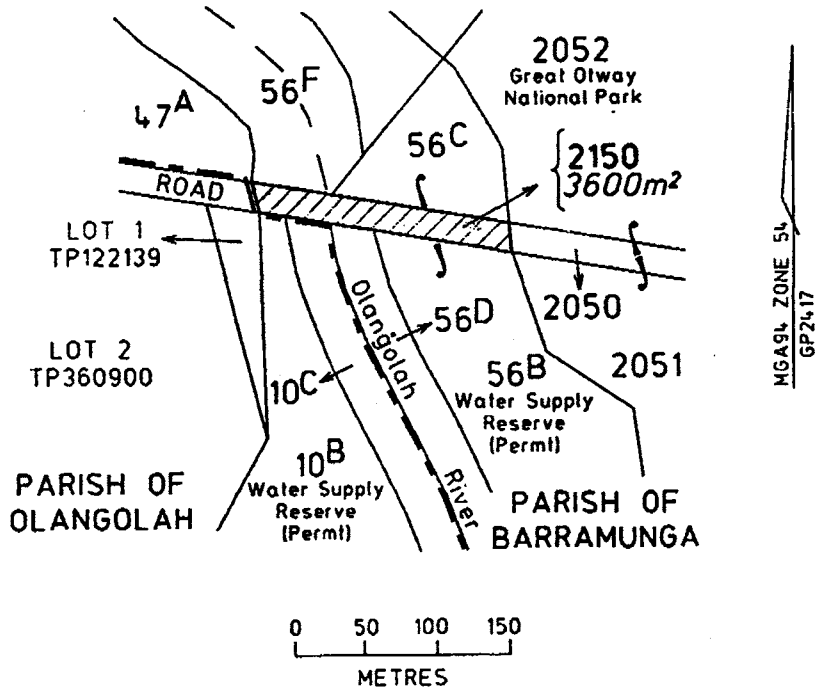
# ATTACHMENT 1

## Location Plan



## Site Plan

Proposed road closure is shown as hatched area below



**OM082207-10 SPECIAL CHARGE SCHEME - MARKS STREET, COLAC**

AUTHOR: Paula Gardiner  
DEPARTMENT: Infrastructure

ENDORSED: Scott Cavanagh  
FILE REF: Marks Street, Colac -  
Roads

**Purpose**

At the 25<sup>th</sup> October 2006 Council Meeting, Council declared a Special Charge Scheme for the construction of the Marks Street unsealed shoulders.

This report outlines the final costs in relation to the construction of the unsealed shoulders of Marks Street, Colac.

**Background**

The Special Charge Scheme construction works included –

- construction of road shoulder pavement;
- two coat bitumen wearing course road seal; and
- associated works.

The project was tendered and awarded in November 2007 and the contract was awarded to Lake and Land Pty Ltd.

**Corporate Plan/Other Strategies/Policy**

The Special Charge Scheme was undertaken in accordance with Council's Special Charge Scheme Policy and the relevant requirements of the *Local Government Act 1989*.

**Issues/Options**

The works associated with the Special Charge Scheme were completed with a cost overrun of 6.79%, or \$10,292.82, above the project estimate. The increased costs are associated with the removal of an unused gas main (which was not budgeted for within the project costing), at an additional cost of \$5,047.50, with the remainder associated with additional pavement width construction.

Some other costs separate to the Special Charge Scheme were incurred during the project. These included the replacement of approximately 41m of kerb and channel and the repair of some driveways. While these works were not budgeted for in the design of the project, during the construction phase it was determined that sections of the existing kerb and channel were not in as good a condition as anticipated and though no fault of the contractor, started to show signs of distress whilst works were occurring. Accordingly a decision was made to replace this section of kerb to ensure the best quality finish for the construction of the shoulders.

The replacement of the kerb and channel could have been programmed on the annual asset replacement program, however it was felt that it was more cost effective and efficient to complete the necessary replacement of kerb and channel while the road construction was occurring.

The costs associated with the replacement of kerb and the repair of driveways was calculated at \$14,289. This additional cost to the project will need to be funded by Council as it is not recoverable under the Special Charge Scheme, which results in Council's



financial contribution (which also includes 10% of the total project costs associated with the Special Charge Scheme), increasing from a budgeted \$14,021 to a total of \$29,453.25.

As the project is over budget, there are two options available for the finalisation of the Special Charge Scheme, which are;

1. The total cost to the properties included in the scheme, which is calculated at \$136,478.22, be apportioned to the properties located with the scheme boundary. This would result in the apportionment costs increasing from the estimated cost of \$3,077.69 to \$3,323.74. The increase in benefit unit cost is equivalent to \$251.04 (each property within the scheme boundary was apportioned one benefit unit); or
2. In addition to the 10% cost contribution made by Council for the project, the variation in the cost estimate and the final project costs associated with the Special Charge Scheme be funded by Council. This would result in Council funding an additional \$10,292.82 or \$25,457.07 in total costs associated with the Special Charge Scheme.

### Proposal

The first option is preferred as it maintains the intent of the Special Charge Scheme which was for the property owners to contribute 90% of the actual costs associated with the construction of the unsealed shoulders along Marks Street. By implementing this option, the total costs associated with the scheme will be apportioned to all scheme contributors consistent with the scheme apportionment method.

The proposal is to apportion 90% of the actual project costs to the properties included in the Special Charge Scheme.

### Financial and other Resource Implications

As there is a wider benefit to the community, Council is required to contribute to the cost of the project. This cost was calculated using traffic count data that showed through traffic (community benefit) accounted for approximately 10% of all users of Marks Street, with the remaining 90% of users being local (resident) traffic.

Therefore, Council is required to contribute 10% of the total cost of the project associated with the special charge scheme. Council will be required to fund the additional costs associated with the replacement of kerb and channel and driveway repair works, which resulted in an increased cost implication to Council.

The project has reached practical completion with the final construction costs as follows;

|                                     |    |            |
|-------------------------------------|----|------------|
| Contract Price                      | \$ | 135,071.00 |
| Variations                          | \$ | 10,510.18  |
| Final Contract Price                | \$ | 145,581.18 |
| Works excluded from Scheme costs    | \$ | 14,289.00  |
| Project Cost to Scheme Participants | \$ | 131,292.18 |
| Design Costs                        | \$ | 13,129.22  |
| Contract Administration (2.5%)      | \$ | 3,282.30   |
| Scheme Administration (3%)          | \$ | 3,938.77   |

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
| Total Construction Cost                             | \$ 151,642.47         |
| Cost apportioned to Property Owners (90%)           | \$ 136,478.22         |
| Cost to Council (10%)                               | \$ 15,164.25          |
| Estimated Scheme Cost                               | \$ 140,206.00         |
| Estimated Cost apportioned to Property Owners (90%) | \$ 126,185.40         |
| Estimated Cost to Council (10%)                     | \$ 14,020.60          |
| Variation<br>(as a %)                               | \$ 10,292.82<br>6.79% |
| Cost per property (41 benefit units)                | \$ 3,328.74           |
| Estimated cost per property                         | \$ 3,077.69           |
| Net Benefit Unit Increase                           | \$ 251.04             |

The works excluded from the Special Charge Scheme project costs include replacement of concrete kerb and channel and replacement or repair of existing vehicle crossings, as these elements of the construction did not provide new or improved infrastructure to the residents of Marks Street. Accordingly, the costs associated with the kerb and channel and existing driveways cannot be included as a cost to the scheme.

The cost of the works associated with the Special Charge Scheme was 6.79% more than the estimated costs of construction. Therefore, the overall Benefit Unit cost has increased by \$251.04. The cost apportioned to each property has increased from an estimated \$3,077.69 to an actual cost of \$3,328.74.

The cost of works excluded from the Special Charge Scheme was calculated at \$14,289. This cost will be funded by Council in addition to the 10% community benefit associated with the Special Charge Scheme. The scheme costs apportioned to Council was calculated at \$15,164.25. Therefore, the total costs to be funded by Council associated with the construction of the unsealed shoulders along Marks Street is \$29,453.25.

All additional Council costs were incurred during the 2007/08 financial year and will therefore not affect the 2008/09 budget.

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

The proposal was implemented in accordance with Council's Special Charge Scheme Policy and the relevant requirements of the *Local Government Act 1989*.

### **Environmental Considerations**

No environmental issues arose during construction. Work practices by the contractor were implemented to minimise any environmental impacts associated with the construction works.

### **Communication Strategy/Consultation**

Correspondence will be issued to scheme participants advising of the final costs and Council's consideration.

**Implementation**

The Second Notice (scheme finalisation notice) will be sent to all property owners which will detail the amount payable, due date for payment and payment options.

**Conclusion**

While it is disappointing that the cost of the project exceeded the estimate, the overall cost is within the 10% variance allowable by the Special Charge Scheme Policy. It is considered appropriate that the additional costs be borne by scheme contributors, which is in the order of \$251.04 per property.

**Attachments**

Nil.

**Recommendation(s)*****That Council –***

- 1. Adopt the final costs for the construction of the unsealed shoulders of Marks Street, Colac, as set out in this report; and***
- 2. Notify effected property owners of the final costs levied against the properties within the scheme boundary.***



**OM082207-11 PROPOSED LEASE AGREEMENT, CROWS NEST TOWER, TUXION ROAD, APOLLO BAY**

AUTHOR: Adam Lehmann  
DEPARTMENT: Infrastructure

ENDORSED: Scott Cavanagh  
FILE REF: GEN00220 - General

**Purpose**

The purpose of this report is for Council to consider a proposal to enter into a lease agreement with Otway FM for the premises described as the Crows Nest Communications Tower located at Tuxion Road, Apollo Bay.

**Background**

Otway FM is undertaking a project to provide radio broadcast of Otway FM to the Apollo Bay and surrounding areas.

This proposal is to utilise Council's existing communications hut and tower at Crows Nest located on Tuxion Road, Apollo Bay and install a separate antenna onto the tower and associated cabinet inside the concrete equipment shed adjacent to the new building.

Otway FM's proposal will not restrict Council's current use or occupation of the tower or Communications Hut.

The proposal is to install their main antenna as high as possible on the tower and also to mount a receival antenna lower on the tower, about 6 -7 metres above ground level.

**Corporate Plan/Other Strategies/Policy**

This proposal aligns with Council's commitment to advocate for improved infrastructure services, including telecommunications.

**Issues/Options**

Council has entered into these lease agreements in the past at this facility, most recently with BE Communications to enable them to provide broadband internet services in the Apollo Bay area.

The level of the fee to be charged needs to be considered and the offer of potential sponsorship needs to be reviewed in conjunction with this proposal.

Interference by the proposed equipment on existing equipment needs to be monitored and the lease includes requirements that obligate Otway FM to immediately switch off all their equipment should any interference be caused by its installation and subsequent operation to Council's and / or any other current tenant transmissions.

A planning permit is also required for buildings or works associated with a utility installation.

The ability to install the required equipment in the shed is currently being evaluated.

Under Section 223 of the *Local Government Act 1989*, Council is required to give notice of its intention to enter into a Lease Agreement and seek public submissions. This would be undertaken once the above equipment location and planning permit requirements have been finalised.

**Proposal**

That Council agrees in principle to the terms and conditions of the Lease Agreement.

The term of the proposed lease is five (5) years with one 5 year option. It is proposed to charge Otway FM a nominal fee of \$151 per annum. This fee consists of a \$1 per annum peppercorn rental and \$150 reimbursement for power usage.

Otway FM has offered to recognise the accommodation of the equipment by providing 'Major Sponsor Status' to the Shire which will give regular on air promotion of the Colac Otway Shire's activities.

This promotion provides benefits in terms of regular on-air mentions at least 10 times daily, the choice to have Council's logo on Otway FM stationery and its outside broadcast van.

The outside broadcast van visits a range of regional events and launches in the Apollo Bay, Camperdown, Winchelsea and Lorne areas.

A condition relating to 'Major Sponsor Status' will be incorporated into the lease agreement as a special condition when the lease is finalised.

**Financial and other Resource Implications**

Whilst a commercial rate for a similar installation would be in the order of \$5,000 per annum, Council has a history of charging peppercorn rental where an organisation provides a community service and is not in receipt of major funding.

Council is developing a draft policy to clarify the limited situations in which Council will lease assets on a peppercorn basis.

There is no loss of alternative revenue raising capacity from this infrastructure as a result of entering into this lease, as additional antennae can be added to existing tower.

Otway FM is a community service organisation with no major funding sources.

In this instance it is proposed that a \$1 per annum lease fee be charged and that full cost recovery occurs for power consumption, which is estimated at \$150 per annum and that Council enters into a binding agreement in relation to the sponsorship offer.

**Risk Management & Compliance Issues**

Otway FM is already licensed to operate in Apollo Bay on 99.1 MHz (Australian communications & media Authority Licence number 1170591).

**Environmental Considerations**

Given that the structure is in existence and already has antenna attached, the addition of one more antennae is not considered a key issue. This aspect will also be considered in the planning permit process.

**Communication Strategy/Consultation**

As the lease proposed is for 10 years, the *Local Government Act 1989* requires that Council give notice of its intention to enter into a Lease Agreement and that any person may make a submission on this proposal under Section 223 of the Act.

## Implementation

Once a Planning Permit is obtained by Otway FM, it is then the intention to advertise Council's intention to enter into this Agreement with Otway FM and invite submissions in accordance with Section 223 of the *Local Government Act 1989*.

A further report will then be prepared for Council's consideration of the submissions and the signing of the lease.

## Conclusion

Otway FM's proposal to utilise Council land for the purposes of installing telecommunications facilities will provide an FM radio service for residents and visitors to the area.

It is considered that Council should agree to the terms and conditions of the draft lease agreement and give public notice of the proposed lease and invite submissions under Section 223 of the Local Government Act 1989.

When Council has given consideration to any submissions received it may enter into the lease agreement.

## Attachments

- Draft Lease
- Lease Area Plan

## Recommendation(s)

***That, subject to a Planning Permit being obtained by Otway FM for the proposed works,***

### ***Council:***

- 1. Agree in principle to the terms and conditions of the draft Lease Agreement; and***
- 2. Give its notice of intention to enter into this Agreement with Otway FM and invite submissions in accordance with Section 223 of the Local Government Act 1989, to the proposal to enter into a lease.***

-----◆-----



**LEASE  
VICTORIA**

**COLAC OTWAY SHIRE  
("Lessor")**

**- and -**

**<Company details>  
(ACN No.)  
("Lessee")**

---

**GROUND LEASE**

---

**PREMISES: Crows Nest Communications Tower, Tuxion Road, Apollo Bay, Victoria**

**THIS LEASE IS MADE**

**BETWEEN:** COLAC OTWAY SHIRE  
of 2 RAE STREET COLAC VIC 3250  
("Lessor")

**AND:** <Company Name> (ACN No.)  
of <Address>  
("Lessee")

The Lessor grants, and the Lessee takes, a Lease\* of the Premises on the terms and conditions as agreed and set out in Annexure A.

Dated this 23rd day of February 2005.

**EXECUTED** by all parties as a deed.

**SIGNED SEALED AND DELIVERED** )  
 )  
The common seal of the Colac-Otway Shire )  
Council was hereto affixed in accordance with )  
Its Local Law No 4 )  
.....  
Councillor  
.....  
Councillor  
.....  
Chief Executive Officer

**Signed** on behalf of <Company Name> )  
(ACN No.) )  
by its authorised attorney who has not received )  
any notice of revocation ) Signature of Attorney  
\_\_\_\_\_  
Witness (*sign*) Full Name (*print*)  
\_\_\_\_\_  
Witness Name (*print*)

\* Most capitalised words are defined in the Reference Schedule or clause 1 of Annexure A.



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**ANNEXURE A**

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This and the following pages constitute Annexure A referred to in the Lease between COLAC OTWAY SHIRE (as Lessor) and **<Company Name>** (**ACN No.**) (as Lessee) dated the **<date>**.

**TABLE OF CONTENTS**

|                                       | Page |
|---------------------------------------|------|
| REFERENCE SCHEDULE                    | 4    |
| 1. DEFINITIONS AND INTERPRETATION     | 5    |
| 2. IMPLIED COVENANTS AND POWERS       | 7    |
| 3. TERM OF LEASE AND HOLDING OVER     | 8    |
| 4. RENT AND RENT REVIEWS              | 9    |
| 5. USE OF PREMISES                    | 10   |
| 6. ACCESS TO THE PREMISES             | 12   |
| 7. INSURANCE, INDEMNITIES AND RELEASE | 12   |
| 8. INSTALLATION AND MAINTENANCE       | 13   |
| 9. ELECTRICITY SUPPLY                 | 14   |
| 10. DEFAULT                           | 14   |
| 11. NOTICES                           | 15   |
| 12. ASSIGNMENT AND SUBLETTING         | 16   |
| 13. LESSOR'S COVENANTS                | 17   |
| 14. MISCELLANEOUS                     | 17   |
| SCHEDULE 1 – PLAN OF PREMISES         | 19   |
| SCHEDULE 3 – HEAD-LESSOR'S CONSENT    | 20   |

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**REFERENCE SCHEDULE**

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- Item 1 (a) Premises  
The area hatched on the plan in Schedule 1 being part of the property known as  
Crows Nest Communications Tower, Tuxion Road, Apollo Bay, Victoria
- (b) Land  
The whole of the land comprised in certificate of title volume \_\_\_\_\_ folio \_\_\_\_\_
- Item 2 Date of Commencement  
<date>
- Item 3 Date of Expiration  
<date>
- Item 4 Term  
An initial term commencing on the date of commencement until <date>
- Item 5 Further Term  
One (1) further term of five (5) years
- Item 6 Rent  
Nil
- Item 7 Contact at Lessor  
Name: Colac Otway Shire  
Address: 2 Rae Street Colac Vic 3250  
\_\_\_\_\_  
Telephone number: (03) 5232 9400  
Facsimile number: (03) 5232 1046
- Item 8 Contact at Lessee  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Facsimile number: \_\_\_\_\_
- Item 9: Electricity Reimbursement  
\$150

## 1. DEFINITIONS AND INTERPRETATION

### 1.1 Terms in Reference Schedule

Except where specified elsewhere in this Lease, terms defined in the Reference Schedule have the meanings shown beneath them in the Reference Schedule.

### 1.2 Defined Terms:

In this Lease:

“Act” means the Telecommunications Act 1997 (C’th), and unless precluded by context, includes all regulations, codes, standards and other rules or enactments made pursuant to that Act;

“Business Day” means any day in the State which is not a Saturday, Sunday or public holiday;

“Customers” means any person permitted by the State or the Lessee to use the Lessee’s Fixtures from time to time, including, without limitation:

- (a) the Victoria State Emergency Service, constituted under the Victoria State Emergency Service Act 1987 (Vic.);
- (b) the Rural Ambulance Victoria, being the body constituted under the Ambulance Services Act 1986 (Vic.); and
- (c) the Country Fire Authority, being the body constituted under the Country Fire Authority Act 1958 (Vic.),

and any of their successors and assigns;

“Customer’s Associates” means any officer, employee, volunteer, agent, contractor, sub-contractor, consultant or adviser of a Customer;

“Date of Expiration” means the date stated in Item 3 of the Reference Schedule, or any earlier date on which this Lease ends;

“Equipment Cabin” means that part of the Lessee’s Fixtures comprising any cabin erected on the Premises to house certain equipment;

“Facility” has the same meaning as is set out in Section 7 of the Act;

“Government Agency” means a government or government department or other body or a governmental, semi-government, judicial, municipal, statutory or public entity or authority (including a statutory authority or State-owned enterprise), a self regulatory authority established under statute or a stock exchange (wherever created or located) or a person (whether autonomous or not) who is charged with the administration of a law;

“GST” means GST within the meaning of the GST Act and related laws;

“GST Act” means the A New Tax System (Goods and Services Tax) Act 1999 (C’th) (as amended);

“Independent Reviewer” means the person appointed by the Lessee and the State from time to time to be independent reviewer of the Lessee’s use of the Premises and the Lessee’s Fixtures;

“Lease” means the lease or tenancy that exists between the Lessor and the Lessee in relation to the Premises of whatever nature and whether at law or in equity as evidenced in whole or in part by this document;

“Lease Year” means each year throughout the Term commencing on the Date of Commencement and, thereafter, on each anniversary of the Date of Commencement;

“Lessee” means the Lessee described on the front page of this Lease, its successors and assigns and its employees, agents, contractors and sub-contractors;

“Lessee’s Fixtures” means:

- (a) the Facility of the Lessee;
- (b) any Equipment Cabin installed by the Lessee;
- (c) all fixtures and fittings of the Lessee, including, without limitation, masts, poles, towers, antennas, supports, cables (telephone or any other type), pipes, wires, conduits, fencing, erections and other buildings or property installed by the Lessee; and
- (d) supporting or connecting structures,

on or under the Premises or the Land, and all power and other supplies, all communications cables and connections and all other appliances, apparatus and things of whatsoever nature brought onto the Land by the Lessee;

“Lessor” means the Lessor described on the front page of this Lease, its successors, administrators and assigns or, if the Lessor is a natural person, its executors, administrators and assigns and, in either case, its employees, agents, contractors and sub-contractors;

“Permitted Use” means the use by the Lessee of the Premises and the Land under this Lease for the installation, maintenance and operation of the Lessee’s Fixtures and all matters incidental to those purposes, and any other use permitted by law;

“Plan” means the plan comprising Schedule 1 to this Lease;

“Related Body Corporate” has the same meaning attributed to that expression by section 9 of the Corporations Act 2001 (C’th);

“Reference Schedule” means the schedule so described which is included in this document;

“State” means the State of Victoria, and whose address for service is Level 7, 452 Flinders Street, Melbourne, 3000 (Attention: The Contract Director, EAS Project), facsimile number (03) 9672 7772, or such other address or facsimile number notified to the Lessor from time to time;

“State’s Associates” means any officer, employee, volunteer, agent, contractor, sub-contractor, consultant or adviser of the State, and includes, without limitation:

- (a) Emergency Communications Victoria (“**ECV**”), being the body established under the State Owned Enterprises (State Body – Emergency Communications Victoria) Order 2002 (and any successor body to ECV);
- (b) any Government Agency of the State; and
- (c) any officer, employee, volunteer, agent, contractor, sub-contractor, consultant or adviser of ECV or any Government Agency of the State;

“Statute” means any statute, regulation, proclamation, determination, ordinance or by-law of the Commonwealth of Australia or the State and includes all statutes, regulations, proclamations, determination, ordinances or by-laws varying consolidating or replacing them and all regulations, proclamations, ordinances and by-laws issued under them;

“Term” means the term of this Lease specified in Item 4 of the Reference Schedule, or such shorter period if this Lease ends before the Date of Expiration.

### 1.3 Interpretation

In this Lease, unless the context otherwise requires:

- (a) headings and underlinings are for convenience only and do not affect the interpretation of this Lease;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate and any Government Agency;
- (e) a reference to any thing includes a part of that thing;
- (f) a reference to a part, clause, party, annexure, exhibit or schedule is a reference to a part and clause of and a party, annexure, exhibit and schedule to this Lease;
- (g) where the day on or by which any thing is to be done is not a Business Day, that thing must be done on or by the next succeeding day that is a Business Day;
- (h) no rule of construction applies to the disadvantage of a party because that party was responsible for the preparation of this Lease or any part of it;
- (i) a covenant or agreement on the part of two or more persons binds them jointly and severally;
- (j) a covenant (whether express or implied) not to do or omit any act or thing to be done will be deemed to extend to an obligation not to permit a third party to do or omit any act or thing to be done;
- (k) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them occurring at any time, whether before or after the date of this Lease; and
- (l) a reference to a person includes a reference to the person’s executors, administrators, receivers, receivers and managers, successors, substitutes (including, without limitation, persons taking by novation) and assigns.

## 2. IMPLIED COVENANTS AND POWERS

### 2.1 Exclusion of Implied Covenants

Any covenants, powers or provisions implied in the leases by section 67 of the Transfer of Land Act 1958 (Vic.) do not apply to this Lease.

### 2.2 Contravention of Statute - Severance

Any provision of this Lease that is void, voidable, unenforceable or invalid because of any Statute or at common law must in any such case and to such extent be severed from this Lease, and this Lease must be read as though such provision did not form part of this Lease at that time.

## 3. TERM OF LEASE AND HOLDING OVER

### 3.1 Term of this Lease

The Lessor leases the Premises to the Lessee for the Term commencing on the Date of Commencement and expiring on the Date of Expiration (or any earlier date on which this Lease is terminated), subject to the provisions of this Lease.

### 3.2 Early Termination

Despite any other term of this Lease, the Lessee may end this Lease at any time by giving to the Lessor a written notice to that effect. If the Lessee gives the Lessor a notice under this clause, then the date specified in that notice will become the Date of Expiration, and this Lease will end on that date. In particular, but without limitation to the effect of this clause:

- (a) the Lessee may be required to obtain planning permits or other permits, consents or approvals for its proposed use of the Premises;
- (b) the Lessee may not have obtained all such permits, consents or approvals before entering into this Lease; and
- (c) the Lessee will need to be able to terminate this Lease if it is not able to obtain such permits, consents and approvals on terms to its satisfaction.

### 3.3 Yearly Tenancy - Holding Over

If the Lessee occupies the Premises after the Date of Expiration (other than pursuant to the grant of a further lease), the Lessee must do so as a yearly tenant for yearly terms thereafter on the same terms and conditions as this Lease as far as they apply to a yearly tenancy. Subject to clause 3.2, either party may terminate such yearly tenancy by giving to the other 1 year's notice expiring on an anniversary of the Date of Expiration.

### 3.4 Further Term

If the Lessee gives the Lessor notice to renew this Lease at least 3 months before the Date of Expiration, then the Lessor must grant to the Lessee a new lease of the Premises (and all other rights under this Lease) for the Further Term commencing on the day after the Date of Expiration. The new lease will be on the same terms as this Lease (varied as necessary so that the new lease applies to the Further Term), and further amended as follows:

- (a) the initial annual rent shall be the rent agreed by the Lessee and the Lessor, or, failing agreement, shall be the rent determined by an expert (with at least 5 years experience valuing rent for premises of the nature of the Premises) nominated by the president (or his nominee) of the Victorian division of the Australian Property Institute Inc. at the request of either party. If an expert is nominated under this clause:
  - (i) the parties must appoint the expert to determine the initial annual rent. A party can appoint the expert on behalf of the other party if the other party fails to do so;
  - (ii) the expert must determine the initial annual rent:
    - (A) acting as expert and not an arbitrator; and
    - (B) taking into account the location of the Premises and the Lessee's use of the Premises at the Date of Expiration (but not taking into account the value of the Lessee's Fixtures); and
  - (iii) the parties must pay the expert's costs in equal shares.

Pending the determination of the new initial annual rent for the new lease, the Lessee will continue to pay rent at the rate payable on the Date of Expiration; and

- (b) if there is only one Further Term, this clause 3.4 and Item 5 of the Reference Schedule will be deleted.

If this Lease is renewed under this clause, the Lessee must arrange for the new lease to be prepared and the Lessee and the Lessor must sign the new lease within a reasonable time after it is prepared.

#### 4. RENT AND RENT REVIEWS

##### 4.1 Rent

The Lessee must pay the Rent to the Lessor during the Term (without demand).

##### 4.2 Payment of Rent

The Rent must be paid annually in advance to the Lessor or to any other person that the Lessor notifies to the Lessee in writing. The Rent must be paid to the Lessor:

- (a) by cheque at the address specified in Item 7 of the Reference Schedule; or
- (b) if required by the Lessor, by electronic funds transfer (“**EFT**”) to an account nominated to the Lessee in writing, being a bank account in Australia. The Lessor may nominate another bank account during the Term, provided that the bank account is in Australia and the details of the account are notified to the Lessee in writing at least 60 days before the due date for payment of the Rent. Payment of Rent by EFT to the nominated bank account by the due date is a full discharge of the obligation to pay the Rent on that day.

##### 4.3 GST

- (a) All amounts expressed in this Lease are expressed exclusive of GST.
- (b) If GST has application to any taxable supply made under this Lease, the party making the supply (“**Supplier**”) may, in addition to any amount or consideration expressed as payable elsewhere in this Lease, recover from the other party (“**Recipient**”) an additional amount on account of any GST payable by the Supplier. Such additional amount is to be calculated by multiplying the amount or consideration payable by the Recipient for the relevant supply by the prevailing GST rate.
- (c) Any additional amount on account of GST recoverable from the Recipient under clause 4.3(b):
- (i) shall be calculated without any deduction or set off of any other amount; and
- (ii) is payable by the Recipient on the later of:
- (A) the date the relevant amount or consideration is payable; and
- (B) the date the Recipient receives an appropriate tax invoice.

##### 4.4 Operating Expenses

The Lessee will pay or reimburse any council and water rates and land tax (on a single holding basis) which are separately levied or assessed exclusively and solely on the Premises.

##### 4.5 Pro Rata Refund of Rent

If this Lease ends under clause 3.2 or otherwise other than on the end of the Lease Year, the Lessor must immediately refund to the Lessee prepaid Rent or other moneys (including, without limitation, any moneys prepaid under clause 9(c)) on a pro rata, daily basis.

#### 4.6 Rent Review

The Rent will be increased annually during the Term on each anniversary of the Date of Commencement to an amount represented by A, where:

$$A = \frac{B}{C} \times D$$

and where:

B = the Index Number for the quarter ending immediately before the relevant review date;

C = the Index Number for the quarter 1 year before the quarter in B;

D = the Rent payable immediately before the relevant review date; and

“**Index Number**” means the Consumer Price Index (All Groups) for Melbourne published by the Australian Bureau of Statistics, or, if that index no longer exists, such other index that the president (or his nominee) of the Victorian division of the Australian Property Institute Inc. determines (at the request of either party) best reflects changes in the cost of living in Victoria.

### 5. USE OF PREMISES

#### 5.1 Permitted Use

The Lessee may only use the Premises for the Permitted Use.

#### 5.2 Adjoining Land

- (a) The Lessor grants to the Lessee the right to use during the Term so much of the Land as is reasonably required in connection with the Permitted Use or any other works being done by the Lessee on the Premises, including, without limitation, any installation, erection, construction, dismantling, repair, replacement, renewal, maintenance or operation of the Lessee’s Fixtures or any services to the Premises or the Lessee’s Fixtures.
- (b) After using parts of the Land under clause 5.2(a), the Lessee must restore to the reasonable satisfaction of the Lessor the surface of those parts of the Land as near as practicably possible to its state prior to such use by the Lessee.
- (c) The provisions of clause 7.2 will apply to the exercise by the Lessee of its rights pursuant to this clause 5.2.
- (d) If the Plan discloses that part or parts of the Lessee’s Fixtures are to be situated outside of the Premises, then the Lessor grants to the Lessee the right to situate that part or parts of the Lessee’s Fixtures to those positions outside of the Premises as are shown on the Plan (or positions substantially similar to those positions). The terms and conditions of this Lease will apply, with such changes as are necessary, to those part or parts of the Lessee’s Fixtures as if they were contained within the Premises including, without limitation, rights of addition, renewal and relocation of the Lessee’s Fixtures.

#### 5.3 Statutes, Laws and Requirements of Government Agencies



- (a) Subject to clause 5.3(b), the Lessee must comply promptly with:
- (i) any Statute and any other law; and
  - (ii) any requirements (including occupational health and safety requirements), notices or orders of any Government Agency having jurisdiction or authority,
- in respect of:
- (iii) the Lessee's use of the Lessee's Fixtures, the Premises or the Land;
  - (iv) the Lessee's Fixtures; or
  - (v) services connected by the Lessee to the Lessee's Fixtures or the Premises.
- (b) The Lessee is under no liability to comply with Statutes, laws, requirements, notices or orders that require works of a structural or capital nature to the Premises, except to the extent that compliance is required as a consequence of the Lessee's particular use or occupation of the Premises.
- (c) The Lessor must comply with all Statutes, laws, requirements, notices or orders relating to the Land not required to be complied with by the Lessee under this Lease.

#### 5.4 Cabling

The Lessee may install, construct, dismantle, maintain, repair, replace, upgrade and use above or below ground cabling, cabling trays and ancillary equipment on the Land that are reasonably required for the purposes of operating the Lessee's Fixtures or connecting services to the Lessee's Fixtures or the Premises. In exercising its rights under this clause, the Lessee must:

- (a) not cause any lasting material damage to the Land or material interference to the Lessor; and
- (b) after using the Land, restore to the reasonable satisfaction of the Lessor those parts of the Land so used as nearly as practicably to its state prior to use by the Lessee.

The provisions of clause 7.2 will apply to the exercise by the Lessee of its rights under this clause.

#### 5.5 Storage

The Lessee may keep hazardous chemicals, flammable liquid or gas on the Premises as may be reasonably necessary for or in connection with the Lessee's use of the Premises. The Lessee must observe and comply with the requirements of any relevant Statute or other law and with the requirements and directions of any relevant Government Agency relating to the storage, conveyance and use of hazardous chemicals, flammable liquid or gas on the Land.

#### 5.6 Consents

The Lessor irrevocably authorises the Lessee to:

- (a) make (at the Lessee's expense) any application for consent or approval to any Government Agency or any other relevant persons to install, construct, dismantle, repair, replace, upgrade or use the Lessee's Fixtures, or to otherwise use or develop the Premises or the Land under and in accordance with this Lease; and
- (b) exercise and procure (at the Lessee's expense) every right of appeal arising from the determination of any such application or the failure to determine the application.

The Lessor must, on request and at the Lessee's expense, sign all documentation and do all such things as the Lessee or any person nominated by the Lessee reasonably requires to authorise or assist the Lessee in its endeavours to obtain the consent or approval from any Government Agency or any other relevant person to the matters referred to in this clause.

#### 5.7 Non-Contiguous Premises

If parts of the Premises are non-contiguous, the Lessee may run such above or below-ground cabling, wiring, piping, earthing straps, conduits and support structures over the Land as are necessary for its safe, continuous and proper use of the Premises. In exercising its rights under this clause, the Lessee must:

- (a) not cause any lasting material damage to the Land or material interference with the Lessor; and
- (b) after using the Land, restore to the reasonable satisfaction of the Lessor those parts of the Land so used as nearly as practicably to its state prior to use by the Lessee.

The provisions of clause 7.2 will apply to the exercise by the Lessee of its rights under this clause.

### 6. ACCESS TO THE PREMISES

The Lessor consents to the Lessee and persons authorised by the Lessee (including, without limitation, the State, the State's Associates, the Customers, the Customer's Associates and the Independent Reviewer) without the need for prior notice and with or without materials, plant and other apparatus and vehicles entering the Land for the purpose of:

- (a) using the Premises;
- (b) inspecting or testing the Lessee's Fixtures, the Premises, any services or other equipment installed on the Land, or the suitability of the Premises or the Land for installing the Lessee's Fixtures or services or other equipment on the Land; or
- (c) exercising the Lessee's rights under this Lease,

at all times of the day and night during the Term.

### 7. INSURANCE, INDEMNITIES AND RELEASE

#### 7.1 Obligation to Insure

The Lessee must insure against any loss or damage that is commonly covered by public risk or liability insurance in respect of the Premises.

#### 7.2 Lessee's Release and Indemnities

- (a) The Lessee agrees to use the Premises at its risk and releases the Lessor to the full extent permitted by law from any claim or demand resulting from any accident, damage or injury occurring at the Premises to the extent that it is caused by any negligent act or omission of the Lessee.
- (b) The Lessee indemnifies the Lessor against any liability for damage or loss to any other person or property to the extent that it is caused by any negligent act or omission of the Lessee, including any damage or loss caused by radio frequency energy emanating from the Lessee's Fixtures.

#### 7.3 Negligence or Default of Lessor

The releases and indemnities in clause 7.2 do not apply to any act, matter, thing or consequence if it arises out of any negligence or default of the Lessor.

## 8. INSTALLATION AND MAINTENANCE

### 8.1 Repair and Maintenance

- (a) The Lessee must maintain the Premises in good repair, order and condition during the Term, fair wear and tear and damage by the Lessor or its employees, contractors, agents, customers, licensees, livestock or invitees excepted.
- (b) The Lessor must pay to the Lessee the costs incurred by the Lessee in rectifying any damage caused to the Premises or the Lessee's Fixtures by the Lessor or its employees, contractors, agents, customers, licensees, livestock or invitees.

### 8.2 Construction and Alterations

- (a) The Lessee may at any time or times install, erect, construct, dismantle, repair, replace, renew and maintain upon the Premises:
  - (i) security fencing;
  - (ii) the Equipment Cabin or any buildings as are deemed necessary or required by the Lessee now or in the future to shelter telecommunications equipment;
  - (iii) such Lessee's Fixtures as are deemed necessary or required by the Lessee for or in connection with the Permitted Use now and in the future; and
  - (iv) all connecting appurtenances and other ancillary telecommunications equipment.
- (b) The Lessee must comply with the requirements of any Statute, law or Government Agency having jurisdiction in connection with any works referred to in clause 8.2(a).
- (c) The Lessee may permit the State and the State's Associates to use the Premises and the Lessee's Fixtures for or in connection with government projects, including, without limitation, State-Wide Integrated Public Safety Communications Strategy projects.

### 8.3 Ownership of Lessee's Fixtures

- (a) The Lessee's Fixtures and any other property installed on the Land by the Lessee shall be and remain the property of the Lessee notwithstanding that any part or parts may or become legally affixed to the Premises or to the Land.
- (b) If however for any reason ownership in the Lessee's Fixtures or any other property installed on the Land by the Lessee becomes vested in the Lessor:
  - (i) such property will be treated for the purposes of this Lease as being owned by the Lessee; and
  - (ii) the Lessee must do all things necessary to permit the Lessee to use and deal with such property as if the Lessee owns it.

## 9. ELECTRICITY SUPPLY

- (a) The Lessor must at the Lessee's request and cost provide to the Lessee the ability to connect and install such electrical supply and earthing equipment at the Premises using the most practicable direct route to an electricity supply (including making provision for and allowing connection to emergency back-up power) as is necessary for the safe continuous use of the Lessee's Fixtures.
- (b) The electricity supply must (to the extent that this is possible) be made through a dedicated usage meter so that the Lessee is directly accountable to the relevant authority for payment of electricity consumed by it on the Premises.
- (c) If the electricity supply cannot be made through a dedicated usage meter, the Lessee may at its cost connect the Premises to the electricity supply at a switchboard most convenient to the Premises. If the electricity supply is connected in this manner, on each day the Rent is payable, the Lessee must pay to the Lessor the amount stated in Item 9 of the Reference Schedule by way of reimbursement to the Lessor for the cost of electricity used on the Premises during the forthcoming year of the Term.

## 10. **DEFAULT**

### 10.1 Default by Lessee

If the Lessee:

- (a) commits a breach of any of its obligations under this Lease; and
- (b) has not remedied that breach within thirty (30) days after the Lessor gives to the Lessee written notice of that breach,

then the Lessee must pay to the Lessor all costs, losses and damage that the Lessor may suffer or incur in connection with the breach. The Lessor acknowledges that, subject to clause 10.2:

- (c) the obligation to pay such costs, losses and damage is a sufficient and adequate remedy for any breach of this Lease; and
- (d) the Lessor will not have the right to terminate this Lease for non-performance or failure to remedy a breach by the Lessee.

### 10.2 Repudiation and Termination

If, despite clause 10.1, the Lessor has the right at law to terminate this Lease, whether due to a repudiation of this Lease or otherwise, the Lessor must not terminate this Lease or accept a repudiation by the Lessee under this Lease, without first complying with the following procedure:

- (a) the Lessor must notify the Lessee and the State in writing of the default pursuant to which the Lessor proposes to terminate this Lease;
- (b) the Lessor must permit the Lessee, the State and the State's Associates to:
  - (i) if the default is capable of remedy, remedy the default; or
  - (ii) if the default is not capable of remedy, pay reasonable compensation to the Lessor in lieu of remedying the default, such compensation to be agreed by the Lessor, the State and the Lessee (or, if such persons cannot agree, such compensation as determined by an expert nominated by the president for the time being of the Australian Property Institute Inc. (or his nominee) at the request of either person to determine such compensation. The Lessor and the Lessee must share the costs of such expert equally);
- (c) if:

- (i) the default is not remedied within 60 days after the Lessor gives a notice under clause 10.2(a) (or such longer period as is reasonable in the circumstances); or
- (ii) the compensation agreed or determined under clause 10.2(b)(ii) is not paid within 30 days after it is agreed or determined,

the Lessor may terminate this Lease at any time before the default is remedied or the compensation is paid by notice in writing to that effect to the Lessee and the State.

### 10.3 Effect on Rights or Liabilities

Termination of this Lease under clause 10.2 or otherwise does not affect the rights or liabilities of the parties in relation to any cause of action accruing prior to termination.

### 10.4 End of Lease

The Lessee must at the expiration or sooner termination of the Term (unless there is in place after this Lease a further lease between the Lessor and the Lessee), or any holding over period or such other date as the Lessor and the Lessee agree in writing:

- (a) remove from the Premises and the Land:
  - (i) those items of the Lessee's Fixtures and any other items installed by the Lessee on the Land that the Lessee elects to remove; and
  - (ii) those items that the Lessor notifies the Lessee in writing at least 2 months before the Term that the Lessor requires the Lessee to remove;
- (b) repair any damage caused in the removal of the Lessee's Fixtures; and
- (c) otherwise leave the Premises in the condition required by the terms of this Lease.

## 11. NOTICES

### 11.1 Method of Service

Any notice to be given under this Lease by one of the parties to the other must be in writing and be given for all purposes by delivery in person, by pre-paid post or by facsimile addressed to the receiving party at the address or facsimile number set out in:

- (a) Item 7 of the Reference Schedule in the case of the Lessor; and
- (b) Item 8 of the Reference Schedule in the case of the Lessee,

or such other address or facsimile number notified by a party under clause 11.3.

### 11.2 Time of Service

Any notice given in accordance with this Lease will be deemed to have been duly served in the case of posting at the expiration of two Business Days after the date of posting and in the case of facsimile, on the first Business Day after the date of transmission (providing the sending party receives a facsimile machine verification report indicating that the notice has been transmitted).

### 11.3 Change of Address

A party may at any time change its address, postal address or facsimile number by giving notice to the other party.

## 12. ASSIGNMENT AND SUBLETTING

### 12.1 Lessee Not to Assign

The Lessee must not assign this Lease except:

- (a) under clause 12.2; or
- (b) with the prior written consent of the Lessor under clause 12.3.

### 12.2 Assignment to a Related Body Corporate or the State of Victoria

The Lessee may without the Lessor's consent assign this Lease to a Related Body Corporate of the Lessee, the State of Victoria or a nominee of the State of Victoria.

### 12.3 Assignment to Others

The Lessee may assign this Lease with the prior written consent of the Lessor, which consent must not be unreasonably withheld or delayed if the new tenant is a respectable, responsible and solvent person, capable of carrying out the Lessee's obligations under this Lease, and the Lessee is not in breach of this Lease.

### 12.4 Procedure on Assignment

If this Lease is assigned by the Lessee under this clause 12:

- (a) the Lessee must procure the new tenant to sign a covenant to comply with the Lessee's covenants under this Lease on and from the date of assignment; and
- (b) the Lessor must sign a covenant releasing the Lessee from its obligations under this Lease on and from the date of assignment.

### 12.5 Subletting

The Lessee may without the Lessor's consent sublet the Premises, part with or share its right to possession of the Premises or mortgage the Lessee's interest in this Lease or the Premises. The Lessee must give notice to the Lessor of any subletting of the Premises.

### 12.6 Assignment by Lessor

If the Lessor sells the Premises or the Land or otherwise assigns its interest in this Lease, the Lessor must first:

- (a) in the case of an assignment, obtain the written consent of the State to the assignment; and
- (b) obtain a covenant (in a form approved by the Lessee (acting reasonably)) from the purchaser or assignee under which the purchaser or assignee covenants to be bound by this Lease and to comply with the Lessor's obligations under this Lease as if it were named as the Lessor in this Lease.

## 13. LESSOR'S COVENANTS

### 13.1 Quiet Enjoyment

The Lessor grants to the Lessee at all times during the Term quiet enjoyment of the Premises and the right to peaceably hold and enjoy the Premises during the Term without any interruption by the Lessor or any person rightfully claiming through the Lessor.

#### 13.2 No Radio Interference

The Lessor must not itself knowingly or knowingly permit any third party to do anything on or above or below the Land which is likely to cause radio frequency interference or which obstructs, interrupts or impedes the Lessee's use of the Premises without first obtaining the written consent of the Lessee, which consent must not be unreasonably withheld. In the event of the Lessee advising the Lessor of any breach of this clause, the Lessor must immediately remove such interference, and must indemnify the Lessee against any loss, costs and damages that the Lessee may suffer or incur as a consequence of any such interference.

#### 13.3 Support

The Lessor must provide and ensure that during the Term, there is provided all necessary rights of support from the Land as may be reasonably required for the Lessee's Fixtures and the Lessee's use of the Premises, the Lessee's Fixtures or the Land.

#### 13.4 Mortgagee's and Head Lessor's Consents

If:

- (a) the Lessor has mortgaged or charged its interest in the Premises or the Land; or
- (b) the Lessor's interest in the Premises or the Land is as a sub-tenant,

the Lessor must:

- (c) if clause 13.4(a) applies, obtain an unqualified consent to this Lease from any such mortgagees and chargees in the form attached in Schedule 2, or, if required by the mortgagee, such alternative form approved by the Lessee; and
- (d) if clause 13.4(b) applies, obtaining the consent to this Lease from all head-lessors of the Premises or the Land in the form attached in Schedule 3.

### 14. MISCELLANEOUS

#### 14.1 Governing Law

Subject to clause 14.2, the laws of the State of Victoria govern this Lease and the Lessor and the Lessee submit to the non-exclusive jurisdiction of the Courts of that state.

#### 14.2 Schedule 3 of the Act

This Lease is without prejudice to the Lessee's rights under Schedule 3 of the Act, which rights continue to apply. To the extent that this Lease authorises an activity, the Lessor confirms that it waives any requirement that it be given notice of that activity under Schedule 3 of the Act.

#### 14.3 Entire Agreement

This Lease:

- (a) is the entire agreement and understanding between the parties on everything connected with the subject matter of this Lease; and

- (b) supersedes any prior agreement or understanding on anything connected with that subject matter.

Each party has entered into this Lease without relying on any representation by any other party or any person purporting to represent that party.

#### 14.4 Lessor's Request

Unless otherwise stated, if the Lessor's consent or approval is required, the Lessor must consider the request promptly and be reasonable in giving or refusing its consent or approval. If the Lessor does not respond to a request within 14 days, it will be deemed to have consented to the request

#### 14.5 Costs

Each party must pay their own costs in connection with this Lease.

#### 14.6 Registration of Caveat

The Lessee may:

- (a) register a caveat at the Land Registry or protect its interest in this Lease; or
- (b) register this Lease at the Land Registry.

The Lessor must do all things necessary to assist the Lessee in carrying out its rights under this clause, including (if necessary) by signing all documents, obtaining any necessary consents and making the certificate of title to the Land available at the Land Registry.

#### 14.7 No Variation or Termination without State's Consent

The Lessor must not without the prior written consent of the State terminate (other than under clause 10.4), amend or vary this Lease.



**SCHEDULE 1**

**Plan of Premises**

SCHEDULE 3

Head-Lessor's Consent

**Ms. TRACEY SLATTER, CHIEF EXECUTIVE OFFICER, COLAC OTWAY SHIRE**

*(insert head-lessor's details)*

being the or a head-lessor of the Premises of the Land described in the Lease to which this consent is attached:

- 1. consents to that Lease:
- 2. undertakes to the Lessee in the Lease that:
  - (a) if it becomes the Lessor under this Lease or becomes entitled to exercise the rights of the Lessor under the Lease (including without limitation, any rights under clause 10 of the Lease), it will exercise such rights in a manner consistent with the provisions of, and the Lessee's rights under, the Lease; and
  - (b) if the head-lease under which the Lessor under the Lease is entitled to grant the Lease is terminated, it will grant the Lessee a direct lease of the Premises (together with all other rights in relation to the Premises of the Land set out in the Lease) on the same terms and conditions as the Lease for the residue of the Term (including, without limitation, the right for any Further Term).

Dated this 23<sup>rd</sup> day of February 2005

Executed as a deed

|                                                                                                                                          |                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>EXECUTED</b> by )<br>)<br>in accordance with section 127 of the )<br>Corporations Act 2001 )<br><br>_____<br>Director ( <i>sign</i> ) | _____<br>Director ( <i>sign</i> )<br><br>_____<br>Full Name ( <i>print</i> ) |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|

|                                                                                                              |  |
|--------------------------------------------------------------------------------------------------------------|--|
| <b>SIGNED SEALED AND DELIVERED</b> )<br>by )<br>in the presence of )<br><br>_____<br>Witness ( <i>sign</i> ) |  |
|--------------------------------------------------------------------------------------------------------------|--|



*Area Proposed to be Leased*

510 TUXION ROAD, APOLLO BAY

500 TUXION ROAD, APOLLO BAY

TUXION ROAD

480 TUXION ROAD, APOLLO BAY

**Attachment 1  
Plan of Lease Area**

## CONSENT CALENDAR

### OFFICERS' REPORT

D = Discussion

W = Withdrawal

| ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | D | W |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| <b><u>GENERAL BUSINESS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |
| <p><b><u>OM082207-12.1</u></b>      <b>Item for Signing and Sealing -</b><br/> <b><u>Memorandum of Understanding between Colac</u></b><br/> <b><u>Otway Shire and the Friends of the Colac</u></b><br/> <b><u>Botanic Gardens</u></b></p> <p><b><u>Recommendation</u></b></p> <p><i>That Council sign and seal the Memorandum of Understanding between the Colac Otway Shire and Friends of the Colac Botanic Gardens.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |   |
| <p><b><u>OM082207-12.2</u></b>      <b>Item for Signing and Sealing –</b><br/> <b><u>Agreement for the Sale of Electricity – Contract</u></b><br/> <b><u>0806 Electricity Supply to Public Lighting</u></b></p> <p><b><u>Recommendation</u></b></p> <p><i>That Council sign and seal the Agreement for the Sale of Electricity between the Colac Otway Shire and AGL Sales Pty Ltd.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |
| <p><b><u>OM082207-12.3</u></b>      <b>Item for Signing and Sealing - Section</b><br/> <b><u>177 to end three (3) Section 173 Agreements,</u></b><br/> <b><u>1 Dollar Drive, Separation Creek</u></b></p> <p><b><u>Recommendation</u></b></p> <ol style="list-style-type: none"> <li>1.      <i>That Council terminate the Section 173 Agreement No. V001069W between Colac Otway Shire and DJ Fitzpatrick Holdings Pty Ltd and Senada Pty Ltd, covenanting Titles Volume 10860 Folio 528.</i></li> <li>2.      <i>That Council terminate the Section 173 Agreement No. V986958J between Colac Otway Shire and DJ Fitzpatrick Holdings Pty Ltd and Senada Pty Ltd, and Bronwen Christine Jacobs and Peter Raymond Jacobs covenanting Titles Volume 10860 Folio 528, Volume 10472 folio 019.</i></li> <li>3.      <i>That Council terminate the Section 173 Agreement No. AC120257C between Colac Otway Shire and DJ Fitzpatrick Holdings Pty Ltd and Senada Pty Ltd, covenanting Titles Volume 10860 Folio 528.</i></li> </ol> |   |   |

**Recommendation**

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

**MOVED** .....

**SECONDED** .....

**OM082207-12 GENERAL BUSINESS****OM082207-12.1      *Item for Signing and Sealing - Memorandum of Understanding  
between Colac Otway Shire and the Friends of the Colac Botanic  
Gardens***

The Friends of Colac Botanic Gardens is a volunteer body formed to foster interest in the preservation and development of the Colac Botanic Gardens and to inform the Colac Otway Shire in matters affecting the integrity of the Gardens.

In January 1992 the Friends of the Botanic Gardens was established as an Advisory Committee to Council.

A *Memorandum of Understanding* has now been prepared for signing and sealing. This Memorandum will apply for a four (4) year period commencing on 22 July 2008 although it may be varied or amended following the written agreement of both parties.

**Recommendation**

***That Council sign and seal the Memorandum of Understanding between the Colac Otway Shire and Friends of the Colac Botanic Gardens.***

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**OM082207-12.2      *Item for Signing and Sealing – Agreement for the Sale of Electricity – Contract 0806 Electricity Supply to Public Lighting***

Contract 0806 for Electricity Supply for Public Lighting has been awarded to AGL Sales Pty Ltd.

The contract process was undertaken by Strategic Purchasing on behalf of approximately 60 Victorian Councils.

The tender is for the supply of electricity to Councils' Public Lighting assets.

At the conclusion of the evaluation process, Strategic Purchasing recommended that AGL Sales Pty Ltd were awarded the contract for the period 1 August 2008 to 31 July 2011.

An agreement for the Sale of Electricity is now prepared for signing and sealing.

**Recommendation**

***That Council sign and seal the Agreement for the Sale of Electricity between the Colac Otway Shire and AGL Sales Pty Ltd.***



**OM082207-12.3      *Item for Signing and Sealing - Section 177 to end three (3)***  
***Section 173 Agreements, 1 Dollar Drive, Separation Creek***

Attached is one (1) copy of a document under Section 177 of the Planning & Environment Act to be signed by the CEO after approval by Council to end three (3) Section 173 Agreements.

The histories of the Section 173 Agreements relating to this property are as follows:

1. In 1999 the then owner of the parcel of land that effectively extends across the ridge above Separation Creek subdivided the property into two parcels. Plan of subdivision P5423123A created certificate of title volume 10472 folio 019 for Lot 1 and certificate of title volume 10472 folio 020 for Lot 2.
2. Resulting from plan of subdivision PS423123 were two section 173 agreements. Agreement V001069W provided covenants in relation to the proposed further development of Lot 2. Agreement V986958J contained covenants that Lot 1 would not be further subdivided.
3. Unfortunately both agreements were recorded on both lots. Further, as a result of subsequent subdivision of these titles, the agreements have "crept" onto titles of a number of smaller lots for which the agreements were never intended to effect.
4. The development proposed by agreement V001069W has never proceeded.
5. A new section 173 agreement effectively intended to replace agreement V001069W was created pursuant to condition 18 of planning permit PP393/04 (Lot 2) and the agreement was submitted to and signed by Council.

The agreements were registered for the purposes of controlling the potential subdivision of the land which has now been effectively managed and controlled via the granting of planning permits for subdivision including the imposition of new Agreements.

Given all of the above, there is no longer a need for these older Section 173 Agreements to be registered on title. At the Titles Office request, and after numerous discussions with the owners Solicitors, there has been an agreement to terminate the agreement.

**Recommendation**

1. ***That Council terminate the Section 173 Agreement No. V001069W between Colac Otway Shire and DJ Fitzpatrick Holdings Pty Ltd and Senada Pty Ltd, covenanting Titles Volume 10860 Folio 528.***
2. ***That Council terminate the Section 173 Agreement No. V986958J between Colac Otway Shire and DJ Fitzpatrick Holdings Pty Ltd and Senada Pty Ltd, and Bronwen Christine Jacobs and Peter Raymond Jacobs covenanting Titles Volume 10860 Folio 528, Volume 10472 folio 019.***
3. ***That Council terminate the Section 173 Agreement No. AC120257C between Colac Otway Shire and DJ Fitzpatrick Holdings Pty Ltd and Senada Pty Ltd, covenanting Titles Volume 10860 Folio 528.***

~~~~~◆~~~~~





**IN COMMITTEE****Recommendation**

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

| <b><i>SUBJECT</i></b>                    | <b><i>REASON</i></b>                                     | <b><i>SECTION OF ACT</i></b>   |
|--|--|--------------------------------|
| <b><i>Confirmation of Minutes</i></b>    | <b><i>Matter may prejudice Council or any person</i></b> | <b><i>Section 89(2)(h)</i></b> |
| <b><i>Sale of Land</i></b>               | <b><i>Matter may prejudice Council or any person</i></b> | <b><i>Section 89(2)(h)</i></b> |
| <b><i>Potential Land Acquisition</i></b> | <b><i>Matter may prejudice Council or any person</i></b> | <b><i>Section 89(2)(h)</i></b> |
| <b><i>Performance Review</i></b>         | <b><i>Personnel Matter</i></b>                           | <b><i>Section 89(2)(a)</i></b> |