



Colac Otway
SHIRE

AGENDA

ORDINARY COUNCIL MEETING
OF THE
COLAC-OTWAY SHIRE
COUNCIL

22 MAY 2013

at 3:00 PM

Apollo Bay Senior Citizens Centre

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

COLAC-OTWAY SHIRE COUNCIL MEETING

22 MAY 2013

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NOTICE is hereby given that the next *ORDINARY COUNCIL MEETING OF THE COLAC-OTWAYSHIRE COUNCIL* will be held in Apollo Bay Senior Citizens Centre on 22 May 2013 at 3.00 pm.

AGENDA

1. OPENING PRAYER

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

2. PRESENT

3. APOLOGIES

4. MAYORAL STATEMENT

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

Colac Otway Shire encourages community input and participation in Council decisions. Council meetings provide an opportunity for the community to ask Council questions, either verbally at the meeting or in writing.

Please note that Council may not be able to answer some questions at the meeting. These will be answered later.

Council meetings enable Councillors to debate matters prior to decisions being made. I ask that we all behave in a courteous manner.

An audio recording of this meeting is being made for the purpose of ensuring the minutes of the meeting are accurate. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, subpoena or by any other law, such as the Freedom of Information Act 1982. It is an offence to make an unauthorised recording of the meeting.

Thank you. Now 30 minutes is allowed for question time. Please remember, you must ask a question. If you do not ask a question you will be asked to sit down and the next person will be invited to ask a question. This is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting (subject to attendance and time),
2. Questions from the floor.

5. QUESTION TIME

6. DECLARATION OF INTEREST

7. CONFIRMATION OF MINUTES

- Ordinary Council Meeting held on the 24/04/13
- Special Council Meeting held on the 8/5/13.

Recommendation

That Council confirm the above minutes.

OFFICERS' REPORTS

Chief Executive Officer

- OM132205-1 CEO'S PROGRESS REPORT TO COUNCIL
- OM132205-2 VOLUNTARY LEVY - CONSTITUTIONAL RECOGNITION

Corporate and Community Services

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Infrastructure and Services

- OM132205-10 ROAD MANAGEMENT PLAN
- OM132205-11 ROAD DISCONTINUANCE - GOVERNMENT ROAD ABUTTING FORMER MARENGO LANDFILL SITE
- OM132205-12 ROAD CLOSURE - 505 RIFLE BUTTS ROAD, WHOOREL

Sustainable Planning and Development

- OM132205-13 COUNCILLOR NOMINATION FOR FORREST MOUNTAIN BIKE TRAILS STRATEGY STEERING GROUP
- OM132205-14 PLANNING SCHEME AMENDMENT C72 - CONSIDERATION OF SUBMISSIONS

General Business

- OM132205-15 ASSEMBLY OF COUNCILLORS
- OM132205-16 MINUTES FROM YOUTH COUNCIL MEETINGS
- OM132205-17 MINUTES OF THE OLD BEECHY RAIL TRAIL COMMITTEE
- OM132205-18 MINUTES FROM THE COLAC COMMUNITY LIBRARY & LEARNING CENTRE JOINT COMMITTEE MEETING

Rob Small
Chief Executive Officer

CHIEF EXECUTIVE OFFICER

ITEM	
<u>OM132205-1</u>	<u>CEO'S PROGRESS REPORT TO COUNCIL</u>
<u>OM132205-2</u>	<u>VOLUNTARY LEVY - CONSTITUTIONAL RECOGNITION</u>

OM132205-1**CEO'S PROGRESS REPORT TO COUNCIL**

AUTHOR:	Rhonda Deigan	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	F11/3291

EXECUTIVE**G21 Board Regional Alliance**

The G21 Board held its April Council meeting in Bannockburn on 26 April 2013. Attended by the Mayor and CEO, the meeting discussed:

- Public Transport Victoria Presentation
- G21 Public Transport Strategy
- Finance Report
- New Membership Applications
- Barwon South West Regional Development Australia Update
- Barwon South West Regional Management Forum Update
- G21 Pillar Updates.

Active in Parks

As Chair of this group, the CEO attended a meeting of the Active in Parks Committee in Geelong on 30 April 2013. The meeting focussed on the role of the committee post pilot program and how it could work with partner organisations to achieve the following objectives:

- Encourage organisations to consider the Green Park environments and develop/initiate programs, particularly in social, health and wellbeing plans/programs.
- Develop higher level strategies that will see the values of parks and open space applied to social strength, health and wellbeing in our G21 communities.

Councillor Induction Tour

The third of the Councillor Induction tours was held on 1 May 2013. The tour included:

- **Forrest**
 - Forrest Small Town Community Infrastructure Plan including current streetscape project
 - Forrest Men's Shed
 - Forrest Structure Plan
 - Forrest Brewery
 - Mountain Bike Trail
 - Tiger Trail
 - Forrest Rural Living Strategy
 - Forrest Small Town Master Plan
 - Neighbourhood Safer Places issue.
- **Birregurra**
 - Small Town Community Infrastructure plan
 - Structure Plan & Rural Living Strategy
 - Potential impacts of sewerage reticulation
 - Footpath Rehabilitation
 - Recreation Reserve
 - Town Park inc. playground

- **Colac**
 - 4 Point Entrances
 - Bruce Street Landfill
 - Queen Street Bridge & Colac Business District Entrances Project
 - Memorial Square
 - Family/Children's Services
 - Eastern Reserve
 - Colac Grass Tennis Courts
 - Colac Lake Oval
 - Lake Colac – Foreshore and Environment
 - Botanic Gardens.

Rural Councils of Victoria

2013 Rural Councils Summit

The Mayor and CEO attended a two day Rural Councils of Victoria Summit in Lakes Entrance on 2 and 3 May 2013. The theme of the summit was "The Rural Revolution – challenging thinking on partnerships, planning and productivity". Summit presenters included leaders from business, industry and local government.

Rural Councils of Victoria Mayor, Councillors and CEO Forum

The Mayor and CEO represented Colac Otway Shire Council at the Rural Councils Victoria (RCV) Forum on 15 May 2013. The purpose of this twice yearly forum is for rural councils to receive an update on issues affecting rural Victoria and contribute to the advocacy goals of the rural councils. Mayors, Councillors and CEOs of the 38 Victorian rural councils were invited to attend.

Municipal Association of Victoria (MAV) State Council Meeting

The CEO and Council MAV representative, Cr Hart, attended the MAV State Council Meeting in Melbourne on 16 May 2013.

The State Council is the MAV governing body and is made up of representatives from each member council.

The State Council's powers include:

- determining the Rules of the Association
- electing the president and other members of the Board of Management
- determining strategic direction
- appointing the auditor.

State Council meets twice a year and members are invited to submit business to be considered by the State Council in accordance with the MAV Rules. Colac Otway Shire Council submitted two notices of motion for this meeting relating to the Defined Benefits Superannuation Scheme and the taxing of Councillor Allowances.

Resolutions are assessed by the Board to determine how they will be progressed. Updates on the progress made against each resolution are sent to members before the next meeting. Members must appoint a representative to attend State Council meetings, exercise their council's vote and provide regular reports to their council on MAV activities.

Youth Council

The 2013 Youth Council was inducted at a ceremony held on 5 March 2013. The Shire is well represented with the 13 Youth Councillors currently attending school at Lavers Hill, Apollo Bay, Colac Secondary College and Trinity College Colac.

Since their induction, the Youth Council has:

- Enjoyed a two day retreat which included a walk from Beech Forest to Gellibrand and an inspection of the Irrewarra airfield with flights generously provided by the Colac Aero Club. Youth Councillors used this time to discuss activities for the year ahead and as a means of getting to know each other better.
- Marched as part of the Anzac Day Ceremony, including the laying of a wreath at the War Memorial during the Dawn Service.
- Assisted at the Colac Aero Club Open Day on 5 May 2013.

Youth Council will continue to meet on a fortnightly basis with copies of the confirmed minutes to be presented to Council each month.

CORPORATE & COMMUNITY SERVICES

Review of Victorian Public Libraries

Cr Stephen Hart and General Manager Corporate & Community Services attended the Ministerial Advisory Council of Public Libraries in Warrnambool on 30 April 2013.

The meeting was attended by representatives from each of the Councils that make up the Corangamite Regional Library Corporation.

Discussion was based on the questions in the “Review of Victorian Public Libraries Stage 2 Discussion Paper” relating to:

- the Victorian Library concept
- public library funding.

Council has made a submission to be considered as part of the review.

FINANCE

Update on Fire Services Levy

From 1 July 2013, the Victorian Government will replace the existing insurance-based fire services levy with a property based levy, as recommended by the Victorian Bushfires Royal Commission.

Council has been advised that the variable rates have been set by the Government for the introduction of the Levy. The Fire Services Property Levy (FSPL) will be based on a fixed charge of \$100 for residential properties or \$200 for non-residential properties, plus a variable cost calculated on the property’s capital improved value (CIV).

The variable cost is calculated depending on the type of property, its capital improved value (CIV) and the CFA rate which covers Colac Otway. The variable levy rates for 2013-14 were announced by the Victorian Government on 2 May 2013. The table below provides the details of the rates and the levy based on a \$500,000 property.

	Fire Services Levy - Variable Rates		
CFA	Fixed Rate	Variable rates (cents per \$1,000 of CIV)	Levy for a \$500,000 property
Property Sector		2013-2014 rates	
Residential	\$100	11.5 c	\$157.50
Commercial	\$200	109.2 c	\$746.00
Industrial	\$200	170.9 c	\$1,054.50
Primary production	\$200	31.2 c	\$356.00
Public benefit*	\$200	11.5 c	\$257.50
Vacant (excluding vacant residential land)	\$200	11.5 c	\$257.50

The following information is taken from a press release by The Hon Michael O'Brien MP Treasurer on 2 May 2013.

The Levy funds the personnel, training, infrastructure and equipment that is on standby to provide fire fighting and rescue services for people and property, twenty-four hours a day, seven days a week.

"Introducing the Fire Services Property Levy in place of the old insurance-based levy is a key recommendation of the Victorian Bushfires Royal Commission," Mr O'Brien said.

"Victoria's fire services are currently funded by a Fire Services Levy (FSL) added to building and contents insurance premiums.

"It is fair that all property owners, not just those who adequately insure, should make a contribution towards keeping our fire services going.

"The fire services protect all Victorians whether or not they are insured, so it is not fair that only those who insure buildings and contents make a contribution," Mr O'Brien said.

The FSL applies to building and contents insurance premiums, and then attracts additional stamp duty and GST on top – a 'tax on a tax on a tax', which increases costs for insurance policy holders.

"Unlike the current insurance-based levy, the property-based levy will not incur stamp duty or GST. This reform delivers a major tax cut for many families and businesses, while putting our fire services on a more secure financial footing," Mr O'Brien said.

The reformed Fire Services Property Levy, collected with council rates, will incorporate a fixed charge component of \$100 for residential properties and \$200 for all other properties plus a charge based on the capital improved value of the property. Farmers with multiple properties that operate as a single enterprise will pay the fixed charge only once.

From 1 July this year, the average household's contribution in a Country Fire Authority (CFA) area for fire services is expected to reduce from an average of \$262 in 2011-12 (the last full year of the insurance-based levy), to \$142 in 2013-14.

The Fire Services Property Levy rates set for the 2013-14 year are considerably lower in many cases than the draft rates indicated in August 2012. This results in a considerable saving compared to the rates many businesses would have expected to pay.

Properties in CFA areas experience higher rates than MFB areas in recognition of the higher CFA budget and its coverage right across regional Victoria. MFB and CFA budgets have traditionally been separately funded from their respective areas and this will not change under the new arrangements.

HEALTH & COMMUNITY SERVICES

Maternal & Child Health

Birth notices and enrolments are up again this month with Apollo Bay and other rural areas having a little baby boom. As well as clinical work the Maternal & Child Health staff met a representative from Medicare Local to discuss service gaps. Staff have been working on service performance measures. We have participated in the Southern Keys Early Years meeting, Vulnerable families meeting, facilitated a Paediatric Occupational Therapist session and OH&S training. Our planning and preliminary work for our anticipated parent survey is going well.

Statistics – April 2013

- 28 infants enrolled from birth notifications (12 last month)
- 10 First Time mothers

<u>Key Ages and Stages Consultations</u>					
Home visits 26					
2wks	24	4wks	16	8wks	16
4mths	20	8mths	17	12mths	24
18mths	16	2yrs	15	3.5yrs	6

Other services provided include:

- 85 Additional consultations
- 28 Phone consultations
- 8 Opportunistic immunisations
- 24 Child and Family Referrals
- 84 Child and Family Counselling sessions
(The majority of referrals and counselling being for altered nutrition and maternal emotional and physical health)
- New Parents Groups - 3 sessions in Colac
- 46 Families currently enrolled under Enhanced Home Visiting service (Vulnerable and at risk families). 5 new families enrolled this month and 3 cases closed.

Children & Family Services

Independent Fee Setting

Colac Otway Shire's Family Day Care Educators will move across to Independent Fee Setting on 1 July 2013. Council will no longer determine the hourly rate Educators charge families for the use of their service. Educators are in the process of determining what their

individual fees will be for their standard and non standard hours of care, meals and trips. This is positive for Educators as it will give them a real sense of ownership of their own business and the opportunity to highlight the positive things they do in their own services. Families have been notified of these changes as well as Council's own fees and charges for the service, and we will be supporting families through this transition.

ILOP (Improving Liveability for Older People)

The ILOP Ambassadors are working on projects within their communities and advocating on their behalf in having input to community and regional consultations.

Ambassadors have made a number of recommendations regarding community transport options and will be presenting at the G21 Transport Forum.

The process and program have had solid interest from a range of councils who are keen to utilise the model that we have developed.

We are currently negotiating with the Municipal Association of Victoria and the Department of Health to look at recording Ambassador Stories and providing input to the Seniors On Line Website.

The Ambassadors will also be involved in Senior's Week for this year.

Health and Community Services is delighted with the response to our project and believes that it demonstrates the future directions of how Councils can work with communities.

Transport Connections

Transport Connections is in a wind up stage. The Sustainability Plan has been submitted to Department Planning & Community Development (DPCD) which outlines how actions and projects that have been started can be transitioned to other key stakeholders and departments within Council. Universal Access Maps and Walkability are two key initiatives.

The Access Connect Belong On Line Community Hub project is being undertaken by Community Hub Inc. and arrangements for employing a DPCD funded project worker are underway.

A key part of the Transport Connections role has been linking key stakeholders with community and ensuring that community needs are incorporated into strategies and plans. ILOP Ambassadors have developed a recommendation for community transport trials to be undertaken in partnership with Community Health Services.

Council is also taking part in the development of a regional website initiative aiming to provide links and connections to public transport, community transport and transport resources. This project is being led by City of Greater Geelong in partnership with two regional local government areas.

Rural Access Community Services

Rural Access has met with Commonwealth funded employment service providers to develop an understanding of the possible impacts of recent and impending job losses on the economic participation of people with a disability in the shire. Subsequent discussions have occurred with the Surf Coast Shire Rural Access Officer regarding the potential for setting up a base in Lorne for Colac people with disabilities to:

- a) familiarise themselves with Lorne geographically
- b) engage in supported work experience whilst the tourist numbers are low
- c) easily attend job interviews.

The launch of the National Disability Insurance Scheme (NDIS) now titled DisabilityCare Australia is fast approaching. Rural Access has been:

- attending all applicable meetings and forums in Geelong and Colac
- forwarding information from the Barwon Launch Transition Agency to service providers and family/carer support groups
- encouraging organisations to take up the free training available
- organising training through peak bodies for all organisations in the shire to assist with gaining enough numbers for the training to be held locally.

RECREATION ARTS AND CULTURE

EVENTS

Event Organisers' Workshop

The Colac Otway Shire is offering a free half day workshop to event organisers within the Shire. The workshop will take place at COPACC on 26 June 2013 and workshop participants will have the opportunity to learn more about Risk Management for Events, Place of Public Entertainment (POPE) Permits and recent changes to the Food Act.

Jardine Lloyd Thompson will present on risk management for events, including how to reduce risk and identify hazards before they become a problem or potential legal issues for the event organiser. Other presenters include Doug McNeill, Council's Planning and Building Manager, and Peter Matchan, Council's Environmental Health Coordinator.

Festival and Events Support Scheme

31 applications have been received seeking a total of \$116,549. New events include a Tennisathon, Quilters Exhibition and Golf Celebrations. In total, the 33 events represent over \$3M in project costs. Assessments will take place in June with advice provided to applicants in July.

Forrest 6 Hour Race (4 May 2013)

Approximately 500 participants enjoyed sunny weather and great fun on a course designed to appeal to everyone from the elite to the average competitor. Local businesses were extremely busy as a result, with the bike ride bringing hundreds of competitors, supporters and visitors to Forrest. The event also raised money for the Forrest Primary School.

Colac Aerodrome 50th Anniversary Open Day (5 May 2013)

A dedicated group of volunteers staged a family friendly day at the Colac Aerodrome celebrating the facility's 50th anniversary. Approximately 1,500 people enjoyed helicopter and joy flights, watched acrobatic flights, had the opportunity to participate in a tour of the facility and participated in children's activities.

Upcoming Events

Events which will be held throughout the Colac Otway Shire in June 2013 will be the Otway Soup Festival (Forrest – June 9) and a new event, Run Forrest – Half Marathon Trail Run (June 9).

RECREATION

Central Reserve Oval Redevelopment

The official opening of the Central Reserve Oval Redevelopment was held on 4 May 2013 with Member for Polwarth, The Honourable Terry Mulder MP, officially announcing the project's completion. The official opening coincided with the first match on the resurfaced

ground, which attracted a large crowd. Importantly the oval looked and performed brilliantly, holding up extremely well to four back to back matches.

Elliminyt Playspace

The final component of the Elliminyt playspace will occur in late May 2013 which will include the planting of at least seven to eight established trees, providing shade and improving the attractiveness of the area. Other bedding plants will also be planted in garden beds at this time. Local residents were invited to provide input into the type of trees to be selected and where they would be located.

Council Community Grants

Applications for the 2013/2014 Council Community Funding Program closed on 3 May 2013.

- Twenty five applications were received under the Community Recreation Facilities category
- Twenty three applications were received under the Community Projects category
- Twenty three applications were received under the Small Equipment and Training category
- Nine applications were received under the Colac Otway Performing Arts and Cultural Centre (COPACC) Hire Assistance.

The total number of applications to be assessed under this program for 2013/14 is eighty. This figure is higher than that which has been received in previous years (a total of seventy applications were received in 2012/13.)

Applications will be assessed throughout May 2013 with all applications being considered by Council's Community Funding Advisory Committee. Successful applicants will be notified in July.

Draft Active Transport Strategy on public display

At the April 2013 Council meeting, the Draft Colac Otway Shire Active Transport Strategy was endorsed to be put on public exhibition seeking community feedback.

The aim of the Strategy is to get more people walking and cycling as a form of transport and recreation. The Strategy also aims to create a physically and socially supportive environment for walking and cycling across the Colac Otway Shire.

The document can be downloaded from Council's website – www.colacotway.vic.gov.au – or from Council's Colac and Apollo Bay Customer Service Centres. Submissions to the Draft Colac Otway Active Transport Strategy close Monday, 10 June 2013.

COPACC

Business Events

Thousands of people will attend COPACC in May 2013 for the Colac Players latest production of *Aladdin*, with the amateur company hiring the auditorium for a week. Red Door Theatre Company is also staging its youth musical *The Wizard of Oz* in May. More than 80 business events will be hosted at COPACC in May making it one of the busiest months of the calendar year.

Programming

COPACC has three shows in its 2013 Season in May including – jazz artist *Ali McGregor's Alchemy*, a Morning Music performance of Australian songs by *The Beggars* and an a cappella/choral theatre experience by *The Australian Voices*.

Cultural Exchange

Tibetan monks undertook a two day residency on 11 and 12 May 2013 in the Civic Hall to promote peace and the ancient art of creating a canonical mandala. They also gave a talk on Buddhism, led a meditation class and entertained people with their art and chanting.

Exhibitions

COPACC has a busy exhibitions programme during May, June, July and August 2013. The collection of exhibitions is being promoted as *An Artful Winter* and includes paintings, photography from Antarctica, textile and fibre art. The works are of a high standard and feature work by predominantly local artists.

BLUEWATER FITNESS CENTRE**Redevelopment Project**

Council has received 90% issue of detailed design and tender documentation. The 100% issue is expected to be received by the end of May 2013. Expressions of Interest (EoI) for construction works were advertised on 3 and 4 May and close Wednesday 29 May. Following an assessment of the EoI, a number of construction companies will be short-listed and requested to submit a tender for construction works. It is still anticipated that works will commence in October 2013. Officers continue to investigate possible facilities to relocate the gymnasium and dry program service, with an outcome likely to be known by the end of May.

Membership

Average member count across April was 1,064, down 2.2% from March (1,088).

Programs***Aquatic Programs***

Aquatic Programs income is up 20% this month, largely due a 60% increase in Aqua Balance - 1 of 3 aquatic group fitness programs. Aquatic multi-passes are up 54% due to a preference for private Learn to Swim lessons over the cooler months. Many families are finding the private group lessons convenient and quite economical.

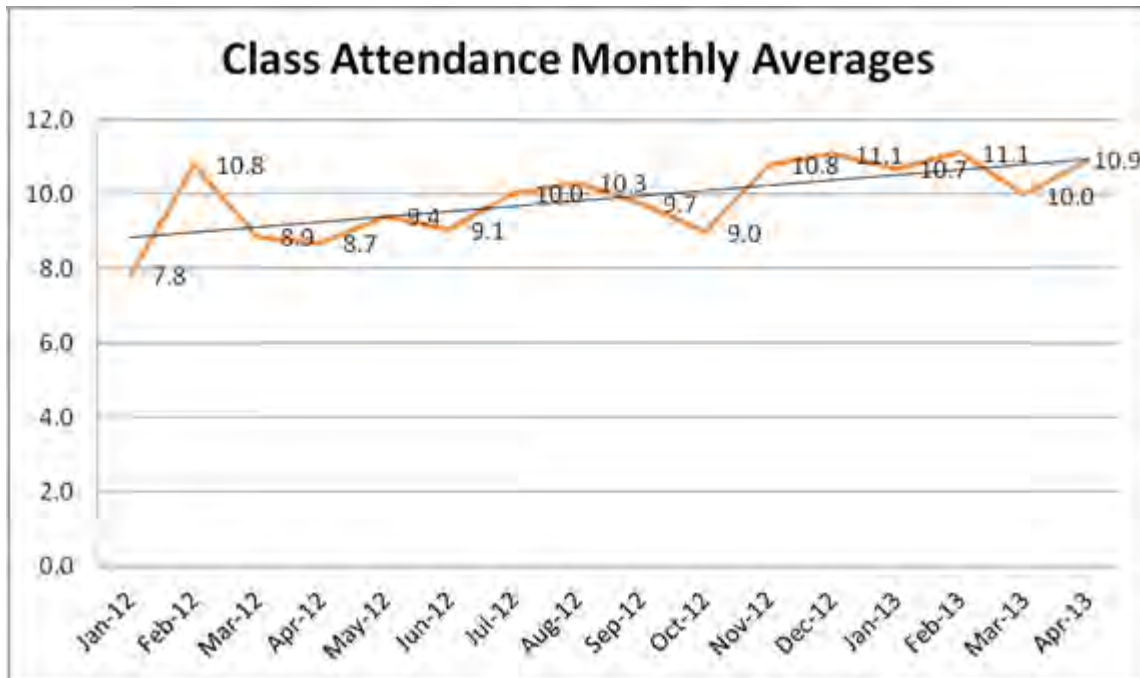
Learn to Swim

We have received strong enrolments in the Term 2 Learn to Swim program which is just short of 2012 Term 4 numbers. Term 4 is a really popular time for Learn to Swim as parents are conscious of ensuring their child's water safety over summer, so for Term 2 to be comparable is a great result.

Dry Programs

Boot Camp has again generated terrific interest with 46 participants.

Group Fitness numbers have been fantastic, considering a large portion of our participants are doing Boot Camp in the mornings.



Stadium usage

The Otway Derby Dolls hosted their first home 'bout' which attracted more than 250 people. The Dolls will continue to use the stadium on Tuesday and Thursday nights until the Bluewater Fitness Centre Redevelopment project commences.

INFRASTRUCTURE & SERVICES

GENERAL MANAGER INFRASTRUCTURE & SERVICES

G21 Public Transport Strategy

General Manager Infrastructure and Services has been extensively involved with the review of the G21 Public Transport Strategy. This review looks at potential improvements for public transport in the G21 Region and Council has been promoting increased services through the rail network. The review has included a workshop held in COPACC on 14 May 2013 which involved key public transport operators and users exploring opportunities for improvements and efficiencies.

Wye River and Separation Creek Waste Water Education

Work continues with these communities to raise awareness and education of waste water use and management in the sensitive coastal areas.

Educational signage will be erected at three (3) locations to provide information to visitors and tourists on the importance of responsible waste water management. The General Manager Infrastructure and Services is working with the Wye River and Separation Creek community to determine appropriate locations.

CAPITAL WORKS UNIT

Local Road Review

Colac Otway Shire recently engaged GHD consulting to undertake a Local Road Network Review (the Review) aimed at providing a costed and long term improvement program for its strategic local roads.

A particular focus of the Review is Freight and Heavy Transport routes as these are considered key to a prosperous municipality. Information regarding the current state of the road network has been received from several major freight operators, including key dairy and timber transporters. This additional information, along with that gained at a recent workshop facilitated by GHD, will help to determine which routes are currently being used for the movement of freight and which routes are envisaged for the future.

A road tour to assess some of the key issues as identified by the participating freight and heavy transport operators is currently being organised by GHD.

Cressy Shelford Road

Construction of the first section of the Cressy Shelford Road Fire Access Track has recently been completed.

The formalisation of the fire access track is identified in the Cressy Shelford Road Grassland and Rehabilitation Management Plan approved by the Department of Environment and Primary Industries (formally the Department of Sustainability and Environment) in September 2011. Formalisation of the fire access track seeks to enhance the access to the Cressy Shelford Road Reserve as a strategic fire break while also providing substantial conservational benefits through limiting the disturbance created by the annual grading of the control line. Undertaken as a multi-year project the first section is approximately 2 km long and consists of 100mm deep compacted crushed rock. Applications for external funding to help complete future sections are currently being assessed by the CFA.

Project Development and Design

Project detailed design and development is on schedule for the 2013/14 reconstruction program.

Reconstruction works for the Beeac Tennis Courts have been completed and the new courts are in use.

Various minor design projects have been completed, including:

- A kerb outstand on the corner of Hardy Street & Pascoe Street Apollo Bay
- Inclusion of a pedestrian footpath for the Breakwater Road / Apollo Bay Golf Club lease negotiations
- A tourist information sign for the corner of Great Ocean Road and Nelson Street
- Table drain improvements for North Egan Street, to drain a low point
- Alignment plans for the Old Beechy Rail Trail Ditchley Gully to Dinmont section.

Old Beechy Rail Trail

Colac Station section

Negotiations to enter into a Licence Agreement with Mercy Health to allow Trail users to utilise the existing sealed driveway of Mercy Place were unsuccessful. A decision has therefore been made to construct this portion of the Trail in two sections, with the first section through the railway yards being ready to construct now. Quotations have been invited for the construction of this section and quotations closed mid May.

The "Mercy Place" section of the Trail will be re-designed in order to fully contain the Trail within the available 3 metre wide easement, for construction at a later date.

Ditchley Park section (Dinmont to Ditchley)

A contractor has been selected to construct the 700 metre section within the Little Lardner Creek gully, with the contractor scheduled to be on site by the last week in May 2013.

Weather permitting, construction of this section should be nearing completion by the end of June 2013.

Beech Forest to Ferguson section

Concept approval has been received from VicRoads for this section of the Old Beechy Rail Trail. VicRoads regards this formal approval as including permission to perform works within the road reserve. Three (of six) Licence Agreements have been returned, the outstanding three Agreements have been followed up with land owners and returns are expected shortly.

An onsite meeting and tour was also recently conducted with a representative of Regional Development Victoria (RDV), the funding organisation for the Old Beechy Rail Trail project. RDV were impressed with the progress and standard of works completed to date. It was also expressed the view that tenders for the construction of the Beech Forest to Ferguson section could be delayed until September or October 2013, due to possible weather constraints, without posing a risk to the current funding arrangements.

SUSTAINABLE ASSETS

Routine Road and Footpath Inspections

The following is a summary of the routine road and footpath network inspections completed during the month of April 2013:

<i>Warrion Area 3 - Roads</i>	This incorporates the localities of Alvie, Warrion, Beeac, Ondit, Cundare North, Dreeite, Dreeite South, and Wool Wool. A number of signs and guide posts were found to be either damaged or missing. Signs requiring replacement have been reported to Cosworks for actioning. Road conditions are generally good with only reactive type maintenance items being identified for follow up by our works crews.
<i>Elliminyt Urban Roads</i>	Streets within the Elliminyt urban area were inspected with no major issues being identified in relation to the serviceability of Council's roads and other related assets.
<i>Rural Township Footpath inspections</i>	Rural Town footpaths in Cressy, Beeac, Birregurra, Forrest, Gellibrand, Beech Forest, Lavers Hill and Apollo Bay were all inspected with areas of displacement being noted in some locations. Maintenance works have been programmed to make these areas safe until such time that they can be included in Council's footpath renewal program. Storm water pit lid damage in Apollo Bay was identified during the inspections in April 2013. Pit lids have been ordered and will be replaced on arrival by Cosworks. Private vegetation identified as encroaching onto or over Council's footpaths has been referred to Local Laws for follow up.
<i>Rail Crossing Inspections</i>	Consistent with Council's Road Management Plan, Council controlled assets (e.g. warning signs, pavement markings, etc) at all rail crossings located within the Shire are inspected on a 3 monthly basis. A number of damaged signs were identified and will be ordered and erected in line with our general works practices.
<i>Rural Link Roads</i>	All link roads have been inspected. A number of signs were identified as being damaged or missing. Signs requiring replacement have been ordered and will be erected on arrival by Cosworks. Missing or damaged guideposts have been replaced by Cosworks.

<i>Footpath Reconstruction Program</i>	<p>The Colac reconstruction program has been completed. Starting in late April footpath reconstruction is being undertaken in the following streets in Apollo Bay:</p> <ul style="list-style-type: none"> • Scenic Drive (in progress); • Jillian Road (in progress); • Sylvester Street (completed); and • Nelson Street (completed). <p>Kerb and Channel reconstruction in Hardy Street will also be undertaken at this time.</p>
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Building Maintenance and Capital Works

<i>Larport Public Hall Access Ramp</i>	Detailed design plans have been prepared. Council is presently waiting on a building permit to be issued prior to construction commencing.
<i>Cable Station Museum, Apollo Bay</i>	This project relates to the upgrade of the Essential Safety Measures within the Cable Station Museum building. Elements already completed include the installation of new exit lights. Council is waiting on contractors to complete the installation of compliant door hardware and construction of new pathways for improved accessibility.
<i>Rae Street Office Redevelopment</i>	Stage 4, which includes the Customer Service area, front foyer and the balance of the central section of the ground floor, was completed mid May 2013. Additional work had extended the original timeframe for this stage slightly. These additional works included repairs to address a number of water leaks to the existing roof and sewer pipes, alterations to office layouts, and the construction of a bulk head over the reception counter.
<i>Rae Street Offices Damaged Exterior Wall</i>	The quotations for the rectification of the accident damaged wall and associated works have been assessed and the project has been awarded to BDH Constructions. Negotiations are underway to determine the timing of these works with the contractor.
<i>Apollo Bay Library</i>	The Apollo Bay Library has been reopened to the public with some minor works to be completed in coming weeks. This includes the installation of information signage and operable wall panels. The official opening is scheduled for 14 June 2013 with the Hon Minister Terry Mulder.
<i>Bluewater Fitness Centre</i>	The proposed redevelopment of Bluewater Fitness Centre is nearing the tender phase. A hygienist has been engaged to assess the facility for hazardous materials, including asbestos. This report will be included in the tender documents and help give us a more accurate tender proposal in terms of this scope of works.

COSWORKS

Works undertaken by Cosworks during the past month are as follows:

Minor Patching

Minor patching works are ongoing on sealed road repairs to address potholes and edge breaks.

Storm Damage

Over the past month there have been a number of fallen, hanging and dangerous trees due to strong wind damage. This has been widespread throughout the whole of the shire.

Road Regrading

Road regrading has been reduced to prevent the unravelling of the gravel road network due to extremely dry conditions.

Gravel Road Resheeting

Gravel road resheeting was undertaken on Wild Dog Road, Tuxion Road, Grey River Road, Hickeys Cutting, Old Hordern Vale Access, Ridge Road, Morley Avenue, McRae Road, Sturt Court, Busty Road, Biddles Road, Hiders Access and Harveys Track.

Routine Drainage Works

Routine Drainage works were completed in the last month in Apollo Bay, Wye River, Kennett River, Separation Creek, Skenes Creek and Marengo townships. Also works have been undertaken in Kawarren areas, Minchingtons Road, Gellibrand East Road, Porcupine Road, Lardeners Track and Hiders Access.

Sport Ovals

Mowing of the ovals continues as per program.

Tree Maintenance

Tree maintenance works were completed at Hordern Vale Road, Henry Street, Main Street Beeac, Botanic Gardens and Sculpture Park.

Township Mowing

Township mowing continues in accordance with the mowing program around Gellibrand, Loves Creek, Lavers Hill, Beech Forest, Apollo Bay, Marengo, Skenes Creek and in Memorial Square.

Reach Arm Mowing

Reach arm mowing works were undertaken on Kings Track, Melanesia Track, Old Ocean Road, Evans Track, Sand Road, Morris Track, Red Johanna Road and in Barongarook.

Old Beechy Rail Trail

Works undertaken over the last month on the Rail Trail included erecting two (2) gates and some railing.

Landslip Repairs

The Hordern Vale landslip pavement has been stabilised and sealed.

Major Drainage Works

Major drainage works were completed on Grey River Road, Wild Dog Road, Sunnyside Road, Old Coach Road, Tuxion Road, Hickeys Cutting, Montrose Avenue, Wye River and Kennett River Streets, Denherts Track, Larsons Road, Colac Lorne Road, Rifle Butts Road and Division Road.

Roadside Slashing

Roadside slashing has been completed in Alvie, Cressy, Eurack, Beeac, Birregurra, Pennyroyal, Murroon, Barwon Downs, Gerangamete, Yeodene, Warracourt, Irrewarra, Barongarook and Elliminyt areas.

Line marking

Rural Statcons are being completed as weather permits.

Bridge Maintenance

Bridge maintenance activities this month included the removal and replacement of running planks from the Upper Gellibrand Bridge. Rollings Bridge has had the western end abutment rebuilt from concrete and steel construction.

Major Patching Works

Small scale in-situ stabilisation of failed road sections have been completed on Moomoowrong Road, Hordern Vale Road, Carpendeit Bungador Road, Trasks Road, Rifle Butts Road, Swan Marsh – Stoneyford Road and Barrys Road.

MAJOR CONTRACTS/WASTE UNIT**Colac Municipal Aerodrome Business Plan Development**

Funds have been secured through the Department of Planning and Community Development (DPCD) for the preparation of a Business Plan for the Colac Municipal Aerodrome. The funding allocation of \$30,000 will be used along with \$5,000 from the Committee of Management with the remaining \$5,000 from Colac Otway Shire for completion of this project (estimated cost of \$40,000). In accordance with Council's Procurement Policy, quotations were sought from a number of competent aviation related consultants for the preparation of a Business Plan.

The closing date for receiving of quotations was 4.00pm on 24 April 2013. A number of consultants, even though interested in undertaking the Business Plan works, have indicated that due to a number of other priorities, they are unable to submit their bid. After closing only one (1) quotation was received from GHD Consultants. In their submission GHD have indicated experience with the following aerodrome projects:

- Casterton Aerodrome Master Plan
- Leeton Narrandera Airport Strategic Review
- Moranbah Airport Redevelopment
- Roma Airport Master Plan.

GHD submitted a competitive quote and has the necessary experience and resources for undertaking this work in consultation with the Council officers and Colac Aerodrome Committee of Management and were awarded the contract.

Consultation is being undertaken with Colac Aerodrome Committee of Management. Council shall be kept updated on the progress of the project as the Business Planning works are undertaken.

Tenders

Tenders opened since the last reporting period:

1311 – External Plant Hire

1312 – Annual Supply of Concrete Works.

Tenders awarded since the last reporting period:

1248 – Supply & Deliver Backhoe – to William Adams

1250 – Stationery Printing Services – to Panel of Suppliers

1307 – Design & Install Public Street Surveillance CCTV System – to Stevens

Communications

1308 – Old Beechy Rail Trail Construction – Ditchley Gully – to EcoProjects Australia

1309 – Supply & Deliver 4WD Fairway Mower – to Dawn Mowers.

Tenders advertised since the last reporting period:

1313 – Provision of Loan, closing 22 May 2013.

Expressions of Interest advertised since the last reporting period

EOI 1314 – Bluewater Fitness Centre Redevelopment, closing 29 May 2013.

Major Quotations advertised since the last reporting period:

Q2012/13-38 – Old Beechy Rail Trail Construction – Colac Railway Yard, closing 15 May 2013

Q2012/13-41 – Sealed Road Condition Survey, closing 22 May 2013

Q2012/13-42 – Marengo, Beeac & Cressy Landfill Monitoring, closing 22 May 2013.

SUSTAINABLE PLANNING and DEVELOPMENT

Planning & Building

Revised Draft Birregurra Structure Plan

The exhibition period for the revised draft Birregurra Structure Plan closed on 24 April 2013. An information session held at the front of the Birregurra General Store on 13 April 2013 was successful. Only a small number of written submissions were received and these will be evaluated by the Community Reference Group before a final document is presented to Council for adoption at the June Council meeting.

Development of Bushfire Local Planning Policy

The project consultant team, Tract and Terramtrix, have developed a Background Report for the project following initial consultation in February with the community through information drop-in sessions in each town. The Project Steering Committee met on 3 May 2013 to discuss the project, with a follow-up meeting to be held on 23 May 2013. It is anticipated that a draft report will be prepared for Council consideration around July/August of this year.

Amendment C67 Salinity Management Overlay

The State Government appointed independent panel heard Amendment C67 submissions on 19 April 2013 at a hearing in Colac. Only one of the seven submitters presented to the Panel. Officers are now awaiting receipt of the Panel report before preparing a report for Council consideration for adoption of the amendment.

Amendment C70 (Update of Biodiversity Overlays)

The public exhibition period for Planning Scheme Amendment C70 closed on 1 May 2013, and over 50 submissions have been received. The amendment implements updated biodiversity mapping supplied to Council from the Department of Environment and Primary Industries (DEPI) and Councils Roadside Vegetation Survey 2009. The amendment specifically proposes to amend Schedules 1, 2 and 4 of the Environmental Significance Overlay and Schedules 1 and 2 of the Vegetation Protection Overlay as well as the relevant planning scheme maps in accordance with the updated mapping of biodiversity values.

There has been a high level of interest expressed in relation to the amendment by members of the rural community, which has been reflected in local media coverage. Concerns have particularly been raised where the overlays are being extended to land not currently affected by these overlays. Officers, in partnership with DEPI staff, will be reviewing the issues raised in the submissions and consider whether any changes to the amendment may be warranted. It is important to acknowledge that the public exhibition phase is an important part of the amendment process, and that its purpose is to flesh out whether changes to an amendment are required. In this case, the biodiversity mapping supplied by DEPI as the basis for the amendment is at a broad scale due to the limits of technology and resources in developing the mapping (although far more accurate than the current overlay mapping), and there will inevitably be cases at the local scale where some adjustments will be legitimately required.

Equally, there has been much misinformation in the community and amongst those being quoted in the media, despite the best efforts of Council officers to explain the amendment and its implications in many lengthy and detailed conversations with people. Officers will brief Council on the submissions, issues raised, and the proposed response to these issues over the coming months, before a report to Council recommending referral to an independent panel.

Officers have sent a request to the Planning Minister for an extension of time to consider the submissions given the complex nature of the issues being raised and the need for more time to consider how Council should respond. Late submissions will be accepted.

Apollo Bay Harbour Master Plan

Officers presented a revised draft of the Apollo Bay Harbour Master Plan to Councillors at a workshop on 8 May 2013. Consultant Meinhardt has translated the adopted Master Plan that arose from the 2008 Enquiry by Design (minus the hotel and health and wellbeing centre) into a more detailed document suitable for reference in the Planning Scheme, and a draft planning control for the precinct is being developed in the form of a Special Use Zone which is tailored to best implement the Plan outcomes. Officers will finalise the Master Plan and amendment documentation, brief the Community Reference Group, and hold a further workshop with Council before presenting the matter to Council for a resolution to proceed with exhibition of an amendment. The community will have an opportunity to provide feedback on the revised Master Plan during the amendment exhibition process.

Draft Heritage Strategy

The draft Heritage Strategy is currently on public exhibition until 7 June 2013 after it was considered at the April 2013 Council meeting. The Strategy documents achievements of Council in the past related to heritage, and expresses a range of actions which Council might take in the future. Council is seeking community feedback on the draft before finalising the document for consideration at the July Council meeting.

South West Landscape Assessment Study

This project was initiated by the State Government (DPCD) in 2012 and involves 18 Councils across South West Victoria. The project aims to define and describe (with photos and maps) the landscape character of the south west region, determine which places, features and views are most significant and why. The Study builds on the Great Ocean Road Landscape Assessment Study from 2003 which led to the introduction of Significant Landscape Overlays to areas along and inland from the Great Ocean Road. Council officers have recently provided feedback in relation to a draft document. The key recommendation from the study is the extension of the existing Significant Landscape Overlay which applies to the Volcanic Cones, Lakes and Stony Rises area of the Shire. DPCD is currently modifying the draft document to take account of feedback provided by officers and from other Councils, with a final version to be circulated to Councils in June this year. At this stage it is proposed

that it be up to individual Councils to decide when they wish to schedule the project for exhibition of a future planning scheme amendment. Council officers have made a submission to the State Government requesting that the Amendment, given the fact that it applies so widely across South West Victoria, be undertaken as a State Government Amendment for inclusion in the State provisions of the Planning Scheme.

Great Ocean Road Heritage Listing

Council lodged a submission to the State Government proposal to list the Great Ocean Road on the State Heritage Register, and officers attended a hearing of submissions on 12 April 2013. Whilst a decision on the proposal has not yet been made, it was made clear to Council at the hearing that it would be likely that greater exemptions from permit requirements in township areas such as Apollo Bay would be introduced, in line with the changes being advocated in Council's submission.

MAV Planning Process Improvement Program

Shire planning officers attended a forum on 3 April 2013 in Melbourne convened by the MAV's Planning Process Improvement Program.

The workshop was attended by several other Councils and provided a forum for Council to report on the significant progress made with improvement to its planning permit processes in 2012 and 2013, and for sharing of the experiences of others. This program continues to offer benefits to Council in terms of on-going process improvement.

Environment & Community Safety

Fire Danger Period Ended on 1 May 2013

Although the fire danger period has ended, under the provisions of Council's Local Law people in townships can only burn between sunrise and sunset on Fridays and Saturdays. Outside of the townships people do not need to get a permit to burn green waste but people still need to comply with the general requirements of the CFA Act. If people are unsure of their legal responsibilities for undertaking burns they should contact Council for further advice.

Apollo Bay Neighbourhood Safer Place

Signs have been installed on the Apollo Bay Foreshore that demarcates the location of the Neighbourhood Safer Place – Place of Last Resort. An awareness raising program will be undertaken to ensure the community is made aware of what the Neighbourhood Safer Place is for. Given that the Fire Danger Period has ended, the actions associated with the awareness raising program will mostly be undertaken in the lead up to the next fire season. Further information on the location and function of the Apollo Bay Neighbourhood Safer Place can be obtained from Council website.

Climate Resilient Communities of the Barwon South West Project

Colac Otway Shire successfully applied for a \$600,000 grant on behalf of 10 municipalities through the Victorian Sustainability Accord. The aim of the project is to assist ten South West Victoria municipalities (and partners) to build capacity to manage risks and build community resilience to extreme climate events. Municipalities and project partners will be engaged in the near future to undertake an extreme climate events risk assessment for each municipality and then this information will be compiled for the Barwon South West region as a whole in a regional report. This work is expected to be completed by October 2013.

Animal Registrations

Domestic Animal Registrations for the 2013/2014 period were due on 10 April 2013. Reminder notices have been sent out to people who have failed to re-register their animals. If people's animals are deceased or departed they need to advise Local Laws. In the

coming months Council will also be conducting site visits to verify if animals that have not been registered this year are still at the location where they were registered to last year. If people fail to register their animals Council will be forced to issue penalty infringement notices.

Local Law Review

Revised versions of Local Laws 1, 2 and 3 are currently out for public comment. Formal submissions are required to be provided to Council in writing by close of business on 24 May 2013. The key changes relate to events, waste management and the numbers of domestic animals people can keep on the property. Copies of the revised versions are available for viewing at the Council Offices and public libraries in Colac and Apollo Bay. The revised local laws can also be viewed on the Council website.

Economic Development

Colac Marketing Strategy

The Economic Development Unit represented Colac Otway Shire at this year's Regional Victoria Living Expo on 19-21 April. Over 9,500 people attended the Expo, with housing and employment being the key areas of enquires. People were also interested in secondary education and activities for teenage children.

Copies of the "*Colac – Life, your way*" Marketing Booklet were handed out at the Expo, informing people of the attractiveness of Colac as a place to live and work. It was also an opportunity to promote rural living and our small towns with the most interest being shown in Birregurra and Forrest.

The marketing booklet, along with a website and marketing collateral is part of the Colac Marketing Strategy. A Colac Open Day will be organised to invite those that enquired at the Colac Otway stand at the Expo and registered interest in potentially moving to the area.

Minister Peter Ryan announced at the Rural Councils Victoria conference in Lakes Entrance on 2 May 2013 that the State Government will again fund the Expo in 2014 with a grant to each participating Council of \$10,000.

A Marketing Strategy Launch is currently being developed which will premiere the WIN TV advertisement for Colac that has been completed and is scheduled to be aired in May 2013. The launch will also allow local residents and business people to hear about the future activities of the marketing strategy and how businesses can become involved.

Business Development

Council will partner with WHK and Otway Business Inc., on business events in May and June 2013. The first event will be an employment seminar focussing on business obligations in regards to employment and workplace relations and the June event will focus on organisational culture and how managers can improve culture in their organisations.

Tourism

Colac Visitor Information Centre visitation numbers were down over April 2013 by 14.8% on 2012 with 2,997 customers. There were higher numbers of interstate visitors coming from Tasmania and New South Wales. International trends show higher numbers coming from China, USA and Germany.

The Centre is receiving more frequent requests from family researchers seeking Local History Centres. Information on four wheel driving in the Otways is popular as are the enquiries from retired 'grey nomads' seeking free camping locations, water and dump points for waste.

The Great Ocean Road Visitor Information Centre had a total of 14,894 visitors in April, a 6% decrease on the previous year. This may be due to the Easter break and commencement of the School Holidays being in March. Phone statistics were up around 100% compared to the previous year with enquiries being for accommodation and events as well as local attractions.

Visitation numbers during the recent school holidays were down slightly on 2012 but visitation during the Apollo Bay Music Festival was up by 26% on the previous year. Retail sales for that weekend were also up by 16% compared to the previous year.

To celebrate National Volunteers 'Thanks a Million' Week (13 -19 May), centre staff have worked closely with Otway Health, Arts Inc, Apollo Bay Museum and Bendigo Bank to run a series of events throughout the week.

Council is developing a visiting friends and relatives campaign called 'Love Our Region'. The campaign aims to increase local residents' awareness of visitor related products and experiences in the Colac Otway Shire and to build community pride. Marketing company GSDM has designed the Love Our Region brand and email newsletter. Otways Tourism members are being informed of the campaign marketing opportunities and how to be involved. Advertising for the campaign will occur in local print media, on local radio and via a residents' mail-out. The advertising will encourage residents to visit either the Colac or Apollo Bay Visitor Information Centres to register for campaign promotions.

Other tourism development activities include a review and update of the marketing information on both the Great Ocean Road (GOR) consumer website www.visitgreatoceanroad.org.au and the Colac Otway Shire's tourism print collateral. Strong representation has been made to the review about protecting the Great Ocean Road brand by limiting its use to that part of the region that actually includes the road – Surf Coast, Colac Otway and Corangamite Shires.

In conjunction with the content review, the Tourism Development Officer, is building a micro site (www.visitotways.com) which will run via the GOR consumer site and be the focus of future Colac Otway Shire tourism advertising, including the upcoming WIN TV and Love Our Region campaigns.

Council is also assisting Geelong Otway Tourism with a GOR Wi-Fi project. The aim of the project is to build several Wi-Fi hotspots along the GOR where consumers can log into either the GOR website or GOR Social media platforms. As well as giving consumers an opportunity to post information in iconic locations, the technology is the latest in marketing intelligence capable of the following:

- Collating visitor contact information, demographics and individual interests.
- Building itineraries in relation to specific interests and tracking travel movements.
- Optimizing SoLoMo technology (Social Location Mobile Marketing) which can send notifications to consumers when they are in the proximity of a participating business.
- Providing visitors with a downloadable picture book of their GOR experience.

Regional Tourism Restructure

Mr Leigh Harry, CEO of Tourism Victoria, has written to all regional Council CEOs with an offer of increased funding "up to \$500,000 per year for the next three years." Colac Otway Shire CEO Rob Small is to convene a meeting of the regional Council CEOs to discuss a response to the letter.

Small Towns Improvement Program (STIP)

Local Member, Terry Mulder, has announced funding of \$180,000 for the Barwon Downs Combined Community Centre through Regional Development Victoria's Putting Locals First Program. This funding will be combined with contributions from both Council and the local community to provide an overall project of \$240,000.

The project will deliver a community hub building within the old school grounds park in Barwon Downs that will benefit the local CFA, Tennis Club, Community Group and the broader community.

Council has received proposals for 12 projects in 9 different towns to be considered in the 2013/2014 Small Town Improvement Program (STIP). The proposals will be assessed against the program criteria as well as against broader regulatory and strategic requirements. Final recommendations will be presented to Council in June, with approved projects to commence upon the adoption of the 2013/14 budget. STIP is an annual program which allocates \$80,000 to the small towns throughout the Shire. The combined total of grant requests for the 2013/14 STIP comes to \$175,000, for projects valued in excess of \$400,000.

Colac High School Master Plan

The draft Master Plan was released for a final stage of consultation and was due to be completed and endorsed at the May 2013 Council meeting. The premise for the Master Plan has been that the State Government would agree to a hand over of a substantial portion of the site for community use. As this requires Ministerial approval, the draft plan has been withdrawn from Council's website and customer service centres until this guarantee is given. The CEO and Mayor are seeking a meeting with the Education Minister to seek this approval to enable the project to proceed.

Forrest Mountain Bike Strategy

A letter has been received from the Minister for Regional and Rural Development, The Honourable Peter Ryan, confirming a grant of \$30,000 for the Forrest Mountain Bike Strategy. This is a \$75,000 project supported by Regional Development Victoria, Department of Environment and Primary Industry and Council. It will be project managed by Council and include the infrastructure and environmental impact of the trails as well as the economic and social impacts and opportunities.

Attachments

Nil

Recommendation(s)

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

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**OM132205-2****VOLUNTARY LEVY - CONSTITUTIONAL RECOGNITION**

|             |               |           |           |
|-------------|---------------|-----------|-----------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive     | FILE REF: | F11/3291  |

**Purpose**

To seek Council's support for the payment of a voluntary contribution of \$9,683 towards the Australian Local Government Association (ALGA) partisan "Yes" campaign for the referendum to be held on 14 September 2013 to recognise local government in the Constitution.

**Declaration of Interests**

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

**Background**

Following the 2010 Federal Election, the Prime Minister committed to holding a dual referendum on the constitutional recognition of local government and the recognition of Indigenous Australians. The Federal Government has funded the Australian Local Government Association (ALGA) to conduct research and a campaign towards having local government formally recognised in the Constitution.

The Australian Government has now announced its intention to proceed with a referendum on the financial recognition of local government in the Australian Constitution in conjunction with the 14 September 2013 Federal Election.

This is an important decision for communities to ensure that they continue to receive the services and infrastructure they need. It will ensure greater funding security for the 150 services that local government delivers to its communities.

Two recent High Court decisions - the *Pape Case* in 2009 and the *Williams Case* in 2012 - challenged the Commonwealth's ability to fund activities which it believes are in the national interest and rejected the Commonwealth's position that it has very broad spending powers across many areas. This has important ramifications for local government programs like the Roads to Recovery program, which may now be vulnerable to further challenge in the High Court. If challenged, the Roads to Recovery program is likely to be found to be unconstitutional, and this could potentially have devastating consequences for the sustainability of councils and communities across the nation.

Passing the referendum to allow the Commonwealth Government to provide funds directly to local councils for their communities will remove the legal uncertainty about the Roads to Recovery program and ensure that this program and other programs where the Commonwealth provides funding directly to local government will be able to continue. It will enshrine in the Constitution the ability of the Commonwealth Government to provide funding directly to communities where it believes this is in the national interest, and formalise programs such as Roads to Recovery, which have been directly funded for over a decade.

The Government has agreed that financial recognition is the most appropriate form of recognition and the one most likely to receive bipartisan and community support.

ALGA has proposed a form of financial recognition of local government for the Australian Constitution which will not impact on the relationship between councils and state governments. This proposal has been endorsed by local government associations and ALGA at its annual forum last year and is now seeking endorsement by all councils.

ALGA has previously advised that a national campaign could cost local government in the order of \$10 million, of which contribution from Victoria is estimated at \$2 million. At the 2012 Municipal Association of Victoria (MAV) a resolution was passed for the MAV to issue a voluntary levy on members, with each council to determine whether or not to pay the levy. At MAV's March 2013 meeting, a methodology using population and revenue was adopted as the model to set the voluntary contribution amount for each member council. We have been advised that the amount for the Colac Otway Shire Council is \$9,863.

Council has been requested to consider supporting the national "Yes" campaign and to provide MAV with confirmation of its decision on whether it will support the campaign and the amount of voluntary financial contribution that it will make by 31 May 2013.

MAV will issue an invoice for the committed amount to Council which will be payable before 30 June 2013.

#### **Council Plan / Other Strategies / Policy Leadership and Governance**

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

#### **Issues / Options**

In 2009 a decision by the High Court clearly indicated that the Australian Government does not have the power to fund local government directly. It is therefore important that the Constitution be changed to allow direct funding of local government by the Federal Government to continue. The Colac Otway Shire relies on funding from the Federal Government to complete some of its infrastructure and community based projects. A loss of this funding stream will have a major impact on the delivery of services by this Council. The proposal put forward by ALGA will guarantee the continuation of funding from the Federal Government.

Council has previously shown its support for constitutional recognition of local government at its Ordinary Council Meeting on 30 March 2011 when it unanimously resolved:

#### ***"That Council writes:***

- 1. To the Prime Minister of Australia, the Leader of the Federal Opposition and local Members of Parliaments declaring its support for financial recognition of local government in the Australian Constitution so that the Federal Government has the power to fund local government directly and also for inclusion of local government in any new Preamble to the Constitution if one is proposed.***
- 2. Calls on all political parties to support a referendum by 2013 to change the Constitution to achieve this recognition.***
- 3. Urges the Australian Local Government Association to continue its campaign to have local government recognised in the Australian Constitution."***

A national campaign will be required to raise awareness of the need for recognition of local government in our national Constitution. Given the resolution above, it is important that this Council contribute to this campaign.

**Proposal**

That Council continue to support constitutional recognition of local government by confirming with MAV its intention to participate in the national “Yes” campaign at the local level and that it will commit to a voluntary contribution of \$9,683.

**Financial and Other Resource Implications**

As MAV has indicated that the contribution would need to be paid in this financial year, any contribution would need to be found from within existing funds.

**Risk Management & Compliance Issues**

If the Colac Otway Shire can no longer be funded directly by the Federal Government, the capacity of the Council to meet the needs of its community will be severely impacted upon.

**Environmental and Climate Change Considerations**

Not applicable.

**Community Engagement**

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

Community engagement is not applicable with respect to this aspect of the issue but will be an important part of achieving the overall objective as Councils will need to enlist the support of their communities if the referendum is to achieve success.

**Implementation**

Confirmation of Council's position with respect to this matter will be provided to the MAV by 31 May 2013.

**Conclusion**

That Council confirms its support for the national “Yes” campaign and commits to a voluntary contribution of \$9,683.

**Attachments**

Nil

**Recommendation(s)*****That Council:***

- 1. Confirms its intention to participate in the national “Yes” campaign at the local level.***
- 2. Commits to a voluntary contribution of \$9,683 towards the national local government “yes” campaign.***

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CORPORATE AND COMMUNITY SERVICES

| ITEM | |
|--------------------------|--|
| <u>OM132205-3</u> | <u>CORANGAMITE REGIONAL LIBRARY CORPORATION BUDGET 2013/14</u> |
| <u>OM132205-4</u> | <u>CORANGAMITE REGIONAL LIBRARY CORPORATION - LIBRARY PLAN 2013-2017</u> |
| <u>OM132205-5</u> | <u>COLAC COMMUNITY LIBRARY AND LEARNING CENTRE JOINT COMMITTEE - DEED OF VARIATION OF AGREEMENT</u> |
| <u>OM132205-6</u> | <u>AUTHORISATION OF OFFICER (PLANNING AND ENVIRONMENT ACT)</u> |
| <u>OM132205-7</u> | <u>REVIEW OF PROCUREMENT POLICY</u> |
| <u>OM132205-8</u> | <u>AUSTRALIA DAY 2014 - HOST TOWN</u> |
| <u>OM132205-9</u> | <u>INSTRUMENTS OF DELEGATION - COMMITTEES</u> |

OM132205-3**CORANGAMITE REGIONAL LIBRARY CORPORATION
BUDGET 2013/14**

| | | | |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR: | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96219 |

Purpose

To gain Council endorsement of the Corangamite Regional Library Corporation 2013/14 Budget.

Declaration of Interests

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

Background

The Board of the Corangamite Regional Library Corporation (CRLC) met on 14 February 2013 and approved a draft budget for the 2013/2014 financial year. A proposed Budget report for 2013/2014 is attached.

As part of the Budget process each Council is to advise the CRLC of its approval of the proposed budget.

Council Plan / Other Strategies / Policy**Community Health and Wellbeing**

Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities.

Issues / Options

The attached budget report provides details of the CRLC's Budget for 2013/2014. It provides information on:

- Budget process
- Service objectives
- Budget preparation and
- Various statements.

Council Contribution

The Budget format is based on a direct services costing approach that acknowledges the expenditure of each member Council.

The following table provides details of each Council's contribution and the change from 2012/13.

| Member Council | 2012/13 Budget | 2013/2014 Budget | Change |
|----------------|----------------|------------------|--------|
| Colac Otway | \$600,012 | \$640,476 | 6.11% |
| Corangamite | \$371,529 | \$385,901 | 3.04% |
| Moyne | \$258,332 | \$272,610 | 4.38% |
| Warrnambool | \$650,712 | \$661,868 | 0.94% |

The overall increase for the Regional Library is 3.47%.

Council Contributions

The funding formula applied in the proposed budget uses a variety of measures to distribute the costs of the service among the member municipalities. The budget ensures the differing levels of service are paid for by allocating costs separately. For staffing the branches costs are broken down the municipal level. Other costs are allocated on percentages of population and use.

- Information technology services (based on the number of PCs)
- Outreach services (based on the delivery of services)
- Regional services and materials (based on the Estimated Resident Population 30/6/2011)

This results in the following split:

| | Regional | IT | Outreach |
|-------------|----------|-----|----------|
| Colac Otway | 24% | 32% | 65% |
| Corangamite | 19.3% | 27% | 23% |
| Moyne | 18.8% | 16% | 12% |
| Warrnambool | 37.8% | 25% | 0% |

Should the member municipalities opt for no library service enhancements in the next year, the contributions for the proposed 2013/14 budget are laid out in the table below.

| | Regional | Staffing | IT | Outreach | Total | % Increase | Proposed 13/14 per capita |
|-------------|-----------|-------------|-----------|----------|-------------|------------|---------------------------|
| Colac Otway | \$118,425 | \$374,497 | \$82,965 | \$64,589 | \$640,476 | 6.11% | \$31.48 |
| Corangamite | \$94,839 | \$198,205 | \$70,002 | \$22,855 | \$385,901 | 3.04% | \$23.57 |
| Moyne | \$92,382 | \$126,822 | \$41,492 | \$11,914 | \$272,610 | 4.38% | \$17.09 |
| Warrnambool | \$185,747 | \$411,305 | \$64,816 | \$0 | \$661,868 | 0.94% | \$20.66 |
| Total | \$491,393 | \$1,110,829 | \$259,275 | \$99,358 | \$1,960,855 | 3.47% | \$23.15 |

The variation in the municipalities contribution increases reflects the level of library service that the Shires and Council have chosen to provide to their residents.

Colac Otway's increase is larger than the other municipalities in the CRLC as a result of a detailed reconciliation undertaken of staffing and allocation of costs associated with the staff employed at the various facilities.

The Victorian per capita average for 2011/12 was \$33.86, which indicates that even though Colac Otway has the highest proposed per capita amount in 2013/14 at \$31.48 it is still well below the Victorian average.

Colac Otway provides Library Services at:

- Apollo Bay (15 hours)
- Colac Community Library and Learning Centre: (48.5 hours/week or 43.5 hours/week during school holidays)
- Colac Library Annex (22 hours/week)
- Library Outreach Service at Beeac, Beech Forest, Birregurra, Coragulac, Cressy, Forrest, Gellibrand and Lavers Hill
- Home Service in Colac

Service Enhancements

The document also includes service enhancement options for the Colac Otway Shire to consider including:

- Additional opening hours for CCLLC – Sunday \$35,257
- Additional staff time (5 hours per week) to provide programs in Colac \$10,500
- Additional opening hours for Apollo Bay library to coincide with the opening of the extension. \$13,393

Collection Replacement

The CRLC Budget includes an amount of \$370,405 towards the annual replacement cost of the collection.

The Board has noted that the replacement is a significant issue that will need to be addressed by the Board. Part 8 of the Budget report provides details on the Collection Analysis which highlights the implications of not meeting industry standards.

Further enhancement options for the collection for Colac Otway include:

- Collection Development: Capital Replacement \$15,906
- Collection Development to increase to 2 books per capita \$53,608

Service Level Agreement

The Service Level Agreement provides flexibility for member Councils to alter their service levels to match financial contribution (eg. a reduction in opening hours would lead to a reduced financial contribution).

Review of Victorian Public Libraries Stage 2 Discussion Paper

As part of Council's response to the Public Libraries Discussion Paper the following information was included.

Does your organisation have any comments regarding public library funding agreements between the Victorian Government and local government?

"In conclusion it is important to note that in the period 2005/06 to 2013/14 the Shire's contribution is expected to increase from \$307,900 to \$640,476. This is an increase of \$332,576 or 108%. This is a significant increase and impacts on the funds that can be directed to other key services.

| | |
|---------|----------------------|
| 2005/06 | \$307,900 |
| 2006/07 | \$327,000 |
| 2007/08 | \$365,644 |
| 2008/09 | \$406,271 |
| 2009/10 | \$424,553 |
| 2010/11 | \$528,879 |
| 2011/12 | \$584,848 |
| 2012/13 | \$601,152 |
| 2013/14 | \$640,476 (Budgeted) |

In the same period the level of the State Government Public Core Library Grant will have increased by an estimated 37%. The level of State Government funding has not kept pace

with the ever increasing costs of running a library service, which adds further pressure on Councils to increase their contributions to maintain the service.”

Option 1

Council can endorse the CRLC Budget for the 2013/14 financial year as advised.

Option 2

Council requests the CRLC to further review the 2013/14 Budget. It should be noted that a detailed review has already been undertaken by the Board to review the amounts required from the member Councils.

Proposal

That Council endorses the Draft Budget 2013/14 of the Corangamite Regional Library Corporation.

Financial and Other Resource Implications

As noted above Colac Otway's contribution for 2013/14 increases by \$40,464 from \$600,012 to \$640,476.

The Budget also indicates a minimal increase in the State Government Grant. The grant received does not keep pace with the ever increasing costs of running a library service, which adds further pressure on Councils to increase their contributions to maintain the service.

The amount of \$640,476 is included in Colac Otway's Draft Budget for 2013/14.

Risk Management & Compliance Issues

Under the Regional Agreement the next step in the preparation of the CRLC Budget is to obtain in writing the approval of each of the member Councils for the proposed Budget.

Subject to all four Councils giving such approval, the Board can then formally resolve to proceed finalising the Budget documentation on undertaking the required statutory advertising.

Environmental and Climate Change Considerations

Not applicable.

Community Engagement

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

The engagement strategy to date has been to inform and consult the Board. The Board has held a workshop and a number of discussions on the proposed Budget. Each of the Councils have also been briefed by the CEO of the CRLC on strategic and budget issues for the CRLC.

The CRLC Budget once approved by the Board is required to be advertised and submissions sought under section 223 of the *Local Government Act 1989*.

Implementation

Once endorsed a letter will be written to the CRLC advising of Council's approval of the Library Budget 2013/14.

Conclusion

The proposed Budget is in accordance with the direct services costing approach adopted by the CRLC.

The Colac Otway Shire's contribution has increased by \$40,464 to \$640,476.

Attachments

1. Proposed CRLC Budget 2013/2014

Recommendation(s)***That Council:***

1. ***Endorses the Corangamite Regional Library Corporation Budget and Council's contribution of \$640,476 for the 2013/2014 financial year and writes to the Corporation advising of Council's approval subject to the adoption of this amount in the final 2013/2014 Council budget.***
2. ***Notes the level of library services included in the 2013/2014 Corangamite Regional Library Corporation Budget:***
 - ***Apollo Bay (15 hours)***
 - ***Colac Community Library and Learning Centre: (48.5 hours/week or 43.5 hours/week during school holidays)***
 - ***Colac Library Annex (22 hours/week)***
 - ***Library Outreach Service at Beeac, Beech Forest, Birregurra, Coragulac, Cressy, Forrest, Gellibrand and Lavers Hill***
 - ***Home Service in Colac.***

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OM132205-4

**CORANGAMITE REGIONAL LIBRARY CORPORATION -  
LIBRARY PLAN 2013-2017**

|             |                                |           |           |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR:     | Colin Hayman                   | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291  |

**Purpose**

For Council to note the Corangamite Regional Library Corporation Library Plan 2013-2017.

**Declaration of Interests**

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

**Background**

The Board of the Corangamite Regional Library Corporation (CRLC) met on 11 April 2013 and resolved:

***“That the draft Library Plan and Strategic Resource Plan 2013-2017 be advertised for public comment, as required by section 125 of the Local Government Act 1989”.***

It is important that Colac Otway Shire Council being a member of the CRLC is aware of the contents of the Library Plan.

**Council Plan / Other Strategies / Policy  
Community Health and Wellbeing**

Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities.

**Issues / Options**

The attached CRLC Library Plan 2013-2017 provides information on:

- CRLC – Vision, Mission and Our Values
- Profile
- Strategic Objectives
- Key actions
- Strategic Indicators
- Strategic Resource Plan.

**Strategic Objectives**

The Library Plan includes 4 Strategic Objectives:

- Objective 1: Enable people to be informed
- Objective 2: Enrich people's lives through reading
- Objective 3: Engage people in their community
- Objective 4: Sustainable and responsible governance.

**Strategies**

The strategies for the CRLC in the Library Plan are:

- Use technology to enhance or extend people's reading experience and information seeking
- Provide programs to support reader development, literacy, digital skills and lifelong learning
- Maintain collections that are responsive to users' preferences while maintaining a balance of ideas
- Use promotion and marketing to raise awareness of library services
- Work with member municipalities to provide appealing, accessible and welcoming facilities
- Build partnerships with community groups
- Meet all statutory and financial obligations
- Promote a safe and healthy workplace
- Nurture employees' work skills.

### Strategic Indicators

The Plan also includes measures for monitoring achievement against each Strategic Objective.

### Strategic Resource Plan

The Strategic Resource Plan includes the various financial statements as well as information on:

- Financial Challenges
- Targets
- Results
- Budget Principles
- Human Resources.

### **Proposal**

That Council notes the Draft Library Plan 2013-2017 of the Corangamite Regional Library Corporation.

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

The Strategic Resource Plan provides financial details for the CLC for the next four years.

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

The draft Library Plan 2013-2017 meets the legislative requirements of sections 125, 126 and 223 of the *Local Government Act 1989*.

The Plan is to be prepared by 30 June 2013, and be made available for public inspection, with members of the public provided the right to make a submission under the provisions of section 223 of the *Local Government Act 1989*.

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

Not applicable.

### **Community Engagement**

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

The engagement strategy to date has been to inform and consult the Board. The Board has had a number of discussions on the proposed Library Plan.

A further period of consultation is now required in accordance with s223 of the *Local Government Act 1989*. The draft Library Plan is required to be advertised and call for public submissions in accordance with sections 125 and 223 of the *Local Government Act 1989*.

### **Implementation**

Once the public submission process has been completed the CRLC Board will consider the Library Plan at its meeting on 13 June 2013.

Once adopted the Library Plan will be forwarded to the Minister by 30 June 2013.

### **Conclusion**

The draft Library Plan is compliant with the requirements of the *Local Government Act 1989*.

The Library Plan 2013-2017 is the Corporation's major strategic planning and reporting document. The strategies and actions for the next four years are based on identified priorities.

### **Attachments**

1. Draft Library Plan 2013-2017

### **Recommendation(s)**

***That Council notes the Corangamite Regional Library Corporation's Library Plan 2013-2017 incorporating the 4 year Strategic Resource Plan.***

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OM132205-5

**COLAC COMMUNITY LIBRARY AND LEARNING CENTRE
JOINT COMMITTEE - DEED OF VARIATION OF
AGREEMENT**

| | | | |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR: | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96218 |

Purpose

The purpose of this report is for Council to approve the signing and sealing of the Deed of Variation of Agreement between:

- The Minister for Education
- The Council of Colac Secondary College (College Council)
- Colac Otway Shire Council (Shire Council)

with respect to the Colac Community Library and Learning Centre.

Background

At the May 2012 Council Meeting, Council resolved:

“That Council:

- 1. Approves the changes to the Development and Joint Use Agreement and the Terms of Reference for the Colac Community Library and Learning Centre Joint Committee.***
- 2. Consults with the Colac Secondary College with respect to writing to the Minister of Education seeking endorsement of the changes to the Joint Use Agreement and Terms of Reference.”***

On 25 May 2012 a letter was written to the Department of Education and Early Childhood Development (DEECD) seeking the Department's approval to the changes made in the two documents:

- Development and Joint Use Agreement
- Terms of Reference Colac Community Library and Learning Centre Joint Committee.

In August 2012, a letter was received from DEECD advising that their Legal Services Unit had been instructed to draft a Deed of Variation.

The Deed of Variation has now been received to be signed and sealed by the various parties to the Agreement. As the Deed of Variation reflects a number of further changes to the two documents, Council's approval is sought.

Council Plan / Other Strategies / Policy**Leadership and Governance**

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

Community Health and Wellbeing

Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community.

Issues / OptionsReview of Documents

The two documents that were approved by Council in May 2012 had been reviewed by the then Beechy Precinct Project Management Group and the CCLLC Joint Committee.

The changes intend to enable the CCLLC Joint Committee to be able to operate more efficiently and not get bogged down in issues that are more appropriately dealt with by the School Administration or the Library Operator.

The CCLLC Joint Committee would operate more as an Advisory Committee and provide feedback to the 2 Councils – Colac Secondary College and Colac Otway Shire.

Development and Joint Use Agreement

The Deed of Variation of Agreement reflects further changes that have been made to the Development and Joint Use Agreement.

The changes are mainly adjusting names and further refinement to the Agreement to ensure consistency and readability:

- School Administration has been changed to College Administration
- Colac Otway Shire has been changed to Shire Council.

Terms of Reference Colac Community Library and Learning Centre Joint Committee

The Deed of Variation of Agreement reflects further changes that have been made to the Terms of Reference.

The changes are mainly adjusting names and further refinement to the Agreement to ensure consistency and readability:

Proposal

It is proposed that Council approve the signing and sealing of the Deed of Variation of Agreement.

The Joint Use Agreement is an Agreement between the Colac Otway Shire Council, the Colac Secondary College and The Minister for Education (DEECD). The Deed is required to be executed by the three parties.

Financial and Other Resource Implications

A Councillor and an Officer are members on the Committee. Currently this is Cr Stephen Hart and the General Manager Corporate and Community Services.

Risk Management & Compliance Issues

The Deed of Variation of Agreement incorporates changes to the Agreement and the Terms of Reference which is an annexure to the Agreement. The Deed needs to be executed by all three parties:

- The Minister for Education
- The Council of Colac Secondary College
- Colac Otway Shire Council

Environmental and Climate Change Considerations

Not applicable

Community Engagement

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

The method selected has been to inform, consult and involve. The original changes to the documents were discussed by the Beechy Precinct Project Management Group, representatives from DEECD and the Joint Committee.

Implementation

Once approved the Deed of Variation of Agreement will be signed and sealed. A process to appoint a 3rd member to the Joint Committee will commence.

Conclusion

The changes to the Joint Use Agreement reflect the operating experience and practice of the facility.

The changes to the Terms of Reference will adjust issues in the operations of the Committee since it commenced.

Attachments

1. CCLLC - Deed of Variation of Agreement

Recommendation(s)

That Council approves the signing and sealing of the Deed of Variation of Agreement between:

- ***The Minister for Education;***
- ***The Council of Colac Secondary College (College Council); and***
- ***Colac Otway Shire Council (Shire Council).***

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**OM132205-6****AUTHORISATION OF OFFICER (PLANNING AND ENVIRONMENT ACT)**

|             |                                |           |           |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR:     | Colin Hayman                   | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96474  |

**Purpose**

The purpose of the report is for Council to appoint Statutory Planner, Francis Wong as an authorised officer under the *Planning and Environment Act 1987*.

**Declaration of Interests**

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

**Background**

Council recently appointed Francis Wong as a Statutory Planner following a recruitment process for an existing vacancy within the Statutory Planning Unit.

- (a) The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the Responsible Authority.
- (b) Currently Council's authorised officers are acting under a broader Appointment and Authorisation by the Chief Executive Officer pursuant to section 224 of the *Local Government Act 1989*.
- (c) Legal advice has recommended that authorised officers be appointed by Council using a new instrument to address specific authorisation provisions of section 147(4) of the *Planning and Environment Act 1987* versus the broader authorisations of section 224 of the *Local Government Act 1989*.
- (d) The broader Instrument of Appointment and Authorisation by the Chief Executive Officer pursuant to section 224 of the *Local Government Act 1989* must also be retained as it appoints the officers as authorised officers for the administration and enforcement of other acts.

**Council Plan / Other Strategies / Policy****Leadership and Governance**

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

**Issues / Options**

The Instrument of Authorisation relates only to the powers arising from the *Planning and Environment Act 1987*. Currently, the power to commence proceedings in Council's name is also delegated under the Instrument of Delegation from the CEO to Council Staff. Staff members authorised under other legislation, such as the *Local Government Act 1989*, are appointed under delegation by the CEO.

**Proposal**

The proposal is to appoint Francis Wong as an authorised officer pursuant to section 147(4) of the *Planning and Environment Act 1987* and the regulations made under that Act.

**Financial and Other Resource Implications**

Nil.

**Risk Management & Compliance Issues**

The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the responsible authority. The authorisation of officers under this Instrument is consistent with legal advice received.

**Environmental and Climate Change Considerations**

Nil.

**Community Engagement**

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

The appropriate method is to inform.

**Implementation**

The attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) comes into force immediately upon its execution.

**Conclusion**

Council received legal advice recommending that Council appoint authorised officers pursuant to section 147(4) of the *Planning and Environment Act 1987* for matters relating to planning compliance and enforcement.

**Attachments**

1. Instrument of Appointment and Authorisation

**Recommendation(s)*****That Council:***

1. ***Appoints Statutory Planner Francis Wong as an authorised officer pursuant to the Planning and Environment Act 1987.***
2. ***Notes that the Instrument of Appointment and Authorisation comes into force immediately the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.***
3. ***Delegates to the Chief Executive Officer authority to sign and place under Council Seal the Instrument of Appointment and Authorisation.***

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OM132205-7**REVIEW OF PROCUREMENT POLICY**

| | | | |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR: | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96037 |

Purpose

The purpose of this report is to present for Council's consideration a revised Procurement Policy for adoption.

Declaration of Interests

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

Background

Section 186A of the *Local Government Act 1989* (the Act) provides the details on "Procurement Policy".

186A Procurement Policy

- (1) *A Council must prepare and approve a procurement policy.*
- (2) *A Council must within 12 months after the commencement of section 67 of the Local Government Amendment (Councillor Conduct and Other Matters) Act 2008 prepare and approve a procurement policy.*
- (3) *A procurement policy must include any matters, practices or procedures which are prescribed for the purposes of this section.*
- (4) *A Council must have regard to guidelines made under subsection (5) in preparing a procurement policy.*
- (5) *The Minister may make guidelines with respect to the form or content of a procurement policy.*
- (6) *Guidelines made under subsection (5) must be published in the Government Gazette.*
- (7) *At least once in each financial year a Council must review the current procurement policy and may, in accordance with this section, amend the procurement policy.*
- (8) *A copy of the current procurement policy must be available for inspection by the public –*
 - (a) *at the Council office; and*
 - (b) *on the Council's internet website.*
- (9) *A Council must comply with its procurement policy.*

- (10) *In this section procurement policy means the principles, processes and procedures that will apply to all purchases of goods, services and works by the Council.*

The Policy was last reviewed in September 2011. The policy has been extensively reviewed by the Procurement Steering Committee and has been endorsed by the Executive.

Council Plan / Other Strategies / Policy

Leadership and Governance

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

The review of the Procurement Policy is also consistent with the key action "Review of Council's Policies".

Issues / Options

Review of Policy

Municipal Association of Victoria (MAV)

The review of the policy has taken into consideration relevant points from the updated MAV Model Procurement Policy.

Review of Other Councils

A review was undertaken of procurement policies of other Councils. A number have a similar policy to Colac Otway where they have used the MAV model policy as the basis for the development of their policy.

Best Practice Procurement Guidelines

The 2013 Victorian Local Government Best Practice Procurement Guidelines were received by Council in March 2013. As a result of the Guidelines further changes have been made to incorporate aspects into the Policy.

Changes Made

The revised policy has had a number of additions and alterations made to it.

The changes include:

- Clause 1.2 – has been changed to Legislative Compliance Provisions as per the Guidelines
- Clause 1.3 – Scope and application has been changed to reflect to the Guidelines
- Clause 1.6 – Definitions – A number of definitions have been added
- Clause 2.1.4 – Probity Requirements has been added as per the Guidelines
- Clause 3.1.1 – additional wording has been added re: the value of all contracts
- Clause 3.2 – additional wording has been added to provide further details re: the public notice
- Clause 3.4 – has been changed to reflect the Guidelines
- Clause 3.6.2 – additional points have been included under Supply by Contract
- Clause 3.6.3 – details on Probity Plan has been added
- Clause 3.12 – Charter of Human Rights has been added as per the Guidelines
- Clause 4.1 – has been changed in line with the Draft Council Plan 2013-2017
- Clause 4.2 – has been changed to reflect the Guidelines
- Clause 4.6.2 – the amount of allowance discount for Light Fleet Vehicle purchases has been increased to \$500.

A number of other changes have been made to the format and wording to improve readability and clarification of certain clauses of the Policy.

A number of parts have also been deleted where they are not seen as necessary in the Council policy.

Proposal

That Council adopt the revised Procurement Policy.

Financial and Other Resource Implications

Council spends millions of dollars in the procurement of goods and services each year and the significant procurement activity supports the delivery of services in the Council Plan. The Procurement needs to be undertaken in a manner that ensures value for money and accountability to the community for the expenditure of public monies.

The purpose of the policy is to:

- provide policy and guidance to Council to allow consistency and control over procurement activities
- demonstrate accountability to ratepayers
- provide guidance on ethical behaviour in public sector purchasing
- demonstrate the application of elements of best practice in purchasing
- increase the probability of obtaining the right outcome when purchasing goods and services.

Risk Management & Compliance Issues

The Background in this report provides details of section 186A of the *Local Government Act 1989* related to procurement.

Clause 3.6 of the Policy – Risk Management

“Risk Management

General

Risk Management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance Council’s capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

Risk Management will be carried out in accordance with the stated requirements in the Risk Management Policy and the Guidelines for Occupational Health and Safety Management of Contractors and any Federal or State regulatory requirements.

Supply by Contract

The provision of goods, services and works by contract potentially exposes the Council to risk.

The Council will minimise its risk exposure by measures such as:

- *standardising contracts to include current, relevant clauses*
- *requiring security deposits where appropriate*
- *referring specifications to relevant experts*
- *requiring contractual agreement before allowing the commencement of work*
- *use of or reference to relevant Australian Standards (or equivalent)*

- *effectively managing the contract including monitoring and enforcing performance*
- *undertaking relevant financial checks of companies to ensure they are viable to undertake the contract*
- *developing a Probity Plan for tenders in excess of \$3 million or where a proposed contract is particularly complex, a high risk or controversial and requiring a high level of public confidence*
- *obtaining copies of certificates of currency for relevant insurances.”*

Environmental and Climate Change Considerations

Section 4.4 – “Sustainability” of the policy provides details on the approach to environmental issues.

Community Engagement

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

The method selected in the review of the policy has been to consult. The policy was considered by the Procurement Steering Committee and reviewed by the Executive.

This is an internal policy and does not require community engagement which is consistent with the current Procurement Policy.

Implementation

It is proposed that should this policy be adopted then the policy would be updated in Council’s register and on the Council’s website. The policy will also be available at the Council Offices.

Conclusion

The Procurement Policy has been reviewed in accordance with the *Local Government Act 1989*. An extensive review of the Policy has been undertaken.

Attachments

1. Policy 3.2 Procurement

Recommendation(s)

That Council adopts the revised Procurement Policy No. 3.2.

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**OM132205-8****AUSTRALIA DAY 2014 - HOST TOWN**

|             |                                |           |              |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR:     | Hege Eier                      | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F13/3032     |

**Purpose**

This report seeks Council's endorsement of the recommendation made by the Australia Day Advisory Committee for the township of Forrest to host the 2014 Australia Day celebrations.

**Declaration of Interests**

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

**Background**

Historically Colac Otway Shire hosted two similar but separate events for Australia Day, one in Colac followed by another in Apollo Bay.

In July 2008, Council determined that one main event be held, creating the possibility for various townships in the Shire to host Australia Day.

After successful Australia Day celebrations in Forrest (2009) and Birregurra (2010), Council adopted an Expression of Interest process for Colac Otway Shire townships to nominate their interest to host the Australia Day event.

In 2010 no Expression of Interest to host Australia Day was received and Council adopted the Australia Day Advisory Committee's recommendation to hold the 2011 Australia Day celebrations in Colac. In 2011 the township of Beeac was successful in their Expression of Interest to host Australia Day and 2012 Australia Day celebrations took place in Beeac.

In 2012, Council's Events Officers suggested to the Australia Day Advisory Committee that a rotational system should be introduced where Australia Day celebrations would be rotated between Colac, Apollo Bay and then a small town. Rotating the Australia Day celebrations would give the Event's Unit the opportunity to plan for Colac and Apollo Bay events as a contingency and to have more time to prepare for Australia Day events in small towns. The Advisory Committee decided that this decision would be better left with the new Council, but agreed that 2013 celebrations should be held in Apollo Bay.

The Australia Day Advisory Committee has discussed the location of the Australia Day Celebrations for 2015. The Committee will further discuss the rotational system at a future meeting and consider the various options prior to discussions with Council.

**Council Plan / Other Strategies / Policy  
Community Health and Wellbeing**

Council will promote community health and wellbeing in partnership with other health services. Through a partnership approach, Council will provide a broad range of customer focused health, recreational, cultural and community amenities, services and facilities.

Strategic documents relevant to this report include the 2007-2011 Festival and Events Strategic Plan.

**Issues / Options**

The Expression of Interest to host 2014 Colac Otway Shire Australia Day Celebrations closed on 12 April 2013.

Expressions of Interest were received from the following towns:

- Forrest
- Birregurra
- Beeac

The Australia day Advisory Committee met on the 17 April 2013 to discuss the Expression of Interests received. Cr Chris Smith was an apology but has independently advised his preference for the 2014 Australia Day Celebrations to be held in Colac.

The Australia Day Advisory Committee agreed that it was appropriate to consider Forrest and Birregurra before Beeac, as Beeac was the most recent host town (2012) out of the three applicants.

Councillors further agreed that Forrest, depending on the application, should be considered before Birregurra on the basis that Birregurra (2010) hosted the celebrations more recently than Forrest (2009).

In comparing the Forrest and Birregurra Applications, Councillors found that both applications addressed the selection criteria as outlined in the application form.

In conclusion, Councillors agreed that both applications were solid. It was agreed that as Birregurra has hosted the celebrations more recently, Forrest should be given the opportunity to host the 2014 Australia Day celebrations.

All Councillors present at the meeting agreed that approaching Colac to consider hosting the 2014 event was not an option as three Expressions of Interest had been received from other townships. Community groups in Colac who received the same Expression of Interest information, had not submitted an Expression of Interest Application.

**Options**

There are three options available to Council.

1. Adopt the recommendation made by the Australia Day Advisory Committee to host 2014 Australia Day Celebrations in Forrest.
2. Undertake further assessment of the recommendation and return to Council for further consideration. A delay in adopting the recommendation by the Australia Day Advisory Committee may be detrimental to the planning of the event as it impacts on the planning timelines and management process required for the Events Unit and the host town.
3. Oppose the adoption of the recommendation made by the Australia Day Advisory Committee for Forrest to host Australia Day 2014.

The Australia Day Advisory Committee will further discuss the rotational system for future years and consider the various options prior to discussions with Council.

**Proposal**

It is proposed that Council supports the recommendation of the Australia Day Advisory Committee for the next Australia Day celebrations to take place in the township of Forrest on 26 January 2014.

**Financial and Other Resource Implications**

The Australia Day event has previously been allocated project funds through the annual budget process. An amount of \$12,000 has been allocated for the 2014 Australia Day event in the 2013/14 draft budget.

**Risk Management & Compliance Issues**

The Colac Otway Shire Events Unit is required to complete the Council's Events Approval process which addresses risk management and compliance issues specific to the event.

**Environmental and Climate Change Considerations**

There are no direct environmental and climate change considerations relating to this report. Any environmental and climate change considerations relating to the 2014 Australia Day event will be considered as part of the Colac Otway Shire event approval process.

**Community Engagement**

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

The method selected will be “*collaborate*”, where Council's Events Unit will actively work with the Forrest Community Group, Forrest Lions Club, Forrest Primary School, Forrest Neighbourhood House, Forrest Hall Committee and other Forrest community groups in developing the 2014 Australia Day event.

**Implementation**

The Events Unit will meet and engage with Forrest community groups to plan and implement the delivery of the Forrest 2014 Australia Day celebrations.

**Conclusion**

The Australia Day Advisory Committee recommends to Council that the 2014 Australia Day celebrations take place in Forrest.

The Australia Day Advisory Committee will further discuss the rotational system for future years and consider the various options prior to discussions with Council.

**Attachments**

Nil

**Recommendation(s)**

***That Council endorses the recommendation by the Australia Day Advisory Committee to hold the 2014 Colac Otway Shire Australia Day event in Forrest on the 26 January 2014.***

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OM132205-9**INSTRUMENTS OF DELEGATION - COMMITTEES**

| | | | |
|-------------|--------------------------------|-----------|-----------|
| AUTHOR: | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | 11/96474 |

Purpose

To endorse the Instruments of Delegation for various committees and review exemptions in place with respect to provisions to submit a Primary Return or an Ordinary Return.

Declaration of Interests

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

Background

Council has in place a number of section 86 and other committees. The following are the list of committees that have been previously established to manage a Council facility or have been established for a specific purpose.

Under section 86(7) of the *Local Government Act* (the Act) these committees are classed as Special Committees.

“A committee that exercises a power, or performs a duty or function, of the Council that has been delegated to that committee under any Act is a special committee for the purposes of this Act.”

- Alvie Recreation Reserve
- Barongarook Public Hall and Tennis Reserve
- Barwon Downs Hall
- Beech Forest Hall
- Beech Forest Recreation Reserve
- Birregurra Public Hall
- Carlisle River Recreation Reserve
- Chapple Vale Public Hall
- Colac Municipal Aerodrome
- Cororooke Hall
- Cressy Hall
- Eurack Hall
- Irrewillipe Hall and Reserve
- Kennett River Tennis Reserve
- Larpent Hall
- Lavers Hill Hall
- Lavers Hill Waterhole Reserve
- Pennyroyal Hall
- Pirron Yallock Recreation Reserve
- Stoneyford Hall
- Swan Marsh Hall and Tennis Reserve
- Warncoort Tennis Reserve
- Warrion Hall
- Yeo Recreation Reserve

- Old Beechy Rail Trail
- Road Naming Projects Advisory Committee
- Tirrengower Drainage System

Each of the committees has an Instrument of Delegation which sets out the functions, duties or powers of the committee.

Under section 86(6) of the Act, Council is required to *“review delegations to a Special Committee in force under this section within the period of 12 months after a general election.”*

Council Plan / Other Strategies / Policy

Leadership and Governance

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

Council has a policy “Section 86 Committees” in place. The policy provides guidance to the various Special Committees.

Issues / Options

Review of Instrument of Delegation

As per the Act, delegations to a Special Committee need to be reviewed within the period of 12 months after a general election.

All of the current Instrument of Delegations to the various committees have been reviewed.

As part of the current review, information received from the Delegation and Authorisations Service provided by Maddocks Lawyers has been taken into account.

The only changes that have been made to the Instruments of Delegation are with respect to the Old Beechy Rail Trail Committee:

- Under section 2.3.1 *“two representatives from the Lavers Hill & District Progress Association”* has been added.
- Under section 2.3.2 – *“Department of Sustainability and Environment”* has been changed to *“Department of Environment and Primary Industries (DEPI)”*.
- Under section 6.1.1 the following has been added:
 - *“6.1.1 Minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.”*

Membership of Committees

Section 86 of the *Local Government Act 1989* provides for the establishment of special committees of:

- (a) Councillors;
- (b) Council Staff;
- (c) other person; and
- (d) any combination of (1), (b) and (c) which may be the subject of delegations.

Other Instruments of Delegation

This report only considers the Instrument of Delegations to the various Special Committees that manage Council facilities or have been set up for a particular purpose.

Council has previously considered:

“Instrument of Delegation to the Chief Executive Officer”

“Instrument of Delegation to Members of Council Staff”

Conflict of Interest

Under section 78B(3)(b) of the Act a person does not have an indirect interest because of a conflicting duty if –

- (b) *the person only holds a position in a not-for-profit organisation for which the person receives no remuneration and the person was appointed to the relevant special committee of the Council to be a representative of the non-for-profit organisation.*

Submission of a Primary Return or an Ordinary Return

Under section 81(2A) of the Act:

“A Council may exempt a member of a special committee who is not a Councillor from being required to submit a primary return or an ordinary return.”

Under section 81(2B) of the Act:

“The Council must review any exemptions in force under subsection (2A) within the period of 12 months after a general election.”

Proposal

That Council resolves to sign and seal the revised Instruments of Delegation for the various Committees.

That Council confirms the exemptions provided to members of Committees that they are not required to submit a primary or ordinary return.

Financial and Other Resource Implications

There are no additional costs relating to this item.

Risk Management & Compliance Issues

Risk Management documentation is provided to each of the committees to assist them in the management of the facility.

Under the *Local Government Act* Council is required to review delegations to Special Committees within the period of 12 months after a general election.

Council is also required to review any exemptions in place re the submission of a primary or an ordinary return.

Environmental and Climate Change Considerations

There are no environmental considerations applicable.

Community Engagement

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

A copy of the revised Instrument of Delegation will be forwarded to the various Committees.

Implementation

Once the Instruments of Delegation have been signed and sealed, updated copies will be included in the register that is required to be kept.

Conclusion

Council is required under the *Local Government Act* to review delegations to Special Committees within the period of 12 months after a general election.

Council is also required to review any exemptions in place regarding the submission of a primary or an ordinary return.

Council's Committees that manage various facilities on Council's behalf provide a valuable service for the community and assist Council in managing and monitoring community assets.

Attachments

1. Instrument of Delegation - Alvie Recreation Reserve
2. Instrument of Delegation - Barongarook Hall and Tennis Reserve
3. Instrument of Delegation - Barwon Downs Hall
4. Instrument of Delegation - Beech Forest Hall
5. Instrument of Delegation - Beech Forest Recreation Reserve
6. Instrument of Delegation - Birregurra Public Hall
7. Instrument of Delegation - Carlisle River Recreation Reserve
8. Instrument of Delegation - Chapple Vale Public Hall
9. Instrument of Delegation - Colac Municipal Aerodrome
10. Instrument of Delegation - Cororooke Hall
11. Instrument of Delegation - Cressy Hall
12. Instrument of Delegation - Eurack Hall
13. Instrument of Delegation - Irrewillipe Hall and Reserve
14. Instrument of Delegation - Kennett River Tennis Reserve
15. Instrument of Delegation - Larpent Hall
16. Instrument of Delegation - Lavers Hill Hall
17. Instrument of Delegation - Lavers Hill Waterhole Reserve
18. Instrument of Delegation - Pennyroyal Hall
19. Instrument of Delegation - Pirron Yallock Recreation Reserve
20. Instrument of Delegation - Stoneyford Hall
21. Instrument of Delegation - Swan Marsh Hall and Tennis Reserve
22. Instrument of Delegation - Warncoort Tennis Reserve
23. Instrument of Delegation - Warrion Hall
24. Instrument of Delegation - Yeo Recreation Reserve
25. Instrument of Delegation - Old Beechy Rail Trail Committee
26. Instrument of Delegation - Road Naming Projects Advisory Committee
27. Instrument of Delegation - Tirrengower Drainage System Committee

Recommendation(s)***That Council:******1. Signs and seals Instrument of Delegations for the following Committees:***

- *Alvie Recreation Reserve*
- *Barongarook Public Hall and Tennis Reserve*
- *Barwon Downs Hall*
- *Beech Forest Hall*
- *Beech Forest Recreation Reserve*
- *Birregurra Public Hall*
- *Carlisle River Recreation Reserve*
- *Chapple Vale Public Hall*
- *Colac Municipal Aerodrome*
- *Cororooke Hall*
- *Cressy Hall*
- *Eurack Hall*
- *Irrewillipe Hall and Reserve*
- *Kennett River Tennis Reserve*
- *Larpent Hall*
- *Lavers Hill Hall*
- *Lavers Hill Waterhole Reserve*
- *Pennyroyal Hall*
- *Pirron Yallock Recreation Reserve*
- *Stoneyford Hall*
- *Swan Marsh Hall and Tennis Reserve*
- *Warncoort Tennis Reserve*
- *Warrion Hall*
- *Yeo Recreation Reserve*

- *Old Beechy Rail Trail*
- *Road Naming Projects Advisory Committee*
- *Tirrengower Drainage System*

2. In accordance with section 81(2A) of the Local Government Act 1989, resolves to exempt members of the committees from being required to submit a Primary or Ordinary Return "Register of Interest" Return.

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**INFRASTRUCTURE AND SERVICES**

| ITEM                      |                                                                                               |
|---------------------------|-----------------------------------------------------------------------------------------------|
| <b><u>OM132205-10</u></b> | <b><u>ROAD MANAGEMENT PLAN</u></b>                                                            |
| <b><u>OM132205-11</u></b> | <b><u>ROAD DISCONTINUANCE - GOVERNMENT ROAD ABUTTING<br/>FORMER MARENGO LANDFILL SITE</u></b> |
| <b><u>OM132205-12</u></b> | <b><u>ROAD CLOSURE - 505 RIFLE BUTTS ROAD, WHOOREL</u></b>                                    |



**OM132205-10 ROAD MANAGEMENT PLAN**

|             |                           |           |            |
|-------------|---------------------------|-----------|------------|
| AUTHOR:     | Adam Lehmann              | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F11/759    |

**Purpose**

This report recommends that, in accordance with the *Road Management Act 2004* and the *Road Management (General) Regulations 2005*, Council conducts a review of its Road Management Plan and publicises its intent to do so.

**Declaration of Interests**

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

**Background**

In accordance with the *Road Management Act 2004* and the *Road Management (General) Regulations 2005*, Council is required to conduct a review of its Road Management Plan within the period of six months after each general election (or by the next 30 June).

At its 24 June 2009 ordinary meeting, Council adopted its Road Management Plan Version 2.0.

The purpose of the Road Management Plan (RMP) is to establish a management system for public roads that are Council's responsibility in order to meet the needs of road users and the broader community. Council's road management functions are based on policy and operational objectives which consider the resource limitations faced by Council in inspecting, maintaining, and repairing its road infrastructure. The levels of service specified in the current Road Management Plan, by necessity, provide a balance between reasonable road safety and affordability.

The Road Management Plan does not apply to new works as these are determined as part of the Council's annual capital works budget process.

Division 1, Regulation 302 (1) of the *Road Management (General) Regulations 2005*, states that a Council must ensure that the standards in relation to and the priorities given to, the inspection, maintenance and repair of roads are appropriate.

**Council Plan / Other Strategies / Policy****Physical Infrastructure and Assets**

Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future.

The review of the Road Management Plan is in direct response to the requirements of both the *Road Management Act 2004* and the *Road Management (General) Regulations 2005*. Sub-regulation (3)(b) requires that "each incoming Council must review its road management plan during the same period as it is preparing its Council Plan".

The *Road Management Act 2004* states the requirement to publicly notify of Council's intent to commence a review of the Road Management Plan within 6 months of a new Council.

Further to this, it can be considered that the review of the Road Management Plan and its outcomes are consistent with Council's 2009-2013 Key Result Area that Council "*will provide and maintain Council infrastructure and assets that meet community needs now and in the future*".

### Issues / Options

In conducting the review of its Road Management Plan, Council must ensure that the standards in relation to and the priorities to be given to, the inspection, maintenance and repair of the roads and classes of roads to which the Plan applies are appropriate. A review of the Road Management Plan will be carried out in accordance with the following:

- The review is to consider the appropriateness and effectiveness of Council's priorities in relation to the inspection, maintenance and repair of the roads covered by its Road Management Plan with regard to available budget and resources.
- The review will be carried out in reference to all of the roads listed in Council's Register of Public Roads.
- A copy of the current Road Management Plan may be inspected at either of Council's Customer Service Centres located in Colac or Apollo Bay, or a copy may be obtained by downloading it from Council's website.
- Any person may make a submission in regard to the proposed review of the Road Management Plan to Council in accordance with section 223 of the *Local Government Act 1989*.

Following the review process, Council must produce a written report summarising the findings and conclusions of the review. Subsequent to production of the report, it must be made available for copying or inspection at the place where Council's Road Management Plan may be inspected or viewed.

The review aims to examine key principles within the existing Road Management Plan which include:

- Council's Municipal Public Road Register
- Legislative compliance under the *Road Management Act 2004*
- Suitability of inspection frequencies
- Service level standards
- Road and footpath hierarchies
- Risk exposure to Council.

General changes are proposed to be made to the current Plan to reflect operational arrangements which have been implemented since its initial adoption. The intent of the revised Plan and its adherence to the requirements of the Act will not differ from the original Road Management Plan.

A report summarising the findings and conclusions of this review will be provided to Council at a later date.

### Proposal

A background review of the current Road Management Plan has commenced. It is proposed to complete this review with reporting to Council by August 2013.

| <b>Action</b>                                                                                                                                                                                                             | <b>Scheduled Targeted Completion Date</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Develop scope of review for current version of Road Management Plan (Version 2.0)                                                                                                                                         | Completed                                 |
| Review workshop with key stakeholders; Infrastructure; Maintenance; Emergency Management. Develop an initial draft review of the RMP.                                                                                     | Completed                                 |
| Meeting to receive legal advice regarding the current RMP and the new RMP review process. This involved the review of the plan to ensure correct references, definitions, naming conventions and format were carried out. | Completed                                 |
| Council approval and release public notice                                                                                                                                                                                | 22 May 2013                               |
| Advertise and Publish Public notice of RMP Review                                                                                                                                                                         | 24 May 2013                               |
| Advertise Victorian Government Gazette                                                                                                                                                                                    | 30 May 2013                               |
| Public Submissions close                                                                                                                                                                                                  | 5 July 2013                               |
| Public Submissions considered on or before (if required)                                                                                                                                                                  | 24 July 2013                              |
| Final Report to Council following consideration of submissions for adoption of the RMP                                                                                                                                    | 28 August 2013                            |

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

The Road Management Plan requires Council to clearly specify its levels of service which can be achieved within existing levels of funding. The Act requires that an authority must achieve full compliance with these standards. It is therefore critical that suitable funding levels are sustained within Council's budget for all operational and maintenance activities identified within the Plan.

The Plan will be reviewed in consultation with relevant service providers to ensure that the documented standards are deliverable within existing budget allocations whilst providing a reasonably safe road network.

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

Risk identification, assessment, and management are an important requirement of the Road Management Plan which provides an effective way for Council to manage its risk as a road authority.

Council is exposed to an increase of claims of negligence if it fails to deliver the standards specified in the Road Management Plan. This is the overriding factor when determining appropriate standards for the inspection, maintenance, and repair of Council's roading assets to ensure that they can be delivered within current budget allocations.

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

The Road Management Plan sets maintenance requirements that can require the removal of vegetation within the road reserve. All trimming and removal of native vegetation is conducted in accordance with Council's Agreement with the Department of Sustainability and Environment for the Removal of Native Vegetation for the Maintenance of Public Roads. This Agreement provides exemptions under clause 52.17-6 of the Victorian Planning Provisions.

### **Community Engagement**

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

The method selected would be consult. Division 1, Regulation 302 (2)(a) of the *Road Management (General) Regulations 2005*, states that a Council must give a notice describing the purpose of the review, and classes of road to which the Road Management Plan applies, and is required to advertise that it is commencing a review of its Road Management Plan and as part of that advertisement advise where the current Road Management Plan may be viewed or obtained.

Upon receiving any submissions in relation to a review of the Plan, amendments to the Road Management Plan may be determined necessary and subsequent to making those amendments, Council will then again be required to advertise and call for submissions in relation to making an amendment to the Road Management Plan.

A working group with a number of key stakeholders within Council has been established to undertake the review of the Road Management Plan. An initial workshop has been conducted to highlight particular issues to be considered as part of this review.

### Implementation

During both the operation of the current Road Management Plan and initial workshops with key stakeholders, Council officers have identified the following key areas to be considered in this review:

| Issue                                                   | Description                                                                                                                                                                                                           |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General review of Road Management Plan Service Levels   | Maintenance services to be reviewed to assess risk levels, inspection frequencies, service provision, and temporary and rectification works timeframes. This review will include an analysis of delivery performance. |
| Review of Road Hierarchy                                | Management of 'fire access' and limited use roads to be clearly defined                                                                                                                                               |
| Update to Footpath Hierarchy                            | The existing footpath hierarchy documented in previous versions of the Road Management Plan will be reviewed to ensure that it is consistent with Council's Footpath Strategies.                                      |
| Updates to the Public Road Register and hierarchy plans | Update of public road register to reflect additional roads for which Council now acts as a Road Authority.                                                                                                            |
| Definitions of road and road related assets             | The <i>Road Management Act 2004</i> clearly defines road assets and road related assets. Update of plan required to ensure service delivery is aligned with the intent of the Act.                                    |

### Conclusion

All Councils are required to commence the review their Road Management Plan within six months of a general election.

During the period of review, the existing Road Management Plan remains in effect.

### Attachments

Nil

**Recommendation(s)*****That Council:***

- 1. Advertises its intention to review its Road Management Plan in the Victoria Government Gazette and locally circulating newspapers for a period of 6 weeks, stating the following:***
  - a. The review is to consider the appropriateness and effectiveness of Council's priorities in relation to the inspection, maintenance and repair of the roads covered by its Road Management Plan.***
  - b. The review will apply to all the roads and classes of roads to which Council's Road Management Plan applies.***
  - c. A copy of the current Road Management Plan may be inspected at either of Council's Customer Service Centre's located in Colac and Apollo Bay, or a copy may be obtained by downloading it from Council's website.***
  - d. Any person may make a submission in regard to the proposed review of the Road Management Plan to Council in accordance with section 223 of the Local Government Act 1989, must do so in writing, addressed to the Council by 5 July 2013.***
- 2. Notes that during this process, further reports that outline the results and feedback of the community consultation will be presented to Council for consideration to ensure the requirements of the Road Management Act 2004 and the Road Management (General) Regulations 2005 are complied with.***
- 3. Notes that at the completion of the review process a final report will be presented to Council meeting on 28 August 2013, recommending adoption of the Road Management Plan.***

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OM132205-11**ROAD DISCONTINUANCE - GOVERNMENT ROAD
ABUTTING FORMER MARENGO LANDFILL SITE**

| | | | |
|-------------|---------------------------|-----------|------------|
| AUTHOR: | Adam Lehmann | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F11/759 |

Purpose

The purpose of this report is for Council to consider the possible discontinuance of a Government Road which abuts the former Marengo landfill site.

Declaration of Interests

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

Background

The Apollo Bay community, in particular the Apollo Bay Pony Club and the Apollo Bay and Otway Adult Riding Group, have expressed interest in using the former Marengo Landfill site as a base for equestrian activities.

The site is Crown Land, as are the parcels surrounding the former landfill site (refer locality plan below). The landfill site has recently been rehabilitated and is subject to ongoing environmental monitoring. Council officers have previously requested the Department of Sustainability and Environment (DSE) to consider allowing use of the former landfill site to cater for equestrian activities. Both DSE and Environment Protection Authority Victoria (EPA) have provided in-principle support for the land to be used for equestrian activities.



Council officers have met with representatives of DSE to discuss options for community use and possible management arrangements for Crown Allotments 1 Sec 3C and 8F Sec 2A, Parish of Krambruk (old Marengo landfill site).

DSE advised the following status for the adjoining parcels:

- Crown Allotments 2003 and 13-16 (3) are all permanent reserves.
- Crown Allotments 9(3) and 11-12(3) and CA 17-19(3) are land reserved for community use.
- Crown Allotment 10(3) is currently occupied by industrial operation.
- Unmade road to the south of Crown Allotment 1 Sec 3C could be declared either for community use or as permanent reserve.

DSE would like to combine CA 9(3), CA11-12(3) and CA 17-19(3) together with lots CA 23, 2003 and 13-16 (3) under the one Committee of Management (CoM) being Council. This would also include the aforementioned unmade road.

In order for road to be to be declared for community use it must first complete a road discontinuance in accordance with the provisions of the *Local Government Act 1989*. This would then enable DSE to incorporate the area into CA 1 Sec 3C and declare the land as a crown reserve.

Clause 3 of Schedule 10 of the *Local Government Act 1989* provides the power to discontinue roads:

“A Council may, in addition to any power given to it by section 43 and 44 of the Planning and Environment Act 1987 –

- a. Discontinue a road, or part of a road, by a notice published in the Government Gazette; and*
- b. Sell the land from that road (if it is not Crown Land), transfer the land to the Crown or itself or retain the land.”*

Council Plan / Other Strategies / Policy

Physical Infrastructure and Assets

Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future.

Issues / Options

Council must decide whether to discontinue the portion of road in question. This is done after public consultation and consideration of an officer's report. If Council resolves that the land is not reasonably required for road purposes, then it can discontinue the road via a notice published in the Victoria Government Gazette.

As it is unlikely that any building could occur on the former landfill site, the area of the unmade road presents an opportunity for the construction of buildings and other improvements (e.g. storage sheds, clubhouse etc.) should these facilities be required at a later date.

Proposal

It is recommended that Council seek further community feedback in relation to this matter and advertise its intention to discontinue the Government Road under consideration.

Financial and Other Resource Implications

The administrative process of completing the road discontinuance will be undertaken using in-house resources without any significant impact to routine operations and activities.

Risk Management & Compliance Issues

Council must ensure that it complies with its legislative requirements when exercising its powers to discontinue the subject length of road.

Environmental and Climate Change Considerations

There are no specific environmental or climate change issues which need to be considered as part of this proposal.

Community Engagement

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

The method selected would be consult and include Council giving six (6) weeks public notice of its intention to discontinue the identified section of road. In addition to this, all abutting property owners will be written to advising them of Council's intention and their right to make a submission.

All submissions received will be considered following section 223 of the *Local Government Act 1989*.

Applicable utility companies will also be advised of Council's intentions to ensure consideration is given to the potential impacts on the management of services which may exist in the vicinity of this road.

Implementation

Advertising of Council's intention to discontinue the road will be prepared upon resolution. This will also include the forwarding of required correspondence to all abutting property owners and utility agencies.

Conclusion

From Council's perspective, the road is not reasonably required and will provide future opportunity for the development of community facilities aligned with the future use of the former Marengo landfill site. On that basis, Council should advertise its intention to discontinue the road and commence the process to determine if it should merge with the adjoining lot.

Attachments

Nil

Recommendation(s)***That Council:***

- 1. Gives public notice of its intention to discontinue the section of Government road south of and abutting Crown Allotment 1 Sec 3C, Parish of Krambruk.***
- 2. Subject to complying with all relevant legislation including section 223 of the Local Government Act 1989 and a six week notification period, and if no submissions are received, instructs the Chief Executive Officer to execute the discontinuance via a notice published in the Victoria Government Gazette.***
- 3. If objections are received, advertises in the local media and holds a Special Council Meeting on a date to be determined in COPACC to consider the objections. Formal advice of the time and place of the meeting will be provided to those parties wanting to be heard in support of their objections.***
- 4. If required, makes a final decision following preparation of a report by the General Manager Infrastructure and Services based on the recommendations of the Special Council Meeting to the following Council meeting.***

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**OM132205-12 ROAD CLOSURE - 505 RIFLE BUTTS ROAD, WHOOREL**

|             |                           |           |            |
|-------------|---------------------------|-----------|------------|
| AUTHOR:     | Adam Lehmann              | ENDORSED: | Neil Allen |
| DEPARTMENT: | Infrastructure & Services | FILE REF: | F11/759    |

**Purpose**

The purpose of this report is for Council to consider the possible closure of an existing unmade Government Road which divides the property at 505 Rifle Butts Road, Whoorel (Lot 1 LP200811, Parish of Whoorel).

**Declaration of Interests**

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

**Background**

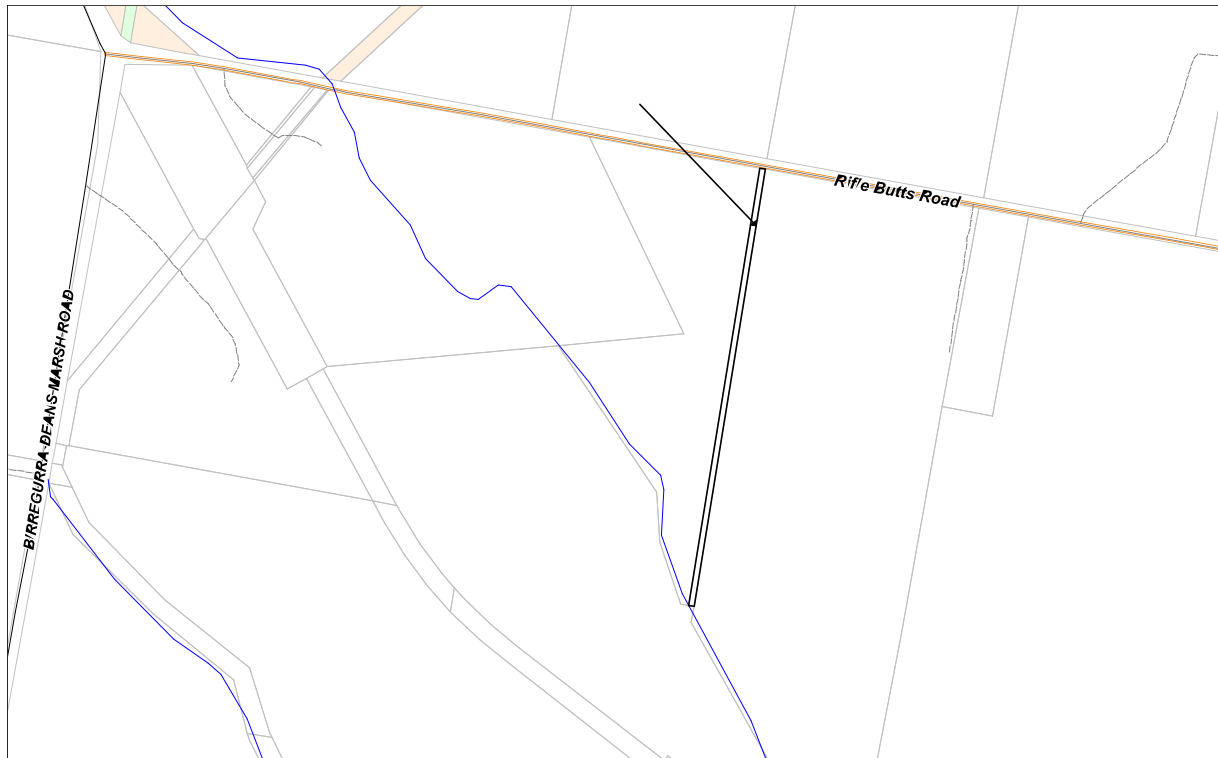
Council at its Ordinary Meeting of the 19 December 2012 resolved:

*"That Council:*

- 1. Agrees to the road exchange/deviation, subject to no net disadvantage to Council.*
- 2. Subject to further consultation with the proponent, makes application to the Department of Sustainability and Environment (DSE) to obtain Ministerial consent to the road exchange/deviation.*
- 3. Subject to Ministerial approval being received, commences statutory procedures to exchange/deviate the unmade Government Road abutting Lot 1 LP200811, Parish of Whoorel in accordance with the road deviation diagram contained within this report, pursuant to section 207B(2A) and Schedule 10 clause 2(2)(b) of the Local Government Act 1989 (the 'Act') and in accordance with section 223 of the Act, public notice of the proposed road deviation/exchange be given in local newspapers circulating in the area, subject to a 6 week submission period."*

At that time it was proposed to complete a road deviation or exchange, whereby an existing unmade Government Road was to be closed and a new road be created so that legal access would be maintained to an adjoining parcel to 505 Rifle Butts Road. This particular parcel is described as Lot 1, LP200811 (refer locality plan below).

The owner has reconsidered the original proposal and an alternative option has been presented to Council since its resolution at 19 December 2012. This involves the adjoining neighbour who is the current registered proprietor of Lot 1 TP81773 and Lot 2 LP200811 agreeing to consolidate each of these parcels into a single title. This new consolidated title would have abutment to Rifle Butts Road therefore removing the need of having the Government Road proposed to be closed as a legal point of access. The owner of Lot 1 TP81773 and Lot 2 LP200811 has provided a Statutory Declaration confirming their willingness to complete this title consolidation. This is detailed on the attached plan of consolidation. Also attached to this report is a plan which provides an overview of the outcomes to be achieved by the proposed discontinuance of the unmade Government Road which abuts Lot 1, LP200811.



Clause 3 of Schedule 10 of the *Local Government Act 1989* provides the power to discontinue roads:

*“A Council may, in addition to any power given to it by section 43 and 44 of the Planning and Environment Act 1987 –*

- a. Discontinue a road, or part of a road, by a notice published in the Government Gazette; and*
- b. Sell the land from that road (if it is not Crown Land), transfer the land to the Crown or itself or retain the land.”*

### **Council Plan / Other Strategies / Policy** **Physical Infrastructure and Assets**

Council will provide and maintain Council infrastructure and assets that meet community needs now and in the future.

This proposal has been considered against Council's *Closure of Unused Government Roads, Licencing of an Unused Road or Water Frontage Policy*.

### **Issues / Options**

There are a number of options available to Council with respect to this matter. These are:

1. Do nothing and maintain the status quo or
2. Approve the proposal to discontinue the subject Government Road.

Should Lot 1 TP81773 and Lot 2 LP200811 be consolidated the subject Government Road would then be considered to be surplus to requirements as it serves no broader access benefits to the community. This road divides 505 Rifle Butts Road into two (2) separate portions. The closure of this road would potentially result in a better outcome in terms of long term land management for the present owner of this property.

Exercising Council's statutory powers to close the subject length of Government Road would be contingent upon the consolidation of Lot 1 TP81773 and Lot 2 LP200811 being completed so that any potential legal liability associated with access to individual lots is avoided. On that basis it is proposed that Council provide in-principle support to the closure of the Government Road and then seek to initiate the statutory process of doing so once confirmation that the consolidation of the aforementioned lots has been completed successfully.

In order to discontinue the unmade Government Road which abuts 505 Rifle Butts Road, more fully described as Lot 1 LP 200881 Parish of Whoorel, Council must first rescind its resolution at its meeting of 19 December 2012 in relation to the deviation/exchange of this road.

Once this has been resolved, Council may then advertise its intention to discontinue the previously described Government Road and seek submissions in accordance with section 223 of the *Local Government Act 1989*. This will require a further report to Council seeking endorsement to proceed with public notification. This will only proceed once the applicant has fully demonstrated that the consolidation of Lot 1 TP81773 and Lot 2 LP200811.

### **Proposal**

It is proposed that Council rescind its resolution of 19 December 2012 with respect to completing a road exchange/deviation and complete a road discontinuation in accordance with the provisions of the *Local Government Act 1989*.

It is recommended that Council provide the owner of 505 Rifle Butts Road in-principle support to the closure of the Government Road and then initiate the legal process only after such time that evidence is given relating to the consolidation of Lot 1 TP81773 and Lot 2 LP200811.

It should be noted the road closure process is subject to consultation under section 223 of the *Local Government Act 1989*, and the proponent will be made aware that the road closure may not be affected to their satisfaction.

The owner of 505 Rifle Butts Road will be informed via written correspondence following resolution by Council.

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

This project will be cost neutral to Council and any funds from the sale of the road reserve will go to the Crown.

The administrative process of completing the road discontinuance will be undertaken using in-house resources without any significant impact to routine operations and activities. Any direct costs incurred in carrying out this statutory function will be recouped from the proponent in this matter.

As this is a Government Road, its discontinuance will result in the creation of a parcel of unalienated Crown land. This means that the land could then be sold to the owner of 505 Rifle Butts Road by the Department of Sustainability and Environment whom are responsible for the management of public land. Council would see no financial benefit in the sale of this land.

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

Council must ensure that it complies with its legislative requirements when exercising its powers to discontinue the subject length of road.

**Environmental and Climate Change Considerations**

There are no specific environmental or climate change issues which need to be considered as part of this proposal.

**Community Engagement**

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

The method selected would be consult and include Council giving six (6) weeks public notice of its intention to discontinue the identified section of road. In addition to this all abutting property owners will be written to advising them of Council's intention and their right to make a submission.

All submissions received will be considered following section 223 of the *Local Government Act 1989*.

**Implementation**

Council officers will respond to the owner of 505 Rifle Butts Road immediately following resolution by Council.

Advertising of Council's intention to discontinue the previously described Government Road will only be initiated following confirmation of the consolidation of Lot 1 TP81773 and Lot 2 LP200811.

**Conclusion**

From Council's perspective, the existing unmade Government Road abutting 505 Rifle Butts Road will not be reasonably required in the future should Lot 1 TP81773 and Lot 2 LP200811 be consolidated into a single title. In order for this matter to progress further it is recommended that Council provide in-principle support to the owner of 505 Rifle Butts Road with regard to the closure of the Government Road.

**Attachments**

1. Locality Plan
2. Proposed Plan of Consolidation (PC372681H)

**Recommendation - 1*****That Council:***

1. ***Rescinds its resolution at its Ordinary Meeting of 19 December 2012 with respect to the exchange/deviation of the unmade Government Road which abuts Lot 1 LP 200881, Parish of Whoorel, as follows:***

***“That Council:***

1. ***Agrees to the road exchange/deviation, subject to no net disadvantage to Council.***
2. ***Subject to further consultation with the proponent, makes application to the Department of Sustainability and Environment (DSE) to obtain Ministerial consent to the road exchange/deviation.***
3. ***Subject to Ministerial approval being received, commences statutory procedures to exchange/deviate the unmade Government Road abutting Lot 1 LP200881, Parish of Whoorel in accordance with the road deviation diagram contained within this report, pursuant to section 207B(2A) and Schedule 10 clause 2(2)(b) of the Local Government Act 1989 (the ‘Act’) and in accordance with section 223 of the Act, public notice of the proposed road deviation/exchange be given in local newspapers circulating in the area, subject to a 6 week submission period.”***

**Recommendation - 2*****That Council:***

1. ***Provides written correspondence to the owner of 505 Rifle Butts Road indicating that:***
  - a. ***Council provides in-principle support to the closure of the unmade Government Road which abuts Lot 1 LP 200881, Parish of Whoorel;***
  - b. ***That the process to discontinue this road under the provisions of the Local Government Act 1989 will only be initiated upon evidence that Lot 1 TP81773 and Lot 2 LP200811, Parish of Whoorel have been consolidated into one title; and***
  - c. ***As the discontinuance process is subject to public consultation under section 223 of the Local Government Act 1989 and therefore Council can in no way guarantee that the closure of the Government Road will be concluded to the applicants satisfaction.***
2. ***Subject to receiving confirmation that Lot 1 TP81773 and Lot 2 LP200811 have been consolidated into one title, receives a future report in relation to the initiation of the road discontinuance process under the provisions of the Local Government Act 1989.***
3. ***Requires the owner to undertake these processes on the basis that any future acquisition of the road reserve to be discontinued only be on the basis that it not be retained as a separate lot, and is instead consolidated with adjoining land.***

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SUSTAINABLE PLANNING AND DEVELOPMENT

| ITEM | | D | W |
|---------------------------|--|---|---|
| <u>OM132205-13</u> | <u>COUNCILLOR NOMINATION FOR
FORREST MOUNTAIN BIKE TRAILS
STRATEGY STEERING GROUP</u> | | |
| <u>OM132205-14</u> | <u>PLANNING SCHEME AMENDMENT C72
- CONSIDERATION OF SUBMISSIONS</u> | | |

OM132205-13**COUNCILLOR NOMINATION FOR FORREST MOUNTAIN
BIKE TRAILS STRATEGY STEERING GROUP**

| | | | |
|-------------|---------------------------------------|-----------|------------|
| AUTHOR: | Mike Barrow | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning
& Development | FILE REF: | F11/3119 |

Purpose

To seek a Councillor nomination to the Forrest Mountain Bike Trails (MBT) Strategy Steering Group.

Declaration of Interests

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

Background

A number of factors have influenced change in the Otways, including the declining number of dairy farms and an increase in pine and blue gum plantations and the diminished role of small townships as service and supply centres. Logging activities on public land ceased in 2008 and by this time all timber mills in the town of Forrest had closed. As a counter to the removal of the economic benefits to timber harvesting on Crown land, the State Government offered to put funds into tourism with a particular emphasis on Lake Elizabeth and Forrest.

The township of Forrest has been undergoing economic and social transformation over the past five years resulting from a reduction in logging and agricultural activities and the increasing focus on tourism and the Great Otway National Park.

Factors in Forrest's favour however are the designation of the Forrest to Apollo Bay Road as a priority north-south link providing access between the Great Ocean Road and the Princes Highway and the influence of 'Tree change' lifestyle newcomers to the area. An increasing focus on tourism accommodation, product and experience was identified in the 2003 State Government 'A New Future for the Otways Tourism Initiative' which proposed to further stimulate local economies within the Otway Ranges through the development of tourism. This was to offset the losses in employment and local economic activity resulting from the cessation of commercial hardwood harvesting. The Forrest MBT are the product of this strategy.

Formal trail development commenced in 2004, and the network was opened in 2007. The project was led by the then Department of Sustainability and Environment (DSE), with input from Parks Victoria and Colac Otway Shire. DSE has the responsibility for maintenance, signage, and risk management. The Department convenes the Forrest Mountain Bike Trails Committee, which is a stakeholder committee convened to coordinate operational matters including maintenance, erosion control, alignment and possible new trails. The committee works closely with the Forrest Mountain Bike and Cycling Club and organises the Forrest Mountain Bike Club Volunteer work program.

It is estimated that more than 22,000 riders per annum use the approximately 66km network of 16 trails. There are two trail heads with car parks, signs, toilets and shelter. The trails also link to the recently completed Tiger Rail Trail Stage 1, a shared access trail that will eventually link Forrest to the township of Birregurra over a distance of 42kms.

The Forrest MBT are home to a number of major cycling events including the Forrest Festival that is staged over two days and includes a 3 stage Mountain Bike event. Other events include the Forrest 6 Hour, the Geelong Mountain Bike Club 3 Hour and the Otway Odyssey, considered one of the toughest most gruelling one day Mountain Bike races in the world. The Forrest Mountain Bike & Cycling Club also regularly runs social rides for members.

The State Government through DSE has agreed to support a Council led Strategic Plan for the Forrest MBT to establish a vision for the future development of the Forrest Mountain Bike Trails. Funding has also been secured through Regional Development Victoria. The plan will take into account infrastructure needs, environmental impact, tourism opportunities and the social impact of development and the consequent growth of Forrest that will follow. The strategy development will enable key stakeholder and local input into future planning for the Forrest MBT.

Council Plan / Other Strategies / Policy

Economic Development

Council is committed to facilitating a healthy and resilient economy through effective leadership, advocacy, and partnership.

5.4. Lead, support and/or participate in regional and local development networks and partnerships

5.4.1 Promote and encourage the development of infrastructure to support nature based tourist development of Great Otway National Park/Otway Forest Park and Great Ocean Walk

The Forrest Mountain Bike Trails are located on Crown land to the south and north of the township with the trails network crossing a number of land tenures including the Otway Forest Park and the Great Otway National Park

Issues / Options

There are a number of different stakeholders, including Local Government and State Government Departments that have an interest in the management, development and future directions for the Forrest Mountain Bike Trails.

With this in mind representatives from Colac Otway Shire and the Department of Sustainability and Environment (DSE) collaborated to host a workshop on 24 May 2011, with a range of known stakeholders to explore the current situation and possible future directions

The workshop explored aspirations for future opportunities and direction of the Forest Mountain Bike Trails network and identified possible gaps and/or barriers to achieving these visions.

The workshop identified a need for a collective vision for the Forest Mountain Bike Trails and outlined key actions and additional planning that will be required to achieve the vision.

One of the key actions was to set up a Steering group that would develop a 10 year Strategic Plan that has the support of key stakeholders and the local community, as determined through extensive community and stakeholder consultation, and represent a balance between community and stakeholder views and State Government Policy.

The Steering Group has been formed and requires the attendance of a Council representative. Cr Stuart Hart was the representative from the previous Council.

Proposal

That Council nominates a Councillor to represent Council on the Forrest Mountain Bike Trails Strategy Steering group.

Financial and Other Resource Implications

There are no financial or resource implications in the setting up of a Steering Group. Council has allocated \$25,000 to the project and has secured additional funding of \$30,000 from Regional Development Victoria. The Department of Environment and Primary Industries (formerly the Department of Sustainability and Environment) has committed \$20,000 to the project.

Risk Management & Compliance Issues

There are no risk management or compliance issues in the setting up of a Steering Group.

Environmental and Climate Change Considerations

There are no environmental or climate change considerations in the setting up of a Steering Group.

Community Engagement

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

The method selected would be 'Inform'.

The strategy at this point is to refine the Steering Group as follows:

- A Councillor to be nominated by Council
- Three Colac Otway Shire officers representing Environment, Recreation and Economic Development
- Representation from the DEPI and Parks Victoria
- One local community representative
- One local tourism representative
- One Forrest MBT and Cycling Club representative.

Council has written to the Forrest Progress Association, the Birregurra/Forrest Tourism Focus Group and the Forrest MBT and Cycling Club, seeking representatives.

The consultant's brief for the Strategy development includes a community consultation plan in accordance with the Council Community Engagement Policy of January 2010.

Implementation

Once Council nominates a Councillor representative a project Steering Group meeting will be held.

Conclusion

Council Officers have been working with DSE representatives and community stakeholders on issues related to the development of the Forrest Mountain Bike Trails.

A long term strategic plan is needed to guide further investment in the Trails for recreational purposes and for the development of tourism, as well as to take into consideration the impact on the local community. It would need to include the requirements for infrastructure that supports the local community as biking tourism grows in the area.

A Steering Group has been formed and a Council representative has been previously appointed, however the group now requires a new Council representative.

Attachments

Nil

Recommendation(s)

That Council nominates Councillor to represent Council on the Forrest Mountain Bike Trails Strategy Steering Group.

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## OM132205-14      PLANNING SCHEME AMENDMENT C72 - CONSIDERATION OF SUBMISSIONS

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Don Lewis                          | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | F12/6551   |

### Purpose

The purpose of this report is for Council to consider submissions received to Planning Scheme Amendment C72 which implements the outcomes of the Colac CBD and Entrances Project and Colac and Apollo Bay Car Parking Strategy. Officers are recommending the amendment be split into two parts, with a request to the Minister for Planning to appoint an independent planning panel to hear submissions concerning the Design and Development Overlays and proposed MSS changes (Part 1), and defer adoption of Part 2 relating to the Parking Overlays for Colac and Apollo Bay and the rezoning of the site at 2-16 Railway Street, Colac to the June 2013 ordinary meeting.

### Declaration of Interests

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

### Background

Council resolved to seek Ministerial Authorisation to prepare and exhibit Amendment C72 on 23 May 2012. Ministerial authorisation (AO2477) was granted in February 2013, and the amendment was exhibited for six weeks between 4 March 2013 and 15 April 2013.

The amendment implements a number of recommendations arising from the Colac CBD and Entrances Project 2012 and the Colac and Apollo Bay Car Parking Strategy 2011. Specifically, it proposes to:

#### Colac

- Amend Clause 21.02-2 (Land use vision) of the Colac Otway Planning Scheme (Municipal Strategic Statement) to introduce the Colac CBD vision from the *Colac CBD and Entrances Report*, Planisphere (2012).
- Amend Clause 21.03-2 (Colac) to introduce the recommendations of the *Colac CBD and Entrances Project*, Planisphere (2012) and a new Colac CBD Framework Plan; and the *Colac and Apollo Bay Car Park Strategy* AECOM (2011). This clause provides guidance to decision making by planning officers and Council.
- Amend Clause 21.06 (General implementation) to update the application of overlay controls.
- Replace the Design and Development Overlay – Schedule 1 (Industrial Area on the Eastern edge of Colac) with an amended Schedule 1 (Colac Eastern Entrance and Industrial Area). The changes are minor and add references arising from the Colac CBD and Entrances Project.
- Replace the Design and Development Overlay – Schedule 3 (Colac Highway Business) with a new Schedule 3 (Colac Western Entrance). The changes are minor and add references arising from the Colac CBD and Entrances Project.

- Apply the Design and Development Overlay – Schedule 8 (Colac CBD) to the Colac CBD generally defined by the current Business 1 and 2 zones.

The overlay will specify design outcomes developed through the Colac CBD and Entrances Project, dealing with matters such as building siting and height, preferred location of car parking areas, advertising signs and the like.

- Apply a new Design and Development Overlay – Schedule 9 to 413-437 and 441-479 Murray Street Colac to introduce the recommendations of Colac CBD and Entrances Report, Planisphere (2012) for new landscaping at the site. The purpose of this overlay is to ensure that future development is appropriately set back from the Murray Street approach into Colac from the west (a permit would be required for any development closer than 20m to the street), and will not dominate the landscape around it.
- Introduce the Parking Overlay control and Schedule 1 (Colac Commercial Centre). The overlay varies the State standard rates for some uses such as a shop and restaurant.
- Rezone the former Home Hardware site at 2-16 Railway Street Colac from Business 2 Zone to Public Use Zone 6 – Local Government. This land was recently purchased by Council and forms part of the wider civic precinct in Colac which includes the Shire offices, Colac Otway Performing Arts and Cultural Centre (COPACC) and the Colac library annexe. This change will make the zoning consistent with the balance of the precinct and provide Council greater flexibility over its future use.

#### Apollo Bay

- Introduce Schedule 2 (Apollo Bay Commercial Centre) to the Parking Overlay. The overlay varies the State standard rates for some uses such as a shop, and will introduce a requirement that where car parking spaces cannot be provided to meet the standards specified in the Planning Scheme, a cash-in-lieu payment of \$13,000 will be paid for each car space. Funds collected will be used to fund car parking provision elsewhere in the Apollo Bay commercial centre.

#### Reference and Incorporated documents

- Amend Clause 21.07 (Reference documents) to introduce the *Colac CBD and Entrances Project*, Planisphere (2012) and the *Colac and Apollo Bay Parking Strategy*, AECOM (2011) as Reference Documents in the planning scheme.
- Introduce the *Colac Commercial Centre Parking Precinct Plan*, AECOM (2011) and the *Apollo Bay Commercial Centre Parking Precinct Plan*, AECOM (2011) as Incorporated Documents in the schedule of clause 81 of the planning scheme.

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

##### **Land Use and Development**

Council will engage, plan and make decisions about land use and development that take into account the regulatory role of Council, its diverse geography, social, community, economic and environmental impacts for current and future generations.

In making the proposed changes the amendment supports the actions in this section to:

*“Regularly update and improve the Colac Otway Planning Scheme through Planning Scheme Amendments”; and*

*“Finalise and implement a car parking study for Colac and Apollo Bay”.*

The proposed amendment also implements items for review identified in the Colac Otway Planning Scheme Review Report (October 2010).

**Issues / Options**

As a result of public exhibition three submissions were received as follows:

- Submission 1 - Barwon Water – no objection
- Submission 2 - Objection
- Submission 3 – Objection.

Submission 2 relates to land at 439-479 Murray Street, Colac where it is proposed to apply a Design and Development Overlay Schedule 9 (DDO9) to the front portion of the property. The proposed DDO9 will trigger a planning permit for buildings and works located less than 20 metres from Murray Street. Set-back requirements of this type are commonly applied along town entrances to enhance the sense of arrival into the town and improve landscaping in the area both on private land and road reserves. The enhancement of the western entrance into Colac with landscaping was a significant recommendation of the Colac CBD and Entrances Project given the current poor amenity presented by industrial and commercial development and lack of street plantings. The DDO9 will not prohibit development within the 20m front setback to Murray Street, but will ensure that any development or subdivision proposal incorporates appropriate landscaping and attractive built form that enhances the appearance of the sites.

Submitter 2 also raised concerns about the effect the DDO9 would have on property values. Council would be aware that this issue is not required to be considered under planning law and is therefore not a relevant consideration for this report. In any case, the proposed control should have negligible impact on the capacity of the land owner to subdivide or develop the land.

As a member of the Community Reference Group (CRG) for the Colac CBD and Entrances Project, the submitter was concerned that he was not notified of the proposed DDO9 over this land through the process of finalising the Project. The option of applying a DDO as a planning tool to implement urban design outcomes of the project was discussed in the context of the town entrances and the broader CBD at the time, however as with normal planning processes, the specific location of the overlay and detailed wording of the provision was only finalised along with other amendment documents during the amendment preparation stage, well after the role of the CRG had concluded. Whilst it is acknowledged the submitter would have preferred to have been involved in determining the scope of the amendment prior to exhibition, the amendment process provides the appropriate forum for any concerns about the proposed controls to be flagged and considered by Council.

Submission 3 relates to the objectives of the Colac CBD and Entrances Project and how these can be achieved. The submitter indicated concern about how some of the Project's strategies would be interpreted in planning decision making, including objectives relating to improved connectivity between Murray Street and Bromfield Street (ie retaining laneway access and encouraging further linkages in future), and the re-use of heritage buildings. The submitter is concerned that Council officers will apply a restrictive interpretation of this objective and suggested more clarification on this was needed.

The Colac CBD and Entrances Project document is comprehensive and provides detailed analysis of how the various objectives can be achieved. Whilst the document is an important reference document within the Planning Scheme, the key built form outcomes have been translated into specific provisions contained in the Design and Development Schedule 8 and in the MSS in order to provide detailed guidance. This will assist planning officers in applying consistency to decisions on particular applications.

There are no changes recommended as a result of the submissions process. The process available to Council is to either:

1. Refer submissions to an independent panel for consideration prior to a decision of Council to adopt the amendment; or
2. Abandon the amendment.

Given the lack of any submission relating to the proposed Parking Overlays and proposed incorporated documents related to car parking (which implement the Colac and Apollo Bay Car Parking Study), nor the proposed rezoning of the former hardware shop in Railway Street Colac, a further option for Council would be to split the amendment into two parts as follows:

1. Part 1 - Aspects of the amendment relating to the Colac CBD and Entrances Strategy including the changes to the Design and Development Overlay.
2. Part 2 - Introduction of the Parking Overlay and inclusion of the Colac and Apollo Bay Car Commercial Parking Precinct Plans, as well as rezoning of the former hardware site in Railway Street, Colac.

This is the option recommended, as it enables the opposing submissions to be considered by a Panel, and for a more speedy introduction of those elements which are uncontentious such as the changes to car parking provisions and rezoning of the former hardware store in Railway Street Colac, adjoining the civic precinct.

### **Proposal**

It is proposed to split Amendment C72 into two parts as follows:

1. Part 1- Introduction of Design and Development Overlay Schedules 8 and 9, modifications to Design and Development Overlay Schedules 1 and 3; relevant modifications to Clauses 21.2, 21.3, 21.6 and 21.7 of the Planning Scheme (MSS) and inclusion of the Colac CBD and Entrances Project as a Reference Document.
2. Part 2 – Introduction of the Parking Overlay as well as Schedules 1 and 2 to that overlay, relevant modifications to Clauses 21.2, 21.3, 21.6 and 21.7 of the Planning Scheme (MSS) and inclusion of the Colac and Apollo Bay Car Commercial Parking Precinct Plans and rezoning of the former hardware site in Railway Street, Colac.

It is further proposed that Council defers adoption of Part 2 of the amendment which did not receive submissions to the June 2013 ordinary meeting to allow finalisation of amendment documents before forwarding to the Minister for Planning for approval and to appoint an independent planning panel to hear submissions in regard to Amendment C72 Part 1. The splitting of the amendment will allow the car parking component to be approved without delay, enabling officers to begin requiring cash-in-lieu contributions for parking spaces not provided in Apollo Bay for commercial development.

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

The assessment of Amendment C72 will be undertaken in accordance with the operational budget for Strategic Planning. The Parking Overlay for Apollo Bay will enable Council to require car parking contributions where parking requirements in the commercial centre cannot be met, assisting it to fund the construction of car parking spaces within the centre.

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

Council can only consider strategic directions for land use in the Shire that align with the broader State Government planning policies.

**Environmental and Climate Change Considerations**

The recommendations contained in this amendment have considered all relevant environmental impacts including, flooding and bushfire.

**Community Engagement**

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

The method selected for Amendment C72 has been consult. The amendment has been placed on exhibition and submissions sought from the community. The two submitters opposing the amendment will be given a further opportunity to have their issues heard and considered by an independent planning panel.

Both the Colac CBD and Entrances Project and Colac and Apollo Bay Car Parking Strategy were subject to intensive community engagement processes, including a Community Reference Group in the case of the Colac CBD and Entrances Project. Both projects have therefore been developed with significant community input, and the low number of submissions to Amendment C72 reflects well on the high degree of overall community support for their outcomes.

**Implementation**

An independent panel will be requested to hear the two unresolved submissions relating to Part 1 of the amendment. Following the panel hearing, Council will then consider the recommendations of the panel's report. Part 2 of the amendment will be considered by Council for adoption at the June ordinary meeting and if adopted will then be forwarded to the Planning Minister for approval.

**Conclusion**

Submitter 2 objects to the application of the Design and Development Overlay 9 over their land at 439-479 Murray Street, Colac and submitter 3 objects to aspects of the Colac CBD and Entrances Project report in relation to interpretation of the objectives and strategies. These are minor matters which do not result in any recommendation for a change to the amendment, therefore it is recommended a panel should be appointed to consider these submissions.

Given the lack of submissions relating to the Parking Overlays and hardware site rezoning, it is recommended that these elements of Amendment C72 be separated from the balance of the amendment and considered separately by Council at the June 2013 meeting for adoption, to enable the earlier implementation of these provisions.

**Attachments**

1. C72 Explanatory Report
2. C72 Map - Parking Overlay - Schedule 2 - Apollo Bay
3. C72 Map - Parking Overlay - Schedule 1 - Colac
4. C72 - Map - Public Use Zone - Local Government
5. C72 Map - Design Development Overlay - Schedule 8 - Colac CBD
6. C72 Map - Design Development Overlay - Schedule 8 - Colac High School Site
7. C72 Clause 81.01
8. C72 General Provision - Clause 61.03
9. C72 Parking Overlay - Schedule 1 - Clause 45.09-1
10. C72 Parking Overlay - Schedule 2 - Clause 45.09-2

11. C72 Design Development Overlay - Schedule 1 - 43.02-1
12. C72 Design Development Overlay - Schedule 3 - Clause 43.02-3
13. C72 Design Development Overlay - Schedule 8 - Clause 43.02-8
14. C72 Design Development Overlay - Schedule 9 - Clause 43.02-9
15. C72 Municipal Strategic Statement - Clause 21.02
16. C72 Municipal Strategic Statement - Clause 21.03
17. C72 Municipal Strategic Statement - Clause 21.06
18. C72 Municipal Strategic Statement - Clause 21.07

### **Recommendation(s)**

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

1. ***Notes the submission of Barwon Water which does not object to the amendment.***
2. ***Does not support Submissions 2 and 3.***
3. ***Splits Amendment C72 into two parts as follows:***
  - a. ***Part 1- Introduction of Design and Development Overlay Schedules 8 and 9, modifications to Design and Development Overlay Schedules 1 and 3; relevant modifications to Clauses 21.2, 21.3, 21.6 and 21.7 and inclusion of the Colac CBD and Entrances Project as a Reference Document.***
  - b. ***Part 2 – Introduction of the Parking Overlay as well as Schedules 1 and 2 to that overlay, relevant modifications to Clauses 21.2, 21.3, 21.6 and 21.7 and inclusion of the Colac and Apollo Bay Car Commercial Parking Precinct Plans and rezoning of the former hardware site in Railway Street, Colac.***
4. ***Requests the Minister for Planning to appoint an independent planning panel to hear submissions in regard to Amendment C72 Part 1.***

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GENERAL BUSINESS

| ITEM | |
|---------------------------|--|
| <u>OM132205-15</u> | <u>ASSEMBLY OF COUNCILLORS</u> |
| <u>OM132205-16</u> | <u>MINUTES FROM YOUTH COUNCIL MEETINGS</u> |
| <u>OM132205-17</u> | <u>MINUTES OF THE OLD BEECHY RAIL TRAIL COMMITTEE</u> |
| <u>OM132205-18</u> | <u>MINUTES FROM THE COLAC COMMUNITY LIBRARY & LEARNING CENTRE JOINT COMMITTEE MEETING</u> |

OM132205-15**ASSEMBLY OF COUNCILLORS**

| | | | |
|-------------|---------------|-----------|-----------|
| AUTHOR: | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive | FILE REF: | CLF11/6 |

Assembly of Councillors

A record must be kept of an assembly of Councillors which lists the Councillors attending, the matters discussed, disclosures of conflict of interest and whether a Councillor left the meeting after making a disclosure.

Definition

An “assembly of Councillors” is a defined term under section 76AA of the *Local Government Act 1989* (the Act). It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of a delegated authority and which is either of the following:

- A meeting of an advisory committee where at least one Councillor is present; or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

If a meeting fits either of these types, the procedures applying to an assembly of Councillors must be complied with, irrespective of any name or description given to the committee or meeting.

Advisory Committees

Section 3(1) of the Act defines an advisory committee to be any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

Councillor briefings

One type of meeting that is clearly an assembly of Councillors is the type of regular meeting, commonly referred to as a “Councillor Briefing” or similar name where Councillors and staff meet to discuss issues that are likely to come before Council for decision. While these meetings have no authority to make Council decisions, they are generally assemblies of Councillors and subject to conflict of interest disclosures.

What records are to be kept.

Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- the Councillors and members of Council staff attending;
- the matters discussed;
- disclosures of interest (if any are made); and
- whether a Councillor left the meeting after making a disclosure.

It is a requirement that the record of an assembly is to be reported to the next practicable Council meeting and be included in the minutes of that meeting, instead of being made available for public inspection.

The following Assemblies of Councillors have been held:

- | | |
|--|---------------|
| • Friends of Colac Botanic Gardens Meeting | 11 April 2013 |
| • Draft 2013/14 Council Budget Workshop | 17 April 2013 |
| • Australia Day Advisory Committee Meeting | 17 April 2013 |
| • Councillor Briefing Session | 24 April 2013 |
| • Councillor Induction Tour | 1 May 2013 |
| • Councillor Workshop | 8 May 2013. |

Attachments

1. Friends of Botanic Gardens Meeting - 11 April 2013
2. Australia Day Advisory Committee - 17 April 2013
3. Draft 2013/14 Council Budget Workshop - 20130417
4. Councillor Briefing Session - 24 April 2013
5. Councillor Induction Tour - 1 May 2013
6. Councillor Workshop - 8 May 2013

Recommendation(s)

That Council notes the Assembly of Councillors reports for:

- | | |
|--|-----------------------------|
| • <i>Friends of Colac Botanic Gardens Meeting</i> | <i>11 April 2013</i> |
| • <i>Draft 2013/14 Council Budget Workshop</i> | <i>17 April 2013</i> |
| • <i>Australia Day Advisory Committee Meeting</i> | <i>17 April 2013</i> |
| • <i>Councillor Briefing Session</i> | <i>24 April 2013</i> |
| • <i>Councillor Induction Tour</i> | <i>1 May 2013</i> |
| • <i>Councillor Workshop</i> | <i>8 May 2013.</i> |

~~~~~\ ~~~~~

**OM132205-16****MINUTES FROM YOUTH COUNCIL MEETINGS**

|             |               |           |           |
|-------------|---------------|-----------|-----------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive     | FILE REF: | 11/96640  |

It has been previously agreed to by Council that the minutes of Youth Council meetings should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.

Attached are the minutes of Youth Council meetings held on:

- 18 March 2013
- 15 April 2013
- 22 April 2013.

**Attachments**

1. Youth Council Minutes - 18 March 2013
2. Youth Council Minutes - 15 April 2013
3. Youth Council Minutes - 22 April 2013

**Recommendation(s)**

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

- ***18 March 2013***
- ***15 April 2013***
- ***22 April 2013.***

~~~~~\ ~~~~~


OM132205-17

MINUTES OF THE OLD BEECHY RAIL TRAIL COMMITTEE

| | | | |
|-------------|--------------------------------|-----------|--------------|
| AUTHOR: | Jodie Fincham | ENDORSED: | Colin Hayman |
| DEPARTMENT: | Corporate & Community Services | FILE REF: | F11/3291 |

It has been previously agreed to by Council that the minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.

Attached are the Minutes and Executive Officer Report from the meeting held 4 February 2013.

Meetings are held every two months, commencing in February of each year.

Attachments

1. Minutes Old Beechy Rail Trail Committee 4 February 2013
2. Executive Officer Report Old Beechy Rail Trail 4 February 2013

Recommendation(s)

That Council notes the Minutes and Executive Officer report of the Old Beechy Rail Trail Committee for 4 February 2013.

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**OM132205-18****MINUTES FROM THE COLAC COMMUNITY LIBRARY & LEARNING CENTRE JOINT COMMITTEE MEETING**

|             |               |           |           |
|-------------|---------------|-----------|-----------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive     | FILE REF: | F11/3291  |

It has been previously agreed to by Council that the minutes of Colac Community Library & Learning Centre Joint Committee meetings should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.

Attached are the minutes of Colac Community Library & Learning Centre Joint Committee meeting held on 20 February 2013.

**Attachments**

1. Colac Community Library & Learning Centre Joint Committee - 20 February 2013

**Recommendation(s)**

***That Council notes the minutes arising from the Colac Community Library & Learning Centre Joint Committee meeting held on 20 February 2013.***

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IN COMMITTEE

Recommendation

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

| SUBJECT | REASON | SECTION OF ACT |
|--|--|----------------------------|
| Confidential
Signing of Funding
Agreement With Department
Of Transport (Dot) for
Design & Construction of
Dredge And Workboat, Port
of Apollo Bay (Contract
1212) | this matter deals with
contractual matters | Section 89 (2) (d) |
| Confidential Items for
Consideration - Memo to
Councillors - Apollo Bay
Harbour Master Plan | this matter deals with
personnel matters; AND this
matter deals with
contractual matters; AND
this matter may prejudice
the Council or any person | Section 89 (2) (a) (d) (h) |



ORDINARY COUNCIL MEETING

WEDNESDAY, 22 MAY 2013

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CRLC Proposed Budget 2013/14



PROPOSED BUDGET

2013/14

Considered by the Board

on 14 February, 2013

CRLC Proposed Budget 2013/14

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CRLC Proposed Budget 2013/14

1. INTRODUCTION

1.1 Commentary

This document is Corangamite Regional Library Corporation's (CRLC) proposed budget for the 2013/14 financial year. CRLC delivered service improvements in the past year including:

- A second courier run each week to Warrnambool, Colac, Port Fairy, Camperdown and the regional office
- Additional programming for the five Corangamite libraries including activities for both children and adults
- The extension to the Apollo Bay Library thanks to a DPCD Living Libraries Grant, Colac Otway Shire and Otway Health
- New carpet for the Camperdown Library thanks to a DPCD Living Libraries Grant
- Expansion of online resources to include library and home access to Grove Music Online, Access Science, Who Else Writes Like, Who Next and Zinio Magazines.
- Establishment of an eBook collection
- Removal of fees for the reservation of items
- Provision of free wireless Internet access at the Mortlake Library.

CRLC also participated in the Nexus Library Survey and the state wide PC and Internet Use Survey.

CRLC received a High Risk assessment from the Victorian Auditor-General (VAGO) for Capital Replacement for 2010/11. As noted by VAGO in its report Local Government: Results of the 2010-11 Audits:

"Over four years, capital replacement risk assessments of high and medium were predominant. In 2010-11 only two RLCs were assessed as low risk. This indicates the ongoing challenge for RLCs to maintain their spending at sufficient levels to replace their assets."

CRLC continues to operate in a tight financial position and as a consequence it is unable to allocate adequate resources to meet industry collection standards.

Confirmed by the results of the 2012 Nexus Library survey, CRLC is proud of the standard of customer service it offers, but the Board remains concerned with the deterioration of the collection.

CRLC Proposed Budget 2013/14

1.2 Budget Highlights

Highlights of the proposed Budget allocations are:

Collection

The annual purchasing program of \$340,000 for the collection falls 17% short of maintaining the renewal rates identified as sustainable by the Victoria Auditor-General's Office.

Lending Services

All branches have a weekly delivery for new books, reservations and exchange stock. A second delivery each week is in place for the larger branches; Warrnambool, Colac Community Library and Learning Centre, Port Fairy, Camperdown and the regional office. This directly benefits the majority of our customers with quicker delivery of requested and new items. Total cost \$70,000 p.a.

Opening Hours Retained

The proposed budget maintains all of the existing branch opening hours and presents all municipalities with options for increased opening hours for their libraries.

Training

\$31,250 will be committed to the development of CRLC's staff. As identified by the Nexus Library Survey in 2012, customers' overall impression of our services depends on their interaction with our staff members. Training encompasses professional skills, mandatory workplace health and safety topics and conferences.

Programs

Programs are one of the most effective methods to bring people into our libraries who are not our core clientele. Activities include the Warrnambool Book Club, Book Talks, speakers, performers and author visits - \$12,000.

Yet to be addressed

The proposed Budget does not address the following matters:

- Closing the renewal gap for the collection
- Funding the increase of stock items to the industry standard of two items per capita
- Minimal funding allocated to marketing of the Corporation's services

CRLC Proposed Budget 2013/14

2. BUDGET PROCESS

2.1 Statutory Requirements

The Local Government Act 1989 requires that CRLC prepare a budget each financial year. This must include:

- Standard statements
- Description of activities and initiatives
- Statement on how the activities contribute to the strategic objectives (in the Library Plan)
- Performance targets & measures for key strategic activities

CRLC must:

- give public notice once prepared and invite submissions
- adopt the budget by 31 August each year.
- submit a copy to the Minister.

The Local Government (Finance and Reporting) Regulations 2004 specify the information required for inclusion in the Budget report.

2.2 Regional Library Agreement

The Regional Library Agreement requires that:

- 8.1 *The Chief Executive Officer shall by no later than 1 March each year provide each Council with a copy of the Regional Library's proposed Annual Budget prepared in accordance with section 127 of the Act.*

2.3 Council approval

The proposed Budget will be circulated to the member councils. Subject to all councils advising of their approval of the proposal, the Board can proceed with the process for adopting the Budget.

2.4 Timetable

The key dates for the Budget process are listed below:

| Process | Date |
|--|------------------|
| Board approves draft budget for Councils' consideration | 14 February 2013 |
| Proposed Budget circulated to Councils | 1 March 2013 |
| Public notice given (Sect 129 - 14 days) | 17 June 2013 |
| Budget available for inspection and comment until (Sect 223 - 28 days) | 15 July 2013 |
| Submissions circulated to Board | 16 July 2013 |
| Budget presented to board for adoption | 19 July 2013 |
| Copy of adopted Budget submitted to the Minister | 31 August 2013 |

CRLC Proposed Budget 2013/14

3. SERVICE OBJECTIVES

3.1 Goals

The Library Plan sets out the strategic objectives of CRLC. The annual budget provides the resource allocations to translate these objectives into activities and initiatives.

KEY RESULT 1: Service meets community needs

| OBJECTIVE | GOAL |
|----------------------------------|---|
| Access | Provide convenient services and facilities open at times which meet community requirements. |
| Lending Services | Facilitate access to and circulation of resources. |
| Reference & Information Services | Deliver relevant information in any format by friendly and competent staff. |
| Online Services | Provide reliable technology to deliver online resources on or off- site. |
| Programs & Events | Provide programs to support reader development, literacy and lifelong learning through the use of library services. |

KEY RESULT 2: Efficient management

| OBJECTIVE | GOAL |
|-----------------------------|--|
| Administration | Meet all statutory and financial requirements.
Manage service delivery professionally and efficiently. |
| Information & Communication | Develop IT resources and provide a reliable integrated library management system. |
| Resource Provision | Develop a quality, organised and well presented collection in a range of formats which is current and responsive to community needs. |
| Marketing | Respond to user feedback and provide appropriate library services.
Through effective promotion ensure the community is aware of library services and resources. |

CRLC Proposed Budget 2013/14

3.2 Range of Activities

Library Collection

A wide range of library materials are purchased to meet the age, interests and learning needs of the communities served. CRLC's books and materials form a regional collection accessible from all branches at no charge. The collection comprises over 129,000 items made up of the following:

| Collection | Stock
at 12 Feb 2013 |
|------------------------|-------------------------|
| Fiction | 29,574 |
| Picture book | 14,744 |
| DVD | 5,680 |
| Large print | 14,602 |
| Junior Fiction | 12,841 |
| Non Fiction | 24,334 |
| Reference | 3,485 |
| JDVD | 2,715 |
| Magazines | 4,877 |
| Talking Books | 4,461 |
| Young Adult
Fiction | 5,119 |
| Junior Non Fiction | 6,901 |
| Online Databases | 11 |
| Total | 129,343 |

These figures exclude the 22,044 items owned by the Colac Secondary College at the Colac Community Library and Learning Centre and stock of the Mortlake Toy Library, which are both managed by CRLC through the Spydus Library Management system.

Computers and Internet

Personal computers provide patrons with access to the Microsoft Office suite of software, in addition to the Internet and the CRLC catalogue. All static branches provide free Internet access for members and visitors holding identification. By June 2013 free wireless Internet access is available at Apollo Bay, Camperdown, Colac Community Library & Learning Centre, Koroit, Mortlake, Port Fairy, Terang, Timboon and Warrnambool libraries.

Use of the libraries' computing facilities continues to increase, despite increasing numbers of people having access to computers in their homes. In 2012/13 it is predicted that patrons will be provided with access to over 30,000 computing sessions.

CRLC Proposed Budget 2013/14

Information Services

Online Resources

As listed below, CRLC subscribes to a range of quality online databases. Members can access these free of charge. All except Ancestry Online are available from patrons' homes, provided they have Internet access and supply their membership number.

| Database | Scope |
|-------------------------------|--|
| Access Science | Includes the McGraw Hill Encyclopedia of Science & Technology |
| Ancestry Online | Genealogical data – only available in the Libraries |
| Britannica Online | Quality information for all ages |
| Computer Skills | Self paced tutorials to develop computing skills |
| Groves Music Online | Contains Groves Encyclopedia of Music and Musicians plus works published by Oxford University Press. |
| Library Press Display | Newspapers from around the world with an audio function |
| Popular Magazines Plus | Fully searchable database of popular magazines, including Choice magazine |
| TumbleBooks | Electronic books for children of all ages, including interactive games designed to build literacy skills |
| Who Else Writes Like? | Fiction genre reading recommendations |
| Who Next? | A guide to children's authors, including reading ages |
| Zinio Magazines | Digital magazine app |

CRLC also provides online access to over 1,200 eAudio books which can be downloaded, free of charge, to members' own computers, MP3 devices or smart phones. Members may download up to four titles at a time from this collection.

Our webpage provides quick links useful external websites including:

- sources of free eBooks
- digitised historical copies of local newspapers
- the Law Handbook
- the Australian Bureau of Statistics and many more.

Reference and Readers' Advice

Staff at all branches assist customers with information and reading advice, both in print and online. Information about authors, recent titles, reading guides and literary awards are available. CRLC's commitment to enhancing this service can be seen in its participation in the Victorian Frontline training program, which up skills staff in readers' advice. This program finishes in 2013/14 and thirty of our staff members will have participated.

Local History Collection

Each branch holds a collection of items about the local area. Substantial collections are held at the Colac and Warrnambool libraries.

Newspapers

Each branch has a selection of local and daily newspapers. Overseas newspapers, including newspapers in languages other than English, are provided online through Library Press Display. The CRLC website provides online links to historical copies of local newspapers that have been digitised by the National Library of Australia.

CRLC Proposed Budget 2013/14

Other Services

Story times

Story time encourages a love of books and reading for pre-school children. All but our smallest branches provide a regular story time. Larger branches also have sessions designed for babies and their carers (Baby Bounce) and toddlers (Rhyme time).

Talking Newspapers

In partnership with Vision Australia Library Service, the Colac Community Library & Learning Centre coordinates a compilation of the previous week's Colac Herald onto audiocassette. This resource is available free to people with vision impairment and to those with reading or physical disabilities. The online database Library Press Display also provides audio access to Australian and overseas newspapers.

Holiday Programs

Most branches encourage young people's participation in the national Summer Reading program and holiday events are held in the larger branches.

School and Group Visits

The Corangamite Regional Library Corporation welcomes and encourages playgroup, kindergarten, school and other group visits. Tours highlighting library facilities and services are tailored to each particular group's interests and needs.

Programs for Adults

A variety of events are held for adults including author talks, book launches and the Warrnambool Book Club.

Photocopiers & Printing

Each branch library has a self-serve photocopier for public use. Computers are linked with printers for customers' use. Colour copying and printing are available at Camperdown, Colac, Koroit and Port Fairy libraries. Warrnambool and Terang provide colour printing.

Outreach and Home Services

The Library **Outreach Van** provides a mobile library service to twelve rural locations throughout the Colac-Otway, Corangamite and Moyne Shires. The van carries a collection of 1200 items, which are available for loan, including:

- Fiction and non-fiction books for all ages
- Talking books
- DVDs
- Large print books
- Magazines

The Library Outreach van visits the townships of Beeac, Beech Forest, Birregurra, Coragulac, Cressy, Forrest, Gellibrand, Lavers Hill, Nullawarre, Lismore, Peterborough and Skipton on a fortnightly basis.

Home Library Service

Residents of Colac, Camperdown and Warrnambool are provided with services for those unable to come to the library due to frailty, disability or ill health. The Home Library Service also delivers materials to aged care facilities and retirement villages. Temporary deliveries can also be arranged after hospitalization or illness. Other branches also provide a home service upon request.

CRLC Proposed Budget 2013/14

4. BUDGET PREPARATION

4.1 Budget Influences

In preparing the proposed budget it has been necessary to make a number of assumptions about the internal and external environment within which CRLC operates.

External

The State Government has guaranteed an additional \$3.1 million for the Public Library Grant which will be used to provide full indexation for population growth and CPI in 2013/14. The Board commends the State Government's decision to continue the Premiers' Reading Challenge grant which is dedicated to the purchase of books for children.

The 2012/13 budget and the 2013/14 budget have both been affected by the Vision Superannuation Defined Benefits Shortfall bill for \$377,386.61 which falls due on 1 July 2013. The Board took the decision to direct existing funds to reduce this debt as quickly as possible to take advantage of the discount offered for early payment. This led to funds being reallocated away from the collection and operational cutbacks. As a result member Councils are being asked to fund 24% or \$90,711 of this call.

As noted by the Victorian Auditor-General's Office (VAGO) Regional Library Corporations *"...continue to rely heavily on council contributions and government to fund their operations—council contributions represent 80 per cent of RLCs revenue. Without this funding they cannot generate sufficient funds to meet their financial obligations."*
VAGO (2012) Local Government: Results of the 2011-12 Audits

The Minister for Local Government has re-established the Ministerial Advisory Council on Public Libraries as a bipartisan committee. The Advisory Committee discusses issues relating to the provision of public library services and enables key stakeholders to discuss policies and programs that will ensure that Victorian communities have access to relevant and effective library services. As a first task, the Minister has asked the Advisory Council to undertake a comprehensive review into the future of Victorian public library services and funding arrangements. The Stage 1 report was published in December 2012 and further consultation is to take place regarding funding of the vision for public libraries.

This budget also assumes that interest rates will not significantly rise in the next twelve months and that utility costs will rise above the Consumer Price Index (CPI).

Internal

This proposed budget retains existing opening hours at all libraries.

The current Enterprise Agreement grants staff members a 4.1% pay rise on the 1/7/2013. A zero-based approach to the budget for staffing has been undertaken in the preparation of this budget.

In the coming year CRLC will benefit from:

- Continuation of the Premiers' Reading Challenge Grant
- Ongoing sale of withdrawn stock
- Active encouragement of gifts and donations to the organisation.

The Corporation appreciates the generous donation of books & materials from our borrowers. 13% of stock added in 2011/12 was donated, and so far similar levels of materials have been donated in 2012/13.

CRLC Proposed Budget 2013/14

4.2 Council Contributions

The funding formula applied in the proposed budget uses a variety of measures to distribute the costs of the service among the member municipalities. The budget ensures the differing levels of service are paid for by allocating costs separately. For staffing the branches' costs are broken down to the municipal level. Other costs are allocated on percentages of population and use:

- Information Technology services (based on the number of PCs)
- Outreach services (based on the location of the delivery of services)
- Regional services and materials (based on the Estimated Resident Population 30/6/2011)

This results in the following split:

| | Regional | IT | Outreach |
|--------------------|----------|-----|----------|
| Colac Otway | 24% | 32% | 65% |
| Corangamite | 19.3% | 27% | 23% |
| Moyne | 18.8% | 16% | 12% |
| Warrnambool | 37.8% | 25% | 0% |

Should the member municipalities opt for no library service enhancements in the next year, the contributions for the proposed 2013/14 budget are laid out in the table below.

| | Regional | Staffing | IT | Outreach | Total | %
increase |
|--------------------|------------------|--------------------|------------------|-----------------|--------------------|---------------|
| Colac Otway | \$118,425 | \$374,497 | \$82,965 | \$64,589 | \$640,476 | 6.11% |
| Corangamite | \$94,839 | \$198,205 | \$70,002 | \$22,855 | \$385,901 | 3.04% |
| Moyne | \$92,382 | \$126,822 | \$41,492 | \$11,914 | \$272,610 | 4.38% |
| Warrnambool | \$185,747 | \$411,305 | \$64,816 | \$0 | \$661,868 | 0.94% |
| Total | \$491,393 | \$1,110,829 | \$259,275 | \$99,358 | \$1,960,855 | 3.47% |

The variation in the municipalities' contribution increases reflects the level of library service that the shires and council have chosen to provide to their residents.

CRLC Proposed Budget 2013/14

4.3 Service Enhancements

The Board has been presented with options for service improvements for the library services. These range from extended opening hours to addressing the issue of asset replacement. These options will be presented to each municipality and become part of their budgetary deliberations.

| SERVICE ENHANCEMENTS | | Operational | Capital |
|----------------------|--|-------------|------------|
| Colac Otway | CCLLC Sunday Opening 3hrs | \$ 35,267 | |
| | Apollo Bay Cost for 0.5 hrs | \$ 13,529 | |
| | 5hr/week cost for Capital Library & other
in main Colac | \$ 10,500 | |
| | Shelf ends for CCLLC | | \$ 5,000 |
| | Collection (Renewal Gap) | | \$ 15,906 |
| | Collection (2 books per capita) | | \$ 53,608 |
| Corangamite | Monday opening 1hr | \$ 14,000 | |
| | Timboon branch 1hr | | \$ 3,500 |
| | Warrnambool branch 1hr | | \$ 4,152 |
| | Timboon Computing | | \$ 20,000 |
| | Collection (Renewal Gap) | | \$ 12,756 |
| | Collection (2 books per capita) | | \$ 42,995 |
| Moyne | RFID Main | \$ 7,100 | |
| | RFID Main - 2hr | \$ 8,400 | |
| | RFID Main - 1hr | | \$ 1,700 |
| | RFID Main - 1hr | | \$ 8,000 |
| | RFID Main - 1hr | | \$ 8,000 |
| | RFID Main - 1hr | | \$ 8,500 |
| | RFID Main - 1hr | | \$ 1,700 |
| | Collection (Renewal Gap) | | \$ 12,502 |
| | Collection (2 books per capita) | | \$ 42,138 |
| | | | |
| Warrnambool | Sunday opening 4hrs | \$ 72,000 | |
| | Library for 1hr | \$ 1,700 | |
| | Radio Frequency Identification of the
collection (RFID) | | \$ 202,000 |
| | Collection (Renewal Gap) | | \$ 25,191 |
| | Collection (2 books per capita) | | \$ 84,906 |
| | | \$ 102,000 | \$ 30,533 |
| Priority C | | | \$ 517,002 |
| All | | \$ 209,460 | \$ 572,754 |

Notes:

No. 1 CCLLC Sunday Cost for 2 hrs \$28,206

No. 2 Apollo Bay Cost for 4 hrs \$8,929, 3 hrs \$7,143

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CRLC Proposed Budget 2013/14

The service enhancement proposals listed above break the collection development into two parts. The first covers the renewal gap for the replacement of existing stock and the second identifies the funds needed to raise the number of items to the industry standard of two books per capita spread over four years.

The table below tallies the service enhancement options for each municipality.

| | Proposed
2013/14 | + priority A | +priority
A & B | + A B C |
|--------------------|---------------------|--------------|--------------------|--------------|
| Colac Otway | \$640,476 | \$ 699,626 | \$ 700,426 | \$ 774,940 |
| Corangamite | \$385,901 | \$ 408,183 | \$ 437,503 | \$ 513,254 |
| Moyne | \$272,610 | \$ 311,010 | \$ 340,270 | \$ 394,910 |
| Warrnambool | \$661,868 | \$ 735,568 | \$ 748,168 | \$ 1,060,265 |

CRLC Proposed Budget 2013/14

5. OPERATING BUDGET

5.1 Operating Revenue

| Income | Budget
2012/13 | Actual @
12/2/2013 | Forecast
2012/13 | Proposed
Budget
2013/14 |
|-------------------------------------|--------------------|-----------------------|---------------------|-------------------------------|
| Council Contributions | | | | |
| Colac Otway | \$603,612 | \$450,865 | \$603,612 | \$640,476 |
| Corangamite | \$374,529 | \$286,146 | \$374,529 | \$385,901 |
| Moyne | \$261,182 | \$199,021 | \$261,182 | \$272,610 |
| Warrnambool | \$655,712 | \$489,744 | \$656,262 | \$661,868 |
| State Grants & Subsidies | | | | |
| Core Grant | \$689,784 | \$627,076 | \$689,784 | \$704,959 |
| Premiers' Reading | \$30,000 | \$30,405 | \$30,405 | \$30,405 |
| Living Libraries | | \$10,800 | \$12,000 | \$0 |
| User Fees & Charges | | | | |
| Lost & Damaged | \$5,000 | \$3,020 | \$5,177 | \$12,000 |
| Overdue | \$15,500 | \$9,668 | \$16,575 | \$16,200 |
| Reservations | \$5,000 | \$2,485 | \$2,485 | \$0 |
| Photocopying | \$6,000 | \$3,852 | \$6,604 | \$6,500 |
| Printing | \$8,000 | \$6,695 | \$11,447 | \$11,300 |
| Sale of withdrawn stock | \$4,655 | \$1,942 | \$2,329 | \$3,450 |
| Other | | | | |
| Investments & Interest | \$27,000 | \$7,708 | \$13,215 | \$13,200 |
| Gifts & Donations | \$6,000 | \$332 | \$6,000 | \$6,000 |
| Other | \$1,500 | \$873 | \$1,497 | \$1,500 |
| | \$2,693,474 | \$2,130,632 | \$2,693,103 | \$2,766,369 |

1. Council Contributions (\$65,820 increase)

This budget is based on an overall increase of 3.47%, in addition to the remaining superannuation defined benefits liability of \$90,117. Each municipality's contribution varies due to the contribution formula and differing choices regarding local service levels. Any service enhancements will require additional contribution depending on which enhancements are chosen.

2. State Government Grants & Subsidies (\$15,175 increase)

Provision has been made for the State Government grant to increase by CPI.

3. User Fees and Charges (\$3,712 increase)

The Corporation will implement a debt collection process on outstanding overdues and lost items, therefore an increase has been included in the proposed 13/14 budget.

4. Other Revenue (\$13,800 decrease)

This drop is due to anticipated lower returns on investments due to the reduction in the cash held by the Corporation.

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CRLC Proposed Budget 2013/14

5.2 Operating Expenditure

The table below provides a breakdown of CRLC's operating expenditure.

| OPERATING EXPENSES | | Anticipated 2012/13 | Proposed Budget 2013/14 |
|----------------------|---|---------------------|-------------------------|
| Employee Expenses | 1 | \$ 1,703,517 | \$ 1,737,427 |
| Depreciation | 2 | \$ 310,253 | \$ 319,561 |
| Borrowing costs | 3 | \$ - | \$ - |
| Materials & Services | 4 | \$ 529,215 | \$ 555,390 |
| Other Expenses | | \$ 18,500 | \$ 7,500 |
| Total | | \$ 2,561,485 | \$ 2,619,878 |

1. Employee Expenses (6.4% increase)

Employee expenses comprise 66.3% of CRLC's operating expenses. Employee costs include all labour related expenditure – salaries and on costs including any allowances, leave entitlements, employer superannuation contribution and WorkCover premiums. It also includes allocations for long service leave and accrued annual leave provisions.

2. Depreciation (3.0 % increase)

Depreciation is a 'non-cash' expense that aims to match a share of the cost of assets to each year that it will deliver benefits. It spreads the costs for major expenditures items that will deliver benefits to the Corporation beyond the current year over the life of the assets. The Library Collection is depreciated across varying lengths of time depending of the shelf life of the type of book or item.

3. Borrowing Costs

There are no outstanding loans and no new loans are proposed.

4. Materials and Services (4.9 % increase)

Materials and services include the purchase of consumables and office operations. The procurement process for the Library Management System concluded with a favorable outcome for the Corporation with our existing supplier.

CRLC Proposed Budget 2013/14

6. CAPITAL BUDGET

The table below provides a breakdown of CRLC capital expenditure.

| Capital | Budget
2012/13 | Anticipated
2012/13 | Proposed
Budget
2013/14 |
|--------------------------|-------------------|------------------------|-------------------------------|
| 1. Library Collection | \$339,998 | \$408,888 | \$370,405 |
| 2. ICT Equipment | \$ 26,000 | \$ 23,700 | \$ 24,000 |
| 3. Furniture & Equipment | \$ 19,000 | \$ 19,000 | \$ 19,000 |
| 4. Vehicle Replacement | - | - | - |
| Total | \$384,998 | \$451,588 | \$413,405 |

1. Library Collection (\$370,405)

For the 2013/14 year \$370,405 will be spent on library materials. This includes the anticipated \$30,405 expenditure for the Premiers' Reading Challenge grant.

In 2011/12 & 2012/13 funds have been redirected into boosting the acquisitions for the library collection, and in both years the Corporation reduced the asset renewal gap. The proposed budget for 2013/14 does not achieve this level of investment.

2. ICT Equipment (\$24,000)

2013/14 expenditure maintains a four year replacement cycle for computing equipment.

3. Furniture & Equipment (\$19,000)

This provision covers minor replacement of equipment and furniture across the service.

CRLC Proposed Budget 2013/14

7. PERFORMANCE INDICATORS

7.1 Sustainability Indicators

Indicators reflect CRLC's sustainability measured by:

- Underlying result – the Corporation generates enough revenue to cover operating costs (including the cost of replacing assets reflected in the depreciation expense)
- Liquidity – the Corporation has sufficient working capital to meet short-term commitments
- Capital replacement – the Corporation has been replacing assets at a rate consistent with their consumption

| Indicator | Low risk rating | 2011/2012 Actual | 2012/13 Forecast | 2013/14 Budget | Risk Rating |
|---------------------|-----------------|------------------|------------------|----------------|-------------|
| Underlying result | >zero | (13.31)% | 3.37 | 4.24 | Medium |
| Liquidity | >1.5 | 2.05 | 1.02 | 1.16 | High |
| Capital Replacement | >1.5 | 1.84 | 1.45 | 1.29 | Medium |

7.2 Service Indicators

The Essential Services Commission has issued *Annual services report handbook* (2011) which outlines service indicators for Local Government and public libraries. In addition to the three indicators listed in this report (pages 53-55) CRLC will also monitor loans per capita and PC and Internet sessions.

The indicators proposed for CRLC are listed in the following table:

| Indicator | 2011/12 Victorian | 2011/12 CRLC Actual | 2012/13 CRLC Predicted | 2013/14 Target | Data Source |
|-------------------------------------|-------------------|---------------------|------------------------|----------------|-------------|
| Loans per capita | 8.94 | 6.61 | 6.72 | 7 | PLVN |
| No. of (physical) visits per capita | 4.81 | 3.5 | 3.56 | 4.8 | PLVN |
| No. of website hits per capita | 1.85 | 1.56 | 2.02 | 2.2 | PLVN |
| Activity rate of active borrowers | 43.2% | 42% | 42% | 43% | PLVN |
| PC & Wireless Internet sessions | | 22,802 | 33,152 | 35,000 | Internal |

The Victorian data is sourced from the 2011/12 *Annual survey of public library services in Victoria*. Population for the per capita figures uses the Estimated Resident Population for 30 June 2011, released on 31 July 2012 – 85,849.

CRLC Proposed Budget 2013/14

8.0 COLLECTION ANALYSIS

8.1 What moves? Circulation Trends

The collection is our major asset and it needs to contain a mix of items that will appeal to users. The most popular categories lent out in 2011/12 are listed below with the predicted loan outcomes for 2012/13:

| Collection | Loans 11/12 | Predicted loans 12/13 | Predicted % of Loans |
|----------------------------|-------------|-----------------------|----------------------|
| Fiction | 125,085 | 124,282 | 23.42% |
| Picture book | 88,679 | 92,938 | 17.52% |
| DVD | 63,257 | 61,949 | 11.68% |
| Large print | 53,985 | 55,906 | 10.54% |
| Junior Fiction | 33,531 | 43,125 | 8.13% |
| Non Fiction | 42,754 | 42,579 | 8.03% |
| JDVD | 42,695 | 40,889 | 7.71% |
| Magazines | 30,886 | 33,987 | 6.41% |
| Talking Books | 13,707 | 16,765 | 3.16% |
| Young Adult Fiction | 9,822 | 9,722 | 1.83% |
| Junior Non Fiction | 7,240 | 8,414 | 1.59% |

This table shows that Fiction continues to be CRLC's most popular resource by a factor of over 30%.

The predicted loan outcomes show a heartening increase in use of picture books, which reflects both the programs which are run for preschoolers and the increased investment in this collection in both 2011/12 and 2012/13. The other improved outcome is for the junior fiction category which also benefits from the Premiers' Reading Challenge grant and for the first time in several years is likely to outpace the loans of children's DVDs. Junior nonfiction, which has been in rapid decline for several years, is looking at a small increase in use.

After several years in decline, large print books are likely to record an increase in the total number of times issued.

Magazines continue to be popular and a comparatively inexpensive aspect of the collection.

CRLC Proposed Budget 2013/14

8.2. Too Old – the Renewal Gap

The library collection is the principle draw card to bring residents to the library. Once people are in the library the opportunity then arises to deliver on the many social benefits for which public libraries are known. If the collection ceases to be an attraction, then the ability of the public library to build social capacity is reduced. To calculate the amount of investment need to adequately maintain the collection combines

- stock numbers,
- the predicted useful life of different elements of the collection, for instance children's picture books wear out before large print titles, and
- average costs of each type of material

The table below combines these elements to give the annual investment needed to maintain our collection.

| Collection | Stock | Life span | Annual Purchase | Ave. Price | Annual Cost |
|--------------------------|--------|-----------|-----------------|------------|-------------------|
| Fiction | 28,458 | 7 | 4,065 | \$ 20.25 | \$ 82,324 |
| Picture book | 14,744 | 5 | 2,949 | \$ 13.01 | \$ 38,376 |
| DVD | 5,554 | 3 | 1,851 | \$ 16.71 | \$ 30,938 |
| Large print | 14,602 | 8 | 1,825 | \$ 26.03 | \$ 47,508 |
| Junior Fiction | 12,841 | 7 | 1,834 | \$ 9.03 | \$ 16,574 |
| Non Fiction | 26,302 | 8 | 3,288 | \$ 22.71 | \$ 74,673 |
| JDVD | 2,709 | 3 | 903 | \$ 15.88 | \$ 14,342 |
| Magazines | 4,877 | 2 | 2,439 | \$ 5.51 | \$ 13,443 |
| Talking Books | 4,461 | 6 | 744 | \$ 87.02 | \$ 64,702 |
| Young Adult Fiction | 5,119 | 7 | 731 | \$ 9.03 | \$ 6,604 |
| Junior Non Fiction | 6,901 | 8 | 863 | \$ 19.56 | \$ 16,869 |
| Annual Investment | | | 21,492 | | \$ 406,354 |

The level of funding provided in the 2013/14 budget is \$340,000 for purchases. This 17% investment gap means that CRLC will be carrying stock for longer than desired. As a direct result, the appeal of the collection to users is reduced.

CRLC Proposed Budget 2013/14

8.3 Too Few – Missing 40,000 books

CRLC's collection now holds over 129,000 items. This figure varies daily as items are acquired and withdrawn. The number of items per capita is 1.5 (129,343 items / 85,849 population). The industry standard for public collections is two items per capita. CRLC should be offering a collection of 170,000 items.

The following table shows the level of annual investment that would be required to not only renew the collection but also build it up over four years to reach 2 books per capita. Target stock levels are based on the circulation of the various collections.

| Collection | Target Stock:
170,000 | Replacement
Rate Years | Annual Replacement
Number of
Items | Ave.
Price
Paid
2011/12 | Annual
Cost |
|--------------------------|--------------------------|---------------------------|--|----------------------------------|------------------|
| Fiction | 39,822 | 8 | 4,978 | \$20.25 | \$100,800 |
| Picture books | 29,779 | 5 | 5,956 | \$13.01 | \$77,485 |
| Large Print | 19,850 | 8 | 2,481 | \$26.03 | \$64,586 |
| DVD | 17,913 | 3 | 5,971 | \$16.71 | \$99,778 |
| Non Fiction | 13,818 | 8 | 1,727 | \$22.71 | \$39,226 |
| Junior DVD | 13,643 | 3 | 4,548 | \$15.88 | \$72,218 |
| Junior Fiction | 13,102 | 7 | 1,872 | \$9.03 | \$16,901 |
| Magazines | 10,890 | 2 | 5,445 | \$5.51 | \$30,019 |
| Talking Books | 5,372 | 8 | 671 | \$87.02 | \$58,430 |
| Teen Fiction | 3,115 | 7 | 445 | \$9.03 | \$4,018 |
| Junior Non Fiction | 2,696 | 8 | 337 | \$19.56 | \$6,590 |
| Annual Investment | | | 34,431 | | \$570,051 |

The total annual funding required would be \$630,000 (purchases \$570,000 and materials processing \$60,000). This budget allocates \$340,000 to the collection. This is \$290,000 less than the amount which would raise the Corporation's collection to meet the industry standard in four years.

Housing a collection of this size would require an increase in library space. The need for additional space would be mitigated by two factors: new books are more often out on loan and digital purchases (such as the eAudio book collection and eBooks) take no shelf space.

As the collection is the Corporation's core asset, this under investment substantially hinders the ability of the Library Service to deliver the social benefits associated with public libraries to our member municipalities and residents.

CRLC Proposed Budget 2013/14

Appendix 1 - Standard Statements

Corangamite Regional Library Corporation Standard Statement of Financial Performance

Income Statement

| | 2012/13
Amended
Budget | 2013/2014
Proposed
Budget |
|---------------------------------------|------------------------------|---------------------------------|
| Income | | |
| Library Fees | 42,288 | 46,000 |
| Operating Grants - recurrent | 689,784 | 704,959 |
| Contributions | 1,895,585 | 1,960,855 |
| Reimbursements | 0 | 00 |
| Finance Revenue | 13,215 | 13,200 |
| Other | 7,497 | 7,500 |
| | 2,601,316 | 2,732,514 |
| Capital Income | | |
| Operating Grants – non recurrent | 42,405 | 30,405 |
| Profit /(loss) from Asset Sales | 2,329 | 3,450 |
| | 44,734 | 33,855 |
| TOTAL OPERATING REVENUE | 2,693,103 | 2,766,369 |
| OPERATING EXPENSES | | |
| Expense | | |
| Employee Expenses | 1,703,517 | 1,737,427 |
| Materials & Services | 529,215 | 555,390 |
| Depreciation | 310,253 | 319,561 |
| Borrowing Costs | 0 | 0 |
| Other Expenses | 18,500 | 7,500 |
| | 2,561,485 | 2,619,878 |
| Capital Expense | | |
| Written Down Value of Assets Sold | 0 | 0 |
| Property, Plant & Equipment Write Off | 0 | 0 |
| | 0 | 0 |
| TOTAL OPERATING EXPENSES | 2,561,485 | 2,619,878 |
| NET SURPLUS/-DEFICIT | 131,618 | 146,491 |
| Other Comprehensive Income | | |
| Net asset revaluation (decrement) | | 0 |
| Comprehensive Result | 131,618 | 146,491 |

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CRLC Proposed Budget 2013/14

Capital Works Statement

| Category | 2012/13
Anticipated | 2013/14
Proposed
Budget |
|----------------------------|--------------------------------|--|
| Furniture & Equipment | \$42,700 | \$43,000 |
| DVD | \$16,000 | \$16,000 |
| Fiction | \$80,000 | \$80,000 |
| Junior DVD | \$20,000 | \$14,000 |
| Junior Non Fiction | \$14,498 | \$12,000 |
| Junior Fiction | \$20,000 | \$18,000 |
| Young Adult Fiction | \$15,000 | \$12,805 |
| Large print | \$55,000 | \$55,000 |
| Non fiction | \$60,000 | \$60,000 |
| Picture books | \$40,000 | \$37,600 |
| Talking Books | \$50,000 | \$50,000 |
| eBooks | \$38,390 | \$15,000 |
| Plant | \$0 | \$0 |
| Total Capital Works | \$451,588 | \$413,405 |
| Represented by: | | |
| Renewal | \$451,588 | \$413,405 |
| Upgrade | | |
| Total Capital Works | \$451,588 | \$413,405 |

CRLC Proposed Budget 2013/14

Balance Sheet

| | 2012/13
Amended budget | 2013/2014
Proposed
Budget |
|---|---------------------------|---------------------------------|
| CURRENT ASSETS | | |
| Cash & cash equivalents | \$355,922 | \$428,249 |
| Trade & other receivables | \$40,460 | \$40,865 |
| TOTAL CURRENT ASSETS | \$396,382 | \$569,114 |
| NON-CURRENT ASSETS | | |
| Property, infrastructure, plant & equipment | \$1,698,197 | \$1,791,041 |
| TOTAL NON-CURRENT ASSETS | \$1,698,197 | \$1,791,041 |
| TOTAL ASSETS | \$2,094,579 | \$2,260,155 |
| CURRENT LIABILITIES | | |
| Payables | \$79,482 | \$84,251 |
| Employee Entitlements | \$309,209 | \$321,577 |
| Interest Bearing Liabilities | \$0 | |
| TOTAL CURRENT LIABILITIES | \$388,691 | \$405,828 |
| NON-CURRENT LIABILITIES | | |
| Employee Entitlements | \$48,692 | \$50,640 |
| Payables | \$0 | \$0 |
| Interest Bearing Liabilities | \$0 | \$0 |
| TOTAL NON-CURRENT LIABILITIES | \$48,692 | \$50,640 |
| TOTAL LIABILITIES | \$437,383 | \$456,468 |
| NET ASSETS | \$1,657,196 | \$1,803,687 |
| EQUITY | | |
| Accumulated Funds | (\$356,636) | (\$265,185) |
| Asset revaluation reserve | \$1,842,832 | \$1,842,832 |
| Other reserves | \$171,000 | \$177,040 |
| TOTAL EQUITY | \$1,657,196 | \$1,803,687 |

CRLC Proposed Budget 2013/14

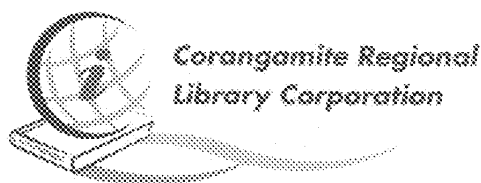
Cash Flow Statement

| | 2012/13
Anticipated | 2013/14
Forecast |
|--|------------------------|---------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Library Fees | 40,654 | 45,595 |
| Grants | 732,189 | 735,364 |
| Contributions and donations received | 1,895,585 | 1,960,855 |
| Reimbursements | 0 | 0 |
| Interest received | 13,215 | 13,200 |
| Other Receipts | 7497 | 7500 |
| Net receipts (Payments) GST | 0 | 0 |
| Payments to employees | (2,067,139) | (1,723,111) |
| Payments to materials and suppliers | (526,166) | (550,621) |
| Other expenses | (18,500) | (7,500) |
| Net cash provided by operating activities | 77,335 | 481,282 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Payments for asset acquisition | (451,588) | (413,405) |
| Proceeds from disposal of assets | 3,330 | 4,450 |
| Net cash used in investing activities | (448,258) | (387,405) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Repayment of borrowings | 0 | 0 |
| Proceeds from borrowings | 0 | 0 |
| Net cash used in financing activities | 0 | 0 |
| Net increase/(decrease) in cash held | (370,923) | 72,327 |
| Cash at the beginning of the financial year | 726,845 | 355,922 |
| CASH AT THE END OF THE FINANCIAL YEAR | 355,922 | 428,249 |

CRLC Proposed Budget 2013/14

Appendix 2 Fees & Charges

| Item | Basis | 2012/13 | Proposed
2013/14 |
|--|--|---------------------------|---------------------------|
| Fines | | | |
| Overdues | 1st notice (7 days after due date) | \$ 2.20 | \$ 2.20 |
| | 2nd notice (21 days after due date) | \$ 11.00 | \$ 11.00 |
| | Final account notice (42 days after due date) | Cost + \$7.00
per item | Cost + \$7.00
per item |
| Lost & damaged items | The fine calculated by replacement cost listed for the item in the library database plus the processing fee, except magazines. | Cost + \$7.00
per item | Cost + \$7.00
per item |
| Lost & damaged magazines | The fine is the acquisition cost listed in the library database. | Cost | Cost |
| Item Request | | | |
| Inter-Library Loan | Charge listed plus any charge levied by the lending library | \$ 2.20 | \$ 2.20 |
| Printing (not all options are available at all Branches) | | | |
| Photocopying & Printing | Black & White A4 page | \$ 0.20 | \$ 0.20 |
| | Black & White A3 page | \$ 0.40 | \$ 0.40 |
| | Colour A4 page | \$ 1.00 | \$ 1.00 |
| | Colour A3 page | \$ 2.00 | \$ 2.00 |
| Microfilm Printing | A4 page | \$ 1.10 | \$ 1.10 |
| | A3 page | \$ 2.20 | \$ 2.20 |
| Photographic Reproductions | A4 page Colour | \$ 13.20 | \$ 15.00 |
| Sales (not all items are available at all Branches) | | | |
| | USB | \$ 13.00 | \$ 5.00 |
| | Library bags | \$ 1.50 | \$ 1.50 |
| | Withdrawn book stock | .50c - \$22.00 | .50c - \$22.00 |
| Other charges (not all options are available at all Branches) | | | |
| Membership Card Replacement | Per card | \$ 4.00 | \$ 4.00 |
| Research Fee | Applied per hour or part thereof after the first free 30 minutes. | | \$ 35.00 |
| Exam Invigilation | Concession Per hour | | \$ 35.00 |
| | Per hour | | \$ 60.00 |



DRAFT LIBRARY PLAN

2013-2017

Incorporating the 4 year Strategic Resource Plan

April 2013

PUBLIC SUBMISSIONS WELCOME

Under section 223 of the Local Government Act 1989, members of the public are invited to make submissions regarding the plan. Any person making a submission may request in the submission to appear in person at CRLC Board meeting on 13 June to be heard in support of their submission. Submissions should be forwarded to reach the Chief Executive Officer, Corangamite Regional Library Corporation, 139 Wilson Street, Colac Vic. 3250, no later than **5 pm on 31 May 2012.**

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1. INTRODUCTION

The Library Plan is a legislative requirement for Library Corporations and each corporation is required to submit a new 4-year Library Plan to the Minister for Local Government, no later than 30 June of the year following a Council election.

The Library Plan is the Corporation's major strategic planning and reporting document. The strategies and actions for the next four years are based on identified priorities.

The Corangamite Regional Library Corporation has developed this Plan in consultation with key stakeholders – our funding partners, our members, our communities and our employees.

Information gathered through three surveys has informed this Plan. Between an internal user survey conducted in 2011 and the Nexus Community Survey in 2012, opinions of over six hundred residents were gathered with regard to our library services. Corangamite Regional Library Corporation also participated in the statewide Internet and PC usage in Victorian public libraries survey in 2012.

This Library Plan guides our work and establishes the direction and priorities for the Corporation for the next four years. Progress against the Plan will be measured and reported to the board quarterly and included in the Annual Report.

The Library Plan is reviewed and updated annually. Each financial year it incorporates Key Strategic Activities to be undertaken during the year with performance targets and measures. Input from the Board, member councils, library service staff and members will be sought.

VISION

Communities that are more connected and engaged as a result of people's reading, learning and access to information.

MISSION

Our libraries will provide access to collections and services that encourage a life enriched by reading, learning and engagement in the community.

OUR VALUES

The Corangamite Regional Library Corporation is committed to these values in the provision of library services:

- Accessibility
- Balance
- Respect
- Collaboration

2. PROFILE

The Corangamite Regional Library Corporation commenced operation January 1 1996. The Corporation provides a public library service to four municipalities: the City of Warrnambool, and the Shires of Colac Otway, Corangamite and Moyne.

The library service to the four councils is provided by twelve static libraries, an Outreach Service, which visits 12 sites over a two-week cycle and home services in Colac, Camperdown and Warrnambool. Traditional public library collections have expanded to incorporate digital access to information, books and magazines.

Population of the regional library catchment is 85,849 (*Victorian Population Bulletin 2011*). The region encompasses a total area of 10,093 sq. km.

| Municipality | Population
June 2011 |
|---------------------|---------------------------------|
| Colac Otway | 20,578 |
| Corangamite | 16,504 |
| Moyne | 16,175 |
| Warrnambool | 32,849 |

The major population centres are Colac and Warrnambool City. Both are major business and service centres.

The region is a popular tourist destination with major attractions such as the Great Ocean Road towns which include Port Fairy, Apollo Bay and other smaller townships. These townships have large weekend and holiday populations as well as being popular with metropolitan "sea change" life-style people. Small townships are scattered throughout the region from the Otways across to Mortlake and further west.

Significant features of the region:

- relatively homogenous population origin
- population over the age of 65 make up a high percentage of the catchment
- education levels vary across the region
- occupations include primary industries, tourism, commercial and community services
- English is the language spoken at home by the majority of residents

3. STRATEGIC OBJECTIVES

While public libraries are best known for their collections, the outcomes that we deliver to our communities are much broader than the benefits of recreational reading.

By ensuring our community members have access to information and the skills needed to find it, libraries enhance people's ability to make decisions that have positive outcomes. This information can range from consumer activity (energy efficiency in refrigerators) to health and wellbeing decisions (gluten free recipes). By providing access to information and assistance in developing the skills needed, libraries open up opportunities for their customers.

Public libraries also provide members with many avenues for participation and engagement in their communities. In addition to our active volunteers, meeting people with similar interests or with children at the same stage of development at the public library is an effective way to become engaged with your community.

OBJECTIVE 1: Enable people to be informed

| STRATEGIES | |
|------------|--|
| TECHNOLOGY | Use technology to enhance or extend people's reading and information seeking |
| PROGRAMS | Provide programs to support reader development, literacy, digital skills and lifelong learning |

OBJECTIVE 2: Enrich people's lives through reading

| STRATEGIES | |
|-------------|---|
| COLLECTIONS | Maintain collections that are responsive to users' preferences while maintaining a balance of ideas |
| PROMOTION | Use promotion and marketing to raise awareness of library services. |

OBJECTIVE 3: Engage people in their community

| STRATEGIES | |
|----------------|---|
| COMMUNITY HUBS | Work with member municipalities to provide appealing, accessible and welcoming facilities |
| COLLABORATION | Build partnerships with community groups |

OBJECTIVE 4: Sustainable and responsible governance

| STRATEGIES | |
|---------------------------|--|
| GOVERNANCE | Meet all statutory and financial obligations |
| WORKPLACE HEALTH & SAFETY | Promote a safe and healthy workplace |
| STAFF | Nurture employees' work skills |

4. KEY ACTIONS

All of the following key actions are subject to the Annual Review of the Library Plan and the allocation of resources through the annual Corporation Budget.

| STRATEGY | KEY ACTIONS |
|--|---|
| Use technology to enhance or extend people's reading experience and information seeking | <ul style="list-style-type: none"> • Maintain free Internet access • Extend digital collections of audio books, books and magazines • Maintain the CRLC website as a gateway to our collections and other quality collections |
| Provide programs to support reader development, literacy, digital skills and lifelong learning | <ul style="list-style-type: none"> • Provide preschool programs at every branch • Advocate for staff necessary for program provision • Coordinate with other library services on visiting authors and presenters • Swoop on any external funding available for programs |
| Maintain collections that are responsive to users' preferences while maintaining a balance of ideas | <ul style="list-style-type: none"> • Advocate resourcing at a level to achieve appropriate resource replacement levels • Advocate resourcing at a level to achieve industry standard for collection size • Spread selection responsibility widely • Use reader feedback for selection |
| Use promotion and marketing to raise awareness of library services | <ul style="list-style-type: none"> • Promote free Internet Access and wifi availability • Promote remote access to library users through the CRLC web site |
| Work with member municipalities to provide appealing, accessible and welcoming facilities | <ul style="list-style-type: none"> • In partnership with member councils identify opportunities to improve and develop library buildings and facilities • Ensure library facilities are considered in councils' long term planning |
| Build partnerships with community groups | <ul style="list-style-type: none"> • Support partnerships with Local History and other community groups for access to specialised collections • Recruit, train and monitor use of volunteers • Maintain participation in Library organisations and networks |
| Meet all statutory and financial obligations | <ul style="list-style-type: none"> • Maintain a compliance register and present at all ordinary Board meetings |
| Promote a safe and healthy workplace | <ul style="list-style-type: none"> • Provide consultative process for staff • Provide training • Report to the Board all WH&S training and any incidents |
| Nurture employees' work skills | <ul style="list-style-type: none"> • Provide mandatory training • Provide operational training • Provide development opportunities |

5. STRATEGIC INDICATORS

The following table details the measures for monitoring achievement against each Strategic Objectives.

| Strategic Indicators | | Target 2013/14 |
|---|---|---------------------|
| OBJECTIVE 1: Enable people to be informed | | |
| Use technology to enhance or extend people's reading and information seeking | Personal Computer and Wifi use | >35,000 |
| | Electronic loans as a percentage of all loans | >1.2% |
| Provide programs to support reader development, literacy and lifelong learning | Number of programs conducted | >600 |
| | Number of program attendees | >15,000 |
| OBJECTIVE 2: Enrich people's lives through reading | | |
| Maintain collections that are responsive to users' preferences while maintaining a balance of ideas | Loans per capita | 7.5 |
| | Number of items acquired p.a. | 25,000 |
| | Stock per capita | 1.4 |
| Use promotion and marketing to raise awareness of library services | Number of members | >35,000 |
| OBJECTIVE 3: Engage people in their community | | |
| Work with member municipalities to provide appealing, accessible and welcoming facilities | Physical visits per capita | 4.0 |
| | Biennial Customer survey | >95% satisfied |
| Build partnerships with community groups | Number of community partnerships | 1 per branch |
| OBJECTIVE 4: Sustainable and responsible governance | | |
| Meet all statutory and financial obligations | Level of compliance | 100% |
| Maintain a safe and healthy workplace | Days lost due to injury | < 10 days p.a. |
| Nurture employees' work skills | Number of training hours provided per staff member p.a. | >5 hours / EFT/p.a. |

6. STRATEGIC RESOURCE PLAN 2013-2017

6.1 Introduction

The Corangamite Regional Library Corporation Strategic Resource Plan (SRP) provides a high-level, medium term view of how the Corporation intends to use its resources to achieve best value for the regional library service. It serves as the link between the 2013-2017 Library Plan and the 2013/14 Budget, which is available from July, after undergoing a process of community consultation.

6.2 Financial Challenges

Challenges facing the Corporation are:

- Insufficient capital expenditure investment.
- The need for an consistent operating result.
- The need for an improved liquidity level.
- Managing financial risks prudently in regard to debts, assets and liabilities.

6.3 Targets

Targets to be achieved to address the challenges are:

- Maintain book stock renewal spending at required levels for each year of the SRP.
- A minimal operating surplus be achieved and maintained.
- Improve liquidity position.
- Consider options for more efficient utilisation of assets.

6.4 Results

The results will:

- Meet the strategic objectives proposed in the Library Plan.
- Address identified service deficiencies.
- Enhance financial viability.

6.5 Budget Principles

It is recommended that future annual budgets be based on the following principles:

- ICT development and maintenance
- Continue to improve the outcomes of the Auditor General's indicators.
- Increase funding for book stock renewal.
- Maintain staff levels.

6.6 Conclusion

The Corporation's SRP aims to at a minimum maintain a breakeven operational result. The Corporation's long term financial viability, continuous improvement and book stock renewal are the overriding themes of the Plan.

7 HUMAN RESOURCES

The table below indicates that staff levels will not increase in the 2013/14 financial year. If member municipalities decide to change service levels or should the Corporation change service delivery models, the number of staff employed by the Corporation would need to be reviewed.

| | 2012/13
Anticipated | 2013/14
Forecast | 2014/15
Forecast | 2015/16
Forecast | 2016/17
Forecast |
|----------------|------------------------|---------------------|---------------------|---------------------|---------------------|
| Staffing costs | \$ 1,703,517 | \$ 1,811,500 | \$ 1,883,960 | \$1,959,318 | \$2,087,691 |
| Staff (EFT) | 26.5 | 26.5 | 26.5 | 26.5 | 26.5 |

\$50,000 has been included in 2016/17 to cover the possibility of a Defined Benefits Superannuation shortfall call.

The Corporation employs full-time, part-time and casual staff, with budgeted staff in 2012/13 equivalent to 26.5 full time positions.

The current Enterprise Agreement was reached in 2011 which grants the staff a pay 4.1% on 1 July 2013. Any other adjustments to meet demand will be negotiated with individual municipalities.

The Corporation will:

- Continue to provide its employees with a safe working environment where everyone is treated with respect and dignity.
- Continue to provide employees through staff development and training programs with the opportunities to develop to their full potential.
- Provide special programs to improve staff performance, management skills and customer service; and
- Provide its employees with recognition for the excellent work they do serving the needs of their communities.

8 FINANCIAL PLAN

8.1 Introduction

The following section includes the Corporation's forecast financial performance, financial position, cash position and capital works for the four years 2013/14 to 2016/17. The section is inclusive of notes providing brief explanations of the assumptions and parameters underpinning the key elements of the financial statements.

The Corporation's Financial Plan will be reviewed annually to ensure it reflects accurately all matters pertaining to the Corporation's ongoing financial position over a four year outlook period.

8.2 Statement of Financial Performance

The Statement of Financial Performance (often referred to as a Profit and Loss Statement or Operating Statement) discloses revenues, expenses and sometimes other transactions (donated assets, written down value of assets sold, etc) which have occurred in a given accounting period. For budgetary and strategic financial planning purposes this period will generally be a particular financial year.

Major categories of revenues and expenses are aggregated within the Statement of Financial Performance in order to itemise and disclose major line items of both revenue and expenses.

The Statement is prepared and presented on an accrual basis, or the 'matching principle', whereby expenditure and revenue is recognised when it is incurred or earned, but not necessarily paid or received.

Movements in the Corporation's equity are also disclosed, such as changes in the value of the Corporation's asset revaluation reserves due to asset revaluation.

The Statement of Financial Performance is the Statement intrinsically closest to the Corporation's Annual Budget but is also strategically linked to the Statement of Financial Position and Cash Flow Statement.

The following table presents the Corporation's projected statement of financial performance for each year of the Financial Plan.

8.2 STANDARD STATEMENT OF FINANCIAL PERFORMANCE

| | Notes | 2013/14 | | | | 2014/15 | | | | 2015/16 | | | | 2016/17 | | | |
|-----------------------------------|-------|-----------|-----------|--------|--------|-----------|--------|--------|--------|-----------|--------|--------|--------|-----------|--------|--------|--------|
| | | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| OPERATING REVENUE | | | | | | | | | | | | | | | | | |
| Income | | | | | | | | | | | | | | | | | |
| Library Fees | 1 | 42,288 | 46,000 | | | 46,920 | | | | 47,858 | | | | 48,815 | | | |
| Operating Grants - recurrent | 2 | 689,764 | 704,959 | | | 733,157 | | | | 762,483 | | | | 792,982 | | | |
| Contributions | 3 | 1,895,585 | 1,960,855 | | | 2,049,093 | | | | 2,141,302 | | | | 2,237,661 | | | |
| Finance Revenue | 4 | 13,215 | 13,200 | | | 11,880 | | | | 10,692 | | | | 9,623 | | | |
| Other | | 7,497 | 7,500 | | | 7,500 | | | | 7,500 | | | | 7,501 | | | |
| | | 2,648,369 | 2,732,514 | | | 2,848,550 | | | | 2,869,835 | | | | 3,086,582 | | | |
| Capital Income | | | | | | | | | | | | | | | | | |
| Operating Grants - non recurrent | 5 | 42,410 | 30,405 | | | 30,405 | | | | 30,000 | | | | 30,001 | | | |
| Profit/(loss) from Asset Sales | 6 | 2,329 | 3,430 | | | (403) | | | | 3,746 | | | | 3,903 | | | |
| | | 44,739 | 33,835 | | | 30,000 | | | | 33,746 | | | | 33,904 | | | |
| TOTAL OPERATING REVENUE | | 2,693,108 | 2,766,369 | | | 2,878,550 | | | | 3,003,581 | | | | 3,130,486 | | | |
| OPERATING EXPENSES | | | | | | | | | | | | | | | | | |
| Expense | | | | | | | | | | | | | | | | | |
| Employee Expenses | 7 | 1,703,517 | 1,811,500 | | | 1,883,960 | | | | 1,959,318 | | | | 2,087,691 | | | |
| Materials & Services | 8 | 530,715 | 556,390 | | | 579,646 | | | | 601,792 | | | | 625,864 | | | |
| Depreciation | 9 | 310,253 | 319,561 | | | 372,145 | | | | 354,944 | | | | 362,918 | | | |
| Other Expenses | | 20,000 | 9,000 | | | 9,279 | | | | 9,548 | | | | 9,834 | | | |
| TOTAL OPERATING EXPENSES | | 2,564,485 | 2,696,451 | | | 2,844,921 | | | | 2,925,602 | | | | 3,086,307 | | | |
| NET SURPLUS/- DEFICIT | | 128,623 | 69,918 | | | 34,529 | | | | 77,979 | | | | 44,179 | | | |
| Other Comprehensive Income | | | | | | | | | | | | | | | | | |
| Net asset revaluation (decrement) | 10 | | 0 | | | (100,000) | | | | | | | | | | | |
| Comprehensive Result | | 128,623 | 69,918 | | | (65,471) | | | | 77,979 | | | | 44,179 | | | |

Notes Supporting the Projected Statement of Financial Performance

Income:

1. The Board removed reservation fees for all customers in August 2012 and no further reduction of fees is forecast.
2. The Operating Grant paid by the State Government has been set until 2012/13. A review is being undertaken which will hopefully lead to an increase in State funding for public libraries.
3. Contributions are forecast to increase by 3.4% in 13/14, 4.5% in 14/15 and then by 4% thereafter. These increases have been set to maintain current service levels and cover increased costs and maintain investment in the Corporation's major asset - the collection.
4. Interest revenue has been at a reduced level due to cash in the bank being used to pay a substantial part of the Defined Benefits Superannuation Shortfall call. Across the life of the forecast it is predicted to reduce due to the lower levels of cash held.
5. Premiers' Reading Challenge grant has been confirmed up to 2012/13 and this plan assumes its continuation.
6. A small amount is made from the sale of withdrawn books (see note 22), but this not a profit once depreciation is taken into account.

Expenses:

7. Employee expenses are forecast to increase by 4.1% per annum based on the current Enterprise Agreement. \$50,000 has been added in 2016/17 to cover the anticipated defined benefits superannuation short fall.
8. Materials and Services forecast to increase by 4% p.a.
9. Depreciation forecasts are based on current asset valuations and future levels of capital expenditure.
10. 2014/15 includes a net asset revaluation estimated at a decrease of \$100,000.

Summary

The financial performance detailed in the Strategic Resource Plan indicates the following annual operating results:

| | Operating
Revenue | Operating
Expenditure | Operating
Surplus/Deficit |
|---------|----------------------|--------------------------|------------------------------|
| 2012/13 | \$ 2,693,108 | \$ 2,564,485 | \$ 128,623 |
| 2013/14 | \$ 2,766,369 | \$ 2,696,451 | \$ 69,918 |
| 2014/15 | \$ 2,878,550 | \$ 2,844,021 | -\$ 65,471 |
| 2015/16 | \$ 3,003,581 | \$ 2,925,602 | \$ 77,979 |
| 2016/17 | \$ 3,130,486 | \$ 3,086,307 | \$ 44,179 |

The Board has indicated that it does not wish to accumulate funds beyond that which is required to maintain a prudent working capital ratio. The plan assumes that current levels of depreciation accurately reflect the consumption or deterioration of the library collection. The level of depreciation is therefore assumed to reflect the required level of renewal for the library collection. Therefore the Financial Plan shows a trend of decreasing operating surpluses towards a breakeven position.

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8.3 STANDARD STATEMENT OF FINANCIAL POSITION

| | Notes | 2012/13
Anticipated | 2013/14
Proposed
Budget | 2014/15
Forecast | 2015/16
Forecast | 2016/17
Forecast |
|--------------------------------|---|------------------------|-------------------------------|---------------------|---------------------|---------------------|
| CURRENT ASSETS | | | | | | |
| 11 | Cash & cash equivalents | \$352,927 | \$348,681 | \$382,535 | \$439,341 | \$471,051 |
| 12 | Trade & other receivables | \$40,460 | \$40,865 | \$42,581 | \$44,369 | \$46,232 |
| | TOTAL CURRENT ASSETS | \$393,387 | \$389,546 | \$425,116 | \$483,710 | \$517,283 |
| NON-CURRENT ASSETS | | | | | | |
| 13 | Property, infrastructure, plant & equipment | \$1,698,197 | \$1,791,041 | \$1,708,259 | \$1,746,634 | \$1,776,989 |
| | TOTAL NON-CURRENT ASSETS | \$1,698,197 | \$1,791,041 | \$1,708,259 | \$1,746,634 | \$1,776,989 |
| | TOTAL ASSETS | \$2,091,584 | \$2,180,587 | \$2,133,375 | \$2,230,344 | \$2,294,272 |
| CURRENT LIABILITIES | | | | | | |
| 14 | Payables | \$79,482 | \$84,251 | \$87,621 | \$91,126 | \$94,771 |
| 15 | Employee Entitlements | \$309,209 | \$321,577 | \$334,440 | \$347,818 | \$361,731 |
| | Interest Bearing Liabilities | \$0 | | | | |
| | TOTAL CURRENT LIABILITIES | \$388,691 | \$405,828 | \$422,061 | \$438,944 | \$456,502 |
| NON-CURRENT LIABILITIES | | | | | | |
| | Employee Entitlements | \$48,692 | \$50,640 | \$52,666 | \$54,773 | \$56,964 |
| | Payables | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Interest Bearing Liabilities | \$0 | \$0 | \$0 | \$0 | \$0 |
| | TOTAL NON-CURRENT LIABILITIES | \$48,692 | \$50,640 | \$52,666 | \$54,773 | \$56,964 |
| | TOTAL LIABILITIES | \$437,383 | \$456,468 | \$474,727 | \$493,717 | \$513,466 |
| | NET ASSETS | \$1,654,201 | \$1,724,119 | \$1,658,648 | \$1,736,627 | \$1,780,806 |
| EQUITY | | | | | | |
| 17 | Accumulated Funds | (\$359,631) | (\$298,753) | (\$252,306) | (\$181,052) | (\$140,867) |
| 18 | Asset revaluation reserve | \$1,842,832 | \$1,942,832 | \$1,742,832 | \$1,742,832 | \$1,742,832 |
| | Other reserves | \$171,000 | \$177,040 | \$168,122 | \$174,847 | \$181,841 |
| | TOTAL EQUITY | \$1,654,201 | \$1,724,119 | \$1,658,648 | \$1,736,627 | \$1,780,806 |
| | Working Capital Ratio: Value of current assets for every dollar of current liabilities | 1.01 | 0.9599 | 1.0072 | 1.1020 | 1.1331 |

Notes Supporting the Projected Financial Position Statement

11. Cash is budgeted to decrease in 2013/14. The level of liquidity is considered adequate.
12. Receivables relate to outstanding Goods and Services Tax at June 30 each year.
13. The values for Fixed Assets are expected to fluctuate in response to the level of capital investment.
14. Payables are based on past trends. It is difficult to predict what invoices and accounts will be outstanding as of 30th of June each financial year.
15. The trend for Employee Entitlements is for marginal increases each financial year. Long Service Leave and Annual Leave are projected to increase in line with projected increases to salaries.
16. Interest Bearing Liabilities are extinguished.
17. The projected operating surplus in future years will maintain the Accumulated Funds.
18. Asset revaluation occurred in 2009/10 and \$100,000 decrease in the valuation has been forecast in 2014/15.

Summary

The Corporation's financial position for each year of the Financial Plan is presented below.

The Corporation's working capital ratios (net current asset position) have been negatively affected by the payment of a large portion of the Defined Benefits Superannuation shortfall from cash held. Total equity (net assets) remain at positive levels. Given that the overall financial position of the Corporation is dominated by the value of book stock assets, it should be noted that such values can alter substantially as a result of required regular asset revaluation.

| | 2012/13
Anticipated | 2013/14
Proposed | 2014/15
Forecast | 2015/16
Forecast | 2016/17
Forecast |
|-------------------------|------------------------|---------------------|---------------------|---------------------|---------------------|
| Current Assets | \$ 393,387 | \$ 389,546 | \$ 425,115 | \$ 483,710 | \$ 517,283 |
| Current Liabilities | \$ 388,691 | \$ 405,878 | \$ 422,061 | \$ 438,944 | \$ 456,502 |
| Net Current Assets | \$ 4,696 | \$ 16,232 | \$ 3,055 | \$ 44,766 | \$ 60,781 |
| Working Capital Ratio | 1.01:1 | 0.96:1 | 1.01:1 | 1.1:1 | 1.1:1 |
| Non Current Assets | \$ 1,698,197 | \$ 1,791,041 | \$ 1,708,259 | \$ 1,746,634 | \$ 1,776,989 |
| Non Current Liabilities | \$ 48,692 | \$ 50,640 | \$ 52,666 | \$ 54,773 | \$ 56,964 |
| Net Non Current Assets | \$ 1,649,505 | \$ 1,740,401 | \$ 1,655,593 | \$ 1,691,861 | \$ 1,720,025 |
| Total Equity | \$ 1,654,201 | \$ 1,744,119 | \$ 1,658,648 | \$ 1,736,627 | \$ 1,780,806 |

8.4 STANDARD STATEMENT OF CASH FLOWS

| | Notes | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
|--|-------------|----------------|----------------|----------------|----------------|----------------|
| | Anticipated | Forecast | Forecast | Forecast | Forecast | Forecast |
| CASH FLOWS FROM OPERATING ACTIVITIES | | | | | | |
| Library Fees | | 44,883 | 50,195 | 49,896 | 50,856 | 51,834 |
| Grants | | 732,194 | 735,364 | 839,918 | 871,731 | 905,281 |
| Contributions and donations received | 19 | 2,085,144 | 2,156,941 | 2,254,002 | 2,355,432 | 2,461,427 |
| Reimbursements | | 0 | 0 | 0 | 0 | 0 |
| Interest received | | 13,215 | 13,200 | 13,068 | 11,761 | 10,585 |
| Other Receipts | | 8,247 | 8,250 | 8,250 | 8,250 | 8,251 |
| Net receipts (Payments) GST | 20 | (94,307) | (103,556) | 394 | (5,176) | (679) |
| Payments to employees | | (2,067,139) | (1,797,184) | (2,057,467) | (2,139,765) | (2,280,356) |
| Payments to materials and suppliers | | (580,738) | (607,260) | (633,141) | (658,466) | (684,806) |
| Other expenses | | (22,000) | (9,900) | (10,197) | (10,503) | (10,817) |
| Net cash provided by operating activities | | 119,499 | 446,050 | 464,603 | 485,820 | 460,531 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | | | | |
| Payments for asset acquisition | 21 | (496,747) | (454,746) | (451,446) | (433,846) | (433,846) |
| Proceeds from disposal of assets | 22 | 3,330 | 4,450 | 20,637 | 4,932 | 5,035 |
| Net cash used in investing activities | | (493,417) | (450,296) | (430,809) | (428,914) | (428,811) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | | | | |
| Repayment of borrowings | 23 | 0 | 0 | 0 | 0 | 0 |
| Proceeds from borrowings | | 0 | 0 | 0 | 0 | 0 |
| Net cash used in financing activities | | 0 | 0 | 0 | 0 | 0 |
| Net increase/(decrease) in cash held | 24 | (373,918) | (4,246) | 33,854 | 56,806 | 31,710 |
| Cash at the beginning of the financial year | | 726,945 | 352,927 | 348,681 | 382,535 | 439,341 |
| CASH AT THE END OF THE FINANCIAL YEAR | | 352,927 | 348,681 | 382,535 | 439,341 | 471,051 |

Notes Supporting the Standard Statement of Cash Flows

19. Includes interest revenue paid to the Corporation. This is predicted to decline over the period of the Financial Plan -- see note four.
20. Represents the net GST payments or receipts to/from the Federal Government.
21. Capital investment in the book collection is maintained at a steady level, but no furniture replacement is forecast for 2015/16 or 2016/17.
22. Proceeds from the sale of withdrawn library stock and a vehicle replacement in 2014/15.
23. No new loans are proposed.
24. The substantial drop in the cash held in 2012/13 reflects the Board's decision to pay a substantial portion of the Defined Benefits Superannuation Shortfall call to take advantage of the discount offered by Vision Super for payments made prior to 1 July 2013.

Summary:

The following points summarise the Corporation's cash flow statement position.

- * The cash flow statement presented in the Financial Plan indicates that the Corporation's total cash generated from operating activities or used in normal service delivery functions is steady for the life of the plan.
- * Cash generated or used in the enhancement or creation of book stock and other assets (investing activities) also increases.
- * Cash flows from financing decline for the term of the plan due to a lower level of cash held when compared to 2011/12.
- * Effectively the cash flow statement result indicates that the Corporation will generate adequate cash flows to meet its financial commitments as they fall due and to fund its functions and activities.

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8.5 STANDARD STATEMENT OF CAPITAL WORKS

| | Notes | 2012/13
Anticipated | 2013/14
Proposed
Budget | 2014/15
Forecast | 2015/16
Forecast | 2016/17
Forecast |
|----------------------------|-------|------------------------|-------------------------------|---------------------|---------------------|---------------------|
| Capital Works | | | | | | |
| Computer Equipment | 25 | 42,700 | 43,000 | 24,000 | 24,000 | 24,000 |
| Plant | 26 | 0 | 0 | 16,000 | 0 | 0 |
| Book Stock Replacement | 27 | 408,888 | 370,405 | 370,405 | 370,405 | 370,405 |
| Total Capital works | | 451,588 | 413,405 | 410,405 | 394,405 | 394,405 |
| Represented by: | | | | | | |
| Asset renewal | | 451,588 | 413,405 | 410,405 | 394,405 | 394,405 |
| Asset upgrade | | 0 | 0 | 0 | 0 | 0 |
| Asset new or expanded | | 0 | 0 | 0 | 0 | 0 |
| Total Capital works | | 451,588 | 413,405 | 410,405 | 394,405 | 394,405 |

The Statement of Capital Works is designed to demonstrate the overall total of capital expenditure and the types of capital expenditure to be undertaken during each year of the Financial Plan. Capital expenditure is defined as expenditure that either creates a new asset or extends or replaces the current function of an existing asset. Capital expenditure is distinct from maintenance expenditure.

Notes Supporting the Standard Statement of Capital Works

- 25. Computer replacement program and furniture renewal.
- 26. Replacement vehicle in 2014/15.
- 27. Book stock replacement includes a forecast of \$30,405 for the Premiers' Reading Challenge.

Deed of Variation of Agreement

Between

The Minister for Education [Minister];

The Council of Colac Secondary College [College
Council]; and

Colac Otway Shire Council [Shire Council]

Deed of Variation Date 2013

THIS DEED IS

BETWEEN: The Minister for Education of 2 Treasury Place, East Melbourne, Victoria 3002 for and on behalf of the State of Victoria and the Department of Education and Early Childhood Development ("**Minister**");

 The Council of Colac Secondary College of corner of Hearn and Queens Streets, Colac, Victoria 3250 ("**College Council**"); and

 Colac Otway Shire Council of 2-6 Rae Street, Colac, Victoria 3250 ("**Shire Council**")

Background

- A** The Parties agreed to build the Facility and the College Council granted a Licence to the Shire Council to use the Facility subject to the terms and conditions set out in the Agreement.
- B** The Agreement provides that no addition to or variation of the Agreement shall be of any force or effect unless in writing signed by or on behalf of all Parties.
- C** The Parties agree to vary the Agreement on the terms set out in this Deed.

1. Defined terms

In this Deed:

Agreement means the Development and Joint Use Agreement between the Parties dated December 10, 2008.

Commencement Date means the date the Minister signs this Deed.

Deed means this document, including any schedule or annexure to it.

Facility means the facility as defined in the Agreement.

Licence means the non-exclusive licence to use the Facility as defined in the Agreement.

Party and Parties means severally the parties to this Deed.

Unless the contrary intention appears, a word or phrase defined in the Agreement has the same meaning in this Deed.

2 Variation of Agreement

2.1 The Parties agree that the Agreement is varied on and from the Commencement Date by adopting the agreed schedule of items contained in Schedule One.

2.2 Schedule One is incorporated and form part of this Deed.

3 Variations not to affect accrued rights and obligations

3.1 The variations to the Agreement do not affect the validity or enforceability of the Agreement as varied.

3.2 Nothing in this Deed:

- (a) prejudices or adversely affects any right, power, authority, discretion or remedy arising under the Agreement before the date of this Agreement; or
- (b) discharges, releases or otherwise affects any liability or obligation arising under the Agreement before the date of this Deed.

4 General

4.1 Entire understanding

This Deed is the entire agreement and understanding between the Parties on everything connected with the subject matter of this Deed and supersedes any prior agreement or understanding on anything connected with that subject matter.

4.2 Variation

An amendment or variation to this Deed is not effective unless it is in writing and signed by the Parties.

4.3 Waiver

A Party's failure or delay to exercise a power or right does not operate as a waiver of that power or right. The exercise of a power or right does not preclude either its exercise in the future or the exercise of any other power or right. A waiver is not effective unless it is in writing. Waiver of a power or right is effective only in respect of the specific instance to which it relates and for the specific purpose for which it is given.

4.4 Costs and outlays

Each Party must pay its own costs and outlays connected with the negotiation, preparation and execution of this Deed.

4.5 Governing law and jurisdiction

The law of Victoria governs this Deed. The Parties submit to the exclusive jurisdiction of the courts of Victoria.

Executed as a deed.

Signed by _____
(Print Name in full)
Manager, Property Management Unit
this _____ day of _____ 2013
for and on behalf of, The Hon. Martin Dixon, MP
in his capacity as **Minister for Education**,
in the presence of:

Signature

Name of Witness in full

Signature of Witness

**The Common Seal of the Council of Colac
Secondary College** was affixed by order of the
Council and in the presence of the President of the
College Council and its Authorised Appointee:

Signature of President of School Council

Signature of Authorised Appointee

Name of President of School Council in full
(Print)

Name of Authorised Appointee in full
(Print)

The Common Seal of Colac Otway Shire was
hereunto affixed in the presence of:

Signature of Chief Executive Officer

Witness signature

Name of Chief Executive Officer Council in full
(Print)

Name of Witness in full (Print)

Schedule One – Agreed Record of Variations to the Agreement

Revised clauses of the Agreement

1. The following clauses in the Agreement will be deleted in its entirety and replaced with the corresponding clauses contained in the document annexed to this Deed and marked as **Annexure A, Revised clauses:**

- a) Clauses 11.1(a), (e) and (i)
- b) Clause 11.2(b)
- c) Clause 11.3(b)
- d) Clause 12.1
- e) Clause 12.2
- f) Clause 12.3
- g) Clause 12.4
- h) Clause 13.2
- i) Clause 13.4
- j) Clause 15.1(iv)
- k) Clauses 15.2(a), (b) and (c)

2. The following clauses contained in Annexure A, Revised clauses are new clauses to be inserted into the Agreement:

- a) Clause 11.4(c)
- b) Clauses 15.1 (v) and (vi)

**Annexure A
Revised clauses to the
Development and Joint Use Agreement
Beechy Precinct**

Clause 11 Use of the Facility

clause 11.1 (a)

The College administration in consultation with the Library Operator will coordinate a booking system for the Facility (excluding the School Area, the Car Parks and the Surrounding Area) within the Hours of Use of the Facility.

clause 11.1 (e)

The College Council will advise the Library Operator of its use requirements in respect of the ITC, Lecture and Seminar Area for each school term at least two weeks prior to the commencement of the school term. During the times that the ITC, Lecture and Seminar Area is not required by the College Council, the Shire Council or community users may book use of the ITC and Lecture Seminar Area with the Library Operator.

clause 11.1 (i)

The College Council and the Shire Council are entitled to shared use of the Meeting Room Area during the Opening Hours of the Facility. The College administration in consultation with the Library Operator will administer the use of the Meeting Room Area. If the College Council, the Shire Council or the general public wish to use any part of the Meeting Room Area they must make a booking with the College administration in consultation with the Library Operator.

clause 11.2 (b)

Subject to clause 11.2(a) the College Council and the Shire Council will encourage use of the Facility (excluding the School Area, the Library Admin Area and the Hub/Technical Area) by community groups, such use to be administered by the College administration in consultation with the Library Operator.

clause 11.3 (b)

The parties will consult and agree in relation to the purchase or sourcing of additional book stock, equipment or other resources (including contributions towards acquisition costs), in consultation with the Joint Committee and taking into account the advice of the Library Operator.

clause 11.4(c)

Where there is no Library Operator appointed, the Shire Council will assume the role of the library operator.

Clause 12 Business and other Plans

clause 12.1

Within 3 months of the Date of Practical Completion the College Council will prepare, and not later than 31 December annually will update in relation to the Facility:

- (a) A 5-year rolling business plan;
- (b) A 5-year rolling capital works plan and Capital Expenditure plan; and
- (c) a 5-year rolling asset management plan;

("Asset Management Plan")

**Annexure A
Revised clauses to the
Development and Joint Use Agreement
Beechy Precinct**

clause 12.2 Endorsement

(a) Not later than 30 days after preparation or updating of the Asset Management Plan, the College Council shall request endorsement of the Asset Management Plan by the Shire Council.

(b) Not later than 60 days after receiving a request for endorsement under clause 12.2(a) the Shire Council will either:

(i) notify the College Council in writing of its endorsement ;or

(ii) notify the College Council in writing that it will not endorse the Asset Management Plan, providing its reasons for doing so and reasonable requests to amend the Asset Management Plan.

(c) Not later than 30 days after receiving a request from the Shire Council under clause 12.2(b)(ii) to amend the Asset Management Plan, the College Council will amend the Asset Management Plan as reasonably requested by the Shire Council and resubmit to the Shire Council who shall endorse the Asset Management Plan as soon as practicable after receipt of the amended Asset Management Plan.

12.3 Dispute

If the College Council does not agree to a request by the Shire Council to amend the Asset Management Plan under clause 12.2(b)(ii,) the College Councils shall issue a notice of a dispute under clause 17.

12.4 Endorsement by Default

Any Asset Management Plan in respect of which the Shire Council does not respond in accordance with clause 12.2 will, upon the College Council giving 14 days' written notice to the Shire Council of its intention to invoke this subclause, be deemed to have been endorsed by the Shire Council.

13.2 General prohibitions

13.2(b) allow the use of advertising for commercial purpose at the Facility or the College without the prior written approval of the College Council.

Clause 13.4 Financial responsibility

Clause 13.4 (d)

The Shire Council and the College Council will share the cost of Capital Expenditure in respect of the Facility on the basis agreed between them, as reflected in the agreed Asset Management Plan in respect of the Facility, taking into account the following matters:

(i) the parties each contributed half of the funds required for the construction of the Facility;

**Annexure A
Revised clauses to the
Development and Joint Use Agreement
Beechy Precinct**

- (ii) the Facility is owned by the Department but is subject to long term use rights granted to the Shire Council; and
- (iii) what is fair and reasonable in the circumstances.

Clause 15 Joint Committee

Clause 15.1

(iv) 2 independent community representatives who have submitted an expression of interest and whose appointment is approved by both the Shire Council and the College Council.

(v) If no community representatives are appointed in accordance with clause 15.1(iv) , the Shire Council and the College Council can each appoint one independent community representative; and

(vi) A third community representative may be appointed to the Joint Committee if it is approved by both the Shire Council and the College Council.

15.2 Hiring obligations

(a) The College administration in consultation with the Library Operator will be responsible for:

- (i) hiring the areas within the Facility (except for the School Area, the Library Admin Area and the Hub/ technical Area) out for use by members of the public:

- (ii) subject to paragraph 1 5.2 (b) fixing the terms and conditions for the use of these areas of Facility; and

- (iii) instructing all users of these areas o f the Facility as to what constitutes appropriate behaviour and how to ensure security is maintained during that use.

(b) The terms and conditions for the use of these areas of the Facility:

- (i) may include the general fees for the use of these areas;

- (ii) must require that all users leave these areas in a tidy condition;

- (iii) must only allow these areas to be used at times when neither the Shire Council or the College Council are using them; and

- (iv) must require that all users enter into and maintain at all times during the use of these areas all insurances required to insure against risks reasonably anticipated in respect of these areas of the Facility or arising out of the use of these areas including but not limited to the insurance set out under paragraph (a) of Item 13 of the Schedule and produce evidence of such insurance.

(c)The fees for the use of the Facility will be remitted to the College Council. These fees will be managed and used by the College Council in consultation with the Joint Committee, Library Operator and Shire Council in connection with the Facility. .

ANNEXURE D



Colac Community Library
and Learning Centre

TERMS OF REFERENCE Colac Community Library and Learning Centre Joint Committee

Background

A Joint Committee is to be established pursuant to clause 15 of the Agreement.

The purpose of the Joint Committee, as defined in clause 15.1(f) of the Agreement is to ensure consistent approaches to the use of the Facility which reflect the needs of the College, the Shire Council and the community.

These Terms of Reference have been developed to meet the requirements of clause 15.1(j) of the Agreement setting out the role and functions of the Joint Committee. These Terms of Reference will form Annexure D and incorporated into the Agreement.

The name of the Facility was decided through public consultation and is hereafter referred to as the Colac Community Library and Learning Centre.

Vision

The Colac Community Library and Learning Centre offers an energising focal point that embraces learning, education and social connection for our community.

Principles

Access

all areas and services in the *Colac Community Library & Learning Centre* to be available within the context of the Joint Use Provisions of the Agreement to the community during operating hours, with adequate provision for use out of hours.

Opportunity

stakeholders to have input and participate in the planning, use and evaluation of the *Colac Community Library & Learning Centre*

Life long learning

promote and recognise the *Colac Community Library & Learning Centre* as a community asset.

Positive relationships

encourage staff and all user groups to build on creating a friendly and safe environment.

Leadership

all partners are responsible for the leadership and delivery of the *Colac Community Library & Learning Centre*.

Consensus oriented

a shared understanding of the objectives and management of the partnership.

Transparency

decisions are based on clear criteria and are able to be scrutinised

Integrity and stewardship

the *Colac Community Library & Learning Centre* must be delivered legally and ethically

Objectives

ANNEXURE D



Colac Community Library
and Learning Centre

TERMS OF REFERENCE Colac Community Library and Learning Centre Joint Committee

The Colac Community Library and Learning Centre

1. Provides a welcoming community space that supports and advances intergenerational learning.
2. Enriches lives through reading.
3. Delivers a contemporary library service for the community.
4. Offers for all stages of life an exciting variety of educational and learning activities.
5. Promotes and integrates early years service delivery and activities.
6. Provides an accessible place where the community can connect to meet and have opportunities to pursue their interests and wellbeing.
7. Embeds educational leadership with the wider community through the facility.
8. Offers a technical rich environment and cultural opportunities to connect each other and the world.

Membership of the Joint Committee

Clause 15.1 (a) of the Agreement provides that:

- (i) 2 members appointed by the College Council ("the College Council Representatives");
- (ii) 2 members appointed by the Shire Council ("the Shire Council Representatives");
- (iii) 1 member of the Library Operator (if one is appointed) ("the Library Operator Representative"); and
- (iv) 2 independent community members who have submitted an expression of interest and whose appointment is approved by both the Shire Council and the College Council.
- (v) If no community representatives are appointed in accordance with clause 15.1(iv), the Shire Council and the College Council can each appoint 1 independent community representative.
- (vi) A third community representative may be appointed to the Joint Committee if it is approved by both the Shire Council and the College Council.

ANNEXURE D



**Colac Community Library
and Learning Centre**

**TERMS OF REFERENCE
Colac Community Library and Learning Centre
Joint Committee**

Attendance of others at Joint Committee

College and Municipal Councillors may attend the Joint Committee meetings as observers with no voting rights. If items of confidentiality arise observers will be asked to leave the meeting until item has been resolved.

If the Joint Committee members wish to have a guest speaker or an expert to present to the group it would generally require discussion and agreement with the Joint Committee before proceeding. The Chair has the right to invite guests as appropriate to further discussions. Guests have no right to voting.

Term of Joint Committee Members

The representatives from Colac Otway Shire Council, the Colac Secondary College Council and the library operator from Corangamite Regional Library Corporation will be elected according to the protocols of each organisation.

The community representatives' positions will be open to the community on a three year basis through an expression of interest process.

Resignation

If a member of the Joint Committee resigns from his/her position, a replacement is to be found from the sector that they represent as soon as practicable. The exception is for community representatives, which will be replaced through an expression of interest process to the community.

ANNEXURE D



**Colac Community Library
and Learning Centre**

**TERMS OF REFERENCE
Colac Community Library and Learning Centre
Joint Committee**

Role of the Joint Committee, Chair and Members

Role of the Joint Committee

- Recommend strategic actions and specific policy.
- Develop and maintain an active Joint Committee plan.
- Establish community identified priorities for early action.
- Ensure that the perspectives of all people in particular those people that are experiencing disadvantage are taken into account.
- Advocate the functions and activities of the Colac Community Library & Learning Centre.
- Encourage innovation and community development.

The Chair will ensure that:

- meetings reflect the principles and are consistent with the Terms of Reference.
- meetings start and end at the appointed times.
- the agenda is relevant and manageable within the time constraints of the meeting.
- minutes are taken.
- agreed actions are followed up and resolved within the allocated timeline.

All members will:

- attend meetings and participate in accordance with the Terms of Reference.
- collaborate with other members regarding the development and implementation of the Joint Committee plan.
- agree in principle to a consensus decision making model.

All members will be responsible for upholding the following values:

- respecting the ideas and beliefs of all members.
- providing an atmosphere where all members feel comfortable to participate.
- being transparent, honest and trustworthy.

ANNEXURE D



Colac Community Library
and Learning Centre

TERMS OF REFERENCE Colac Community Library and Learning Centre Joint Committee

Meeting Procedures

Meeting schedule

Clause 15.1 (g) of the \ Agreement provides that:

"The Joint Committee will meet at least quarterly, unless the parties agree otherwise."

Members will be required to notify the Chair for non-attendance of meetings. Work Group or Sub-Committee meetings will be scheduled as required.

Location

The location of the meetings will be at the Colac Community Library & Learning Centre.

Meeting/ Minutes: Protocol

Meeting outcomes and actions will be recorded as minutes and will include any recommendations in line with the Joint Committee plan. Minutes will follow a template. All attendees and apologies will be included. Minutes will be forwarded to members of the Joint Committee within two weeks of the meeting.

Minutes of the meetings will be forwarded to the Shire Council and the College Council with confidential items clearly identified

Minutes excluding confidential items can be disclosed by the Shire Council and the College Council.

Quorum

Clause 15.1 (h) of the Agreement provides that:

"The Joint Committee must not conduct any business unless:

- (ii) if a Library Operator has been appointed, at least 4 members are present in person including the Library Operator Representative, at least 1 of the members appointed by the College Council, at least 1 community representative and at least 1 of the members appointed by the Shire Council."*

Recommendation protocol

The meetings are intended to be formal, collaborative and inclusive. The aim is to reach consensus and if this is not achieved a majority voting model shall be practised. The chair will have the casting vote if required after the members have voted in cases of tied voting. Voting numbers will be recorded in the minutes.

ANNEXURE D



**Colac Community Library
and Learning Centre**

TERMS OF REFERENCE Colac Community Library and Learning Centre Joint Committee

Planning Requirements

The Joint Committee is to develop a Joint Committee plan taking into account other plans such as the Corangamite Regional Library Corporation. The Joint Committee plan needs to be endorsed by both the College Council and Shire Council. This may include the following elements but not be limited to:

- Aspirations
- Priorities
- Volunteer support
- Communication and Engagement strategies

Communication

Communications protocol

If further communication/reporting are required this will be through the nominated senior administrator, College Council and the senior executive, Shire Council nominated on the Joint Committee.

Media Protocol

All media enquiries need to be approved by the College and Shire Council. Spokesperson will be the Chair of the Joint Committee or a person nominated by the Joint Committee. To ensure consistency, members of the Joint Committee are not to speak directly to the media in relation to the Joint Committee

Confidentiality

Members are required to maintain an appropriate standard of confidentiality. Any disclosures of confidential information in the agenda and minutes will be treated as a serious offence.

Conflict of Interest

If a member of the Joint Committee has a conflict of interest in relation to a matter in which the Joint Committee is concerned, or is likely to be considered or discussed, the member must disclose the conflict of interest to the Joint Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant conflict of interest and be recorded in the minutes of the meeting.

- (a) Where a member has declared a conflict of interest they are to leave the room while any discussions or any vote is taken in relation to the matter, and abstain from voting.
- (b) The member is to remain outside the room or other area while meetings are being conducted so that they are both out of view or hearing of the matter.
The member may return to the room after consideration and voting on the matter have been finalised.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION

(Planning and Environment Act 1987)

In this Instrument "officer" means –

FRANCIS WONG

By this Instrument of Appointment and Authorisation Colac Otway Shire Council –

1. Under section 147(4) of the *Planning and Environment Act 1987* appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

It is declared that this Instrument –

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked

This Instrument is authorised by a resolution of the Colac Otway Shire Council on 22 May 2013.

THE COMMON SEAL of Colac Otway Shire
Council was hereunto affixed in accordance
with Local Law No 4

.....
Chief Executive Officer

Dated:



COUNCIL POLICY

| | |
|---------------------------------|-----------------------------|
| Council Policy Title: | Procurement |
| Council Policy ref. no: | 3.2 |
| Responsible Department: | Infrastructure and Services |
| Date of adoption/review: | |

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Date Adopted:

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1 PRINCIPLES

1.1 Background

Colac Otway Shire Council:

- Recognises that:
 - Developing a procurement strategy and adopting appropriate best practice tendering and procurement principles, policies, processes and procedures for all goods, services and works by Council, which will enhance achievement of council objectives.
 - The elements of best practice applicable to local government procurement incorporate:
 - broad principles covering ethics, value for money, responsibilities and accountabilities;
 - guidelines giving effect to those principles;
 - a system of delegations (i.e. the authorisation of officers to approve a range of functions in the procurement process);
 - procurement processes, with appropriate procedures covering minor simple procurement to high value complex procurement; and
 - a professional approach.
- Requires that Council's tendering, purchasing and contract management activities:
 - support the Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
 - achieve value for money and quality in the acquisition of goods, services and works by the Council;
 - can demonstrate that public money has been well spent;
 - are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;
 - ensure that risk is identified, assessed and managed at all stages of the procurement process;
 - comply with legislation (including Risk Management, Occupational Health and Safety and Competition and Consumer Legislation), corporate policies or other requirements;; and
 - generate and support business in the local community where possible.

Date Adopted:

3 | Page

1.2 Legislative Compliance Provisions

The key legislative requirements including:

- Section 186 of the Act (Power to enter into Contracts)
- Section 186A of the Act (Procurement Policy)
- Section 3C of the Act (Objectives of a Council)
- Sections 208C of the Act (Applying Best Value Principles)
- Sections 77A, 77B, 78, 78A to 78E, 79, 79B to D, 80, 80A to C and 95 of the Act (Conflict of Interest)
- Section 98 of the Act (Delegations)
- Section 140 of the Act (Accounts and Records)
- The relevant provisions of the *Competition and Consumer Act 2010*

Council will adhere to all these provisions in all procurement matters consistent with the Victorian Local Government Best Practice Procurement Guidelines.

1.3 Scope and Application

This policy represents the principles, processes and procedures that will be applied to the purchase of all goods, services and works by Council. The scope of this policy commences from when Council has identified a need for procurement requirements. It continues through to the delivery of goods or completion of works or services.

This policy will apply to Councillors, Council staff and all persons undertaking procurement on Council's behalf and they are accountable for complying with all relevant procurement legislative and policy requirements.

1.4 Purpose

The purpose of this Policy is to:

- provide policy and guidance to Council to allow consistency and control over procurement activities;
- demonstrate accountability to rate payers;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the right outcome when purchasing goods and services.

1.5 Treatment of GST

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

Definitions and Abbreviations

| Term | Definition |
|------------------------------|--|
| Act | Local Government Act 1989 |
| Commercial in Confidence | Information that, if released, may prejudice the business dealings of a party eg prices, discounts, rebates, profits, methodologies and process information, etc.
Disclosure may occur where applicable under the <i>Freedom of Information Act 1982</i> or as required by the Victorian Auditor-General's Office or the Victorian Ombudsman. |
| Contract | An agreement between two or more authorised persons on behalf of their organisations to perform or not perform a specific act/s that is enforceable in law. A contract may be verbal or written or inferred by conduct. |
| Contract Management | The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money. |
| Council Staff | Includes full time and part-time council officers, and temporary employees, contractors and consultants while engaged by the Council. |
| Delegation | A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on Council's behalf. |
| Evaluation Criteria | The criteria used to evaluate the compliance and/or relative ranking of tender responses. All evaluation criteria must be clearly stated in the request documentation. |
| Expression of Interest (EOI) | A request for Expression of Interest is generally sent to the supplier market, designed to capture commercial information and pricing.
Allows Council to assess suitability and evaluate responses against a set of pre-defined requirements. This invitation is not an offer or a contract. |
| Probity | Within Local Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset.
These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably. |
| Procurement | Procurement is the whole process of acquisition of external goods, services and works. It can include planning, design, standards determination, specification writing, preparation of quotation and tender documentation, selection of suppliers, financing, contract administration, disposals and other related functions. It also includes the organisational and governance frameworks that underpin the procurement function. |

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|-----------------------------------|---|
| Purchase Order | A form of contract, which is an official document used to authorise and record the purchase of goods or services by a buyer. It is the prime reference confirming the contractual situation between the buyer and supplier. |
| Request for Proposal | A request for proposal is generally sent to the supplier market, designed to capture commercial information and pricing. Allows Council to assess suitability and evaluate responses against a set of pre defined requirements. |
| Standing Offer Arrangements (SOA) | A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services. |
| Sustainability | Activities that meet the needs of the present without compromising the ability of future generations to meet their needs. |
| Tender Process | The process of inviting parties to submit a quotation or tender by public advertisement or selective tendering, followed by evaluation of submissions and selection of a successful bidder or tenderer. |
| Thresholds | The value above which a procurement, unless exempt is subject to the mandatory procurement procedures. |
| Value for Money | Value for Money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of the Council's priorities; • non-cost factors such as fitness for purpose, quality, service and support; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works. |

2 EFFECTIVE LEGISLATIVE AND POLICY COMPLIANCE AND CONTROL

2.1 Ethics and Probity

2.1.1 Requirement

Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny.

2.1.2 Conduct of Councillors and Council Staff

2.1.2.1 General

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

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;

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

Council Staff who are responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

2.1.2.2 Members of Professional Bodies

Councillors and Council Staff belonging to professional organisations shall, in addition to the obligations detailed in this policy, ensure that they adhere to any code of ethics or professional standards required by that body.

2.1.3 Tender Processes

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

2.1.4 Probity Requirements

Councillors and members of staff (and all persons engaged in procurement on Council's behalf) must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny.

All members of staff have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest (section 95 of the Act).

In procurement matters:

- Members of staff must disclose a direct or indirect interest (and the type of interest) before providing advice or reports (or any other matter) (section 80C of the Act).
- Council officers delegated Council powers or duties are prohibited from exercising those powers, duties or functions if they have conflicts of interest (section 80B of the Act).
- A Councillor must comply with the Primary Principle of Councillor Conduct and avoid conflicts between his or her public duties as a Councillor and his or her personal interests and obligations. (section 76BA, LGA). Councillors (and members of audit committees) must disclose a conflict of interest (section 79 of the Act).
- Members of staff must also comply with the Code of Conduct for Council Staff (section 95AA of the Act).

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- All staff engaged in the evaluation of quotations or tenders evaluation must adhere to this policy and complete and lodge a Conflict of Interest Declaration and a Deed of Confidentiality.
- All Councillors and staff must adhere to Council's gifts and hospitality policy in matters of procurement.

2.1.5 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained in selecting contractors and suppliers so that no action is taken that could evoke reasonable criticism of the Council.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

2.1.6 Accountability and Transparency

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

Therefore the processes by which all procurement activities are conducted will be in accordance with this Procurement Policy and related Council policies and procedures.

Additionally:

- all Council Staff must be able to account for all procurement decisions made over the life cycle of all goods, services and works purchased by the Council and provide feedback on them; and
- all procurement activities are to provide an audit trail for monitoring and reporting purposes.

2.1.7 Gifts and Hospitality

No Councillor or member of Council staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public involved, with any matter that is connected with the duties of the officer, or in which the Council is interested.

Councillors and Council Staff must exercise the utmost discretion in accepting hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how flimsy the evidence available), must be promptly brought to the attention of the CEO and relevant General Manager.

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- The Council's policies, guidelines and procedures;
- The Council's Code of Conduct and the Staff Code of Conduct;
- Local Government Procurement Best Practice Guidelines; and
- Other relevant legislative requirements such as but not limited to the *Competition and Consumer Act 2010*, *Charter of Human Rights and Responsibilities Act 1970* and the *Environmental Protection Act 1970*

2.2.3 Methods

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

- petty cash;
- credit card, including fuel card;
- purchase order following a quotation process from suppliers for goods or services that represent best value for money under direct quotation thresholds;
- under contract following a tender or quotation process; or
- using aggregated purchasing arrangements with other Councils, MAV Procurement, Victorian Government, or other bodies;

unless other arrangements are authorised by the delegated authority on a needs basis as required by abnormal circumstances such as emergencies.

2.2.4 Responsible Financial Management

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

Accordingly, to give effect to this principle: the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council staff must not authorise the expenditure of funds in excess of their financial delegations.

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

2.1.8 Disclosure of Information

Commercial in-confidence information received by the Council must not be disclosed and is to be stored in a secure location.

Councillors and Council staff are to protect, by refusing to release or discuss the following:

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

Councillors, Council Staff and independent panel members are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the Tender approval process being finalised other than authorised pre-contract negotiations.

Disclosure may occur where applicable under the *Freedom of Information Act* 1982 or as required by the Victorian Auditor-General's Office or the Victorian Ombudsman.

2.2 Governance

2.2.1 Structure

Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all procurement decisions;
- ensure that the Council's procurement structure:
 - is flexible enough to purchase in a timely manner the diverse range of materials, goods, works and services required by Council;
 - ensures that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
 - encourages competition; and
 - ensures that policies that impinge on the purchasing policies and practices are communicated and implemented.

2.2.2 Standards

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

- The Act;

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POLICY PROVISIONS

3. PROCUREMENT GUIDELINES

3.1 Minimum Spend Competition Thresholds

The value of all contracts for the purposes of compliance with section 186 of the Act includes:

- costs for the full term of the contract, including any options for either party to extend the contract.
- applicable goods and services tax (GST).
- anticipated contingency allowances or variations
- all other known, anticipated and reasonably foreseeable costs.

The thresholds do not apply to services which a Council elects to conduct using employed staff as these are not contracts for goods, services or works and are not subject to section 186 of the Act. The method for the delivery of all services and carrying out of works is reserved to the Council and the public tendering process only applies to those circumstances where external resources are sought and the thresholds are reached.

3.1.1 Tenders

Council's policy is that the value of all tenders estimated to be over the value of \$150,000 must be undertaken by public tender.

However, should the CEO, or their delegate consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for the Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below the threshold.

3.1.2 Quotations

For purchase of goods, services and works having a total valuation of \$150,000 or less the following processes may be undertaken using the procurement by quotation method as described below.

To establish that the Council is receiving value for money, quotations should be obtained in accordance with the thresholds set in the Procurement, Quotations/Tendering and Purchasing Procedure:

3.2 Public Advertising

The public notice which Council is required to issue under the Act when calling tenders or expressions of interest for procurement, above the legislated threshold, must be in the prescribed form and contain any prescribed details.

The requirement under the Act to give public notice has two elements. The notice must:

- give the purpose of the contract
- invite tenders (or expressions of interest) from persons wishing to undertake the contract.

Public notice is defined as a notice published in a newspaper generally circulating in the municipal district of the Council chosen by the Council for that purpose.

Council must also ensure that any public notice is published on its website.

Contracts for procurement below the legislated threshold may be advertised at Council's discretion with appropriate direction from Council's Procurement, Quotations, Tendering and Purchasing Procedure.

3.3 Delegation of Authority

3.3.1 Requirement

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

Procurement delegations ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level.

As such, the Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for Contract Management activities.

3.3.2 Delegations

3.3.2.1 Council Staff

Council shall maintain procurement delegations, identifying Council Staff authorised to make such procurement commitments in respect of goods, services and works on behalf of the Council, to include but not necessarily be limited to the following:

- Power to authorise and issue order forms for goods and services;
- Power to enter into contracts within approved budget; and
- Contract Variations.

The requisition and authorisation of purchases cannot be processed by the same officer.

3.3.2.2 Delegations Reserved for the Council

Commitments and processes which exceed the CEO's delegation and which must be approved by the Council are:

- Tender recommendations and contract approval for all expenditure over \$250,000 in value; and
- Signing and sealing of the subsequent contract documentation

3.4 Internal Controls

Council will establish, document and maintain a framework of internal controls over procurement processes in order to ensure:

- a framework for supplier engagement is in place
- more than one person is involved in, and responsible for, each transaction.
- transparency in the procurement process
- a clearly documented audit trail exists for procurement functions
- appropriate authorisations are obtained and documented
- systems are in place for appropriate monitoring and performance measurement

All persons engaged in procurement processes must diligently apply all internal controls.

3.5 Commercial Information

Procurement activities will be carried out in a way that supports Council staff in meeting their obligations - to ensure information of a commercially sensitive or confidential nature is obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with the relevant Council guidelines.

3.6 Risk Management

3.6.1 General

Risk Management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

Risk Management will be carried out in accordance with the stated requirements in the Risk Management Policy and the Guidelines for Occupational Health and Safety Management of Contractors and any Federal or State regulatory requirements.

3.6.2 Supply by Contract

The provision of goods, services and works by contract potentially exposes the Council to risk.

The Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits where appropriate;
- referring specifications to relevant experts;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent);
- effectively managing the contract including monitoring and enforcing performance;
- undertaking relevant financial checks of companies to ensure they are viable to undertake the contract;

- developing a Probity Plan for tenders in excess of \$3 million or where a proposed contract is particularly complex, a high risk or controversial and requiring a high level of public confidence; and
- obtaining copies of certificates of currency for relevant insurances.

3.6.3 Probity Plan

A Probity Plan should cover the following matters:

1. identification of the contract
2. objectives of the probity processes
3. statement on the proposed application of probity principles
4. roles and responsibilities of each participant in the evaluation process and probity auditing
5. specification of what probity auditing will occur
6. probity tasks, documents and timelines
7. measures for ensuring confidentiality and security
8. communication protocol with bidders (to ensure that no one bid obtains an unfair advantage over others)
9. record keeping requirements.

3.7 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions.

Where this is not possible, approval must be obtained from the appropriate member of Council Staff. A request for such an approval should be supported with procurement and legal advice as relevant.

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose the Council to risk and thus must be authorised by the appropriate member of Council staff.

3.8 Endorsement

Council Staff must not endorse any products or services. Individual requests received for endorsement must be referred to the CEO or relevant General Manager.

3.9 Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes getting out of hand and leading to legal action.

3.10 Contract Management

The purpose of contract management is to ensure that the Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- establishing a system monitoring and achieving the responsibilities and obligations of both parties under the contract;
- providing a means for the early recognition of issues and performance problems and the identification of solutions; and
- adhering to Council's Risk Management Framework and adhering to relevant Occupational Health and Safety Contractor Compliance Procedures.

All Council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives Value for Money.

3.11 e-Tendering

e-Tendering is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire goods services and works.

By utilising e-tendering the Council aims to:

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

3.12 Charter of Human Rights

Council will ensure that all of its procurement operations are fully consistent with prescribed rights and responsibilities and that they respect the 20 fundamental rights within the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

4. DEMONSTRATE SUSTAINED VALUE

4.1 Integration with Council Strategy

Council's procurement strategy shall support Council's corporate strategy, aims and objectives as outlined in the Council Plan 2013-2017 relating to the four key themes or pillars of:

- Good Governance
- A Planned Future

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- A Place to Live and Grow
- A Healthy Community and Environment

4.2 Best Practice Principles

The fundamental best practice principles that should be applied to every procurement, irrespective of the value and complexity of that procurement are:

- value for money
- open and fair competition
- accountability
- risk management
- probity and transparency

4.2.1 Value for Money

Obtaining value for money does not mean Council is obliged to accept the lowest price. Section 186(4) of the Act specifically provides Council does not have to accept the lowest tender.

The concept of 'value for money' involves taking into account both costs and non-cost factors including;

- advancing the Council's priorities
- fitness for purpose
- quality
- service and support
- whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of goods, services or works.

4.2.2 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout;
- effective use of competition;
- using aggregated contracts and panel contract arrangements where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing a cost efficient tender process including appropriate use of e-solutions;
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements; and

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- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired. Specifications used in quotations, tenders and contracts are to support and contribute to the Council's Value for Money objectives through being written in a manner that:
- ensures impartiality and objectivity as reasonably practicable;
- clearly defines the Council's requirements;
- encourages the use of standard products;
- encourages sustainability; and
- eliminates unnecessarily stringent requirements.

4.3 Performance Measure and Continuous Improvement

Appropriate performance measures are to be established and reporting systems will be used to monitor performance and compliance with procurement policies, procedures and controls.

Procurement procedures, practices and costs will be benchmarked externally.

The performance measurements developed will be used to:

- highlight trend and exceptions where necessary to enhance performance;
- improve the internal efficiency of the procurement process and where relevant the performance of suppliers; and
- facilitate relevant programmes to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

4.4 Sustainability

4.4.1 General

Council is committed to achieving sustainability and ensuring it monitors and reports on Council activities and programs that have an impact on, or contribute to the environment including but not limited to the following:

- waste management;
- recycling;
- energy management;
- emission management;
- water conservation;
- green building design; and
- procurement.

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4.4.2 Sustainable Procurement

Council is committed to adopting a Green Procurement approach by supporting the principles of sustainable Procurement within the context of purchasing on a Value for Money basis.

Value for Money purchasing decisions made by the Council are made on the basis of cost and non cost factors including contribution to the Council's sustainability objectives.

Council prefers to purchase environmentally preferred products whenever they achieve the same function and value for money outcomes.

Council will therefore consider the following environmental sustainability criteria:

- **Reduce, Reuse, and Recycle:**

The Council is committed to reduce resources, consumption and minimise waste during the procurement life cycle including:

- Encouraging and preferring Eco-friendly products which are more power efficient;
- Selecting energy, fuel and water efficient products (ideally Energy and Water Star Rating of 4 and above);
- Preferring to purchase from a source which is less polluting or uses clean technology; and
- Always considering the provision of re-use and recycling as part of the project planning process, including the consideration of whole-life costs and disposal considerations.

- **Buy Recycled:**

Council is committed to buy recycled/part recycled products to optimise consumption and stimulate demand for recycled products, promoting the collection and reprocessing of waste and working towards zero discharge to the landfill.

- **Green the Supply Chain:**

The Council shall encourage Council suppliers to adopt good environmental practices. Council will promote green procurement throughout its supply chain and ensure selection which has minimum environmental impact.

4.5 Diversity

Promoting equality through procurement can improve competition, value for money, the quality of public services, satisfaction among users, and community relations.

Diversity should be a consideration in every procurement project and reflect corporate commitment to diversity and equal opportunities wherever possible.

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4.6 Support of Local Business

4.6.1 Support of Local Business

Council is committed to supporting local businesses in procuring works, goods and services where such purchases may be justified on Value for Money grounds.

Wherever practicable Council will fully examine the benefits available through purchasing works, goods or services from suppliers/contractors that offer an economic contribution to the Colac Otway Shire.

In all contracts a 5% weighting shall be included where there are more than 3 selection criteria. The weighting shall be given to suppliers who demonstrate how they intend to support local suppliers, contractors and services.

(See 4.6.2 for Light Fleet Vehicle Purchases.)

Local is defined as within the Colac Otway Shire.

Council will also seek from prospective suppliers/contractors where applicable what economic contribution they will make to the Colac Otway Shire.

Such examples may include:

- (1) Engaging and contracting with local suppliers.
- (2) Engaging local sub contractors.
- (3) Suppliers/contractors participation in any apprenticeship schemes or employment of apprentices.
- (4) Contributing to the financial, social and environmental well being of the Shire.
- (5) Enable the business expansion, growth and servicing of local business and contractors.
- (6) Existing local business.

4.6.2 Light Fleet Vehicle Purchases

All Council light vehicles purchased shall be subject to a competitive process managed by the Fleet Manager. This will involve obtaining competitive prices in writing in accordance with the Councils Procurement Policy. Prices shall be obtained from suppliers based on all suppliers quoting on specific vehicle details as advised in writing by Council.

When evaluating tenders a \$500 price allowance shall be applied to local suppliers in the municipality.

5. APPLY A CONSISTENT AND STANDARD APPROACH

5.1 Standard Processes

The Council will provide effective commercial arrangements covering standard products and standard service provisions across the Council to enable employees to source requirements in an efficient manner.

This will be achieved via a combination of the following areas:

- pricing where relevant;
- processes, procedures and techniques;
- tools and business systems (e.g. implementing the e-tendering, e-evaluation, e-catalogue, or e-sourcing arrangements);
- reporting requirements; and
- application of standard contract terms and conditions.

5.2 Management Information

5.2.1 Performance Indicators

A list of performance indicators will be developed to measure procurement performance.

They may include criteria such as:

- the proportion of spend against corporate contracts;
- user and supplier satisfaction levels;
- knowledge and skill of Council employees in procurement process;
- level of compliance and understanding of Council procurement policies; and
- measuring the success of procurement initiatives.

5.2.2 Management Information

Council seeks to improve its performance by capturing and analysing procurement management information in a variety of areas, including:

- volume of spend;
- number of transactions per supplier;
- supplier performance;
- user satisfaction;
- category management; and
- green spend.

The Council will also use external sources of management information to assist with the procurement decision making process including:

- benchmarking data;
- information from professional bodies such as the Chartered Institute of Purchasing and Supply Australia; and
- supplier reports.

5.2.3 Record Keeping

Council will ensure that thorough and sound record keeping/archiving is undertaken for each contract for a number of reasons, including to:

- substantiate the practices adopted during the procurement
- support any post-contract matters or disputes
- demonstrate OHS compliance and address any subsequent claims.

The structure and extent of records kept will depend on the value and complexity of the procurement. Procurement records, including contract management records will be integrated with Council's recording management system - whether hardcopy or electronic.

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

6. BUILD AND MAINTAIN SUPPLY RELATIONSHIPS

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

6.1 Developing and Managing Suppliers

Council recognises the importance of effective and open working relationships with its suppliers, and is committed to the following:

- managing existing suppliers, via the appropriate development programmes and performance measurements to ensure the benefits are delivered;
- maintaining approved supplier lists; and
- developing new suppliers and improving the capability of existing suppliers where appropriate.

6.2 Supply Market Development

A wide range of suppliers will be encouraged to compete for Council work.

6.3 Relationship Management

Council is committed to developing constructive long-term relationships with suppliers. It is important that the Council identifies its key suppliers so that its efforts are focused to best effect.

Such areas may include:

- size of spend across the Council;
- criticality of goods / services supplier, to the delivery of the Council's services;
- availability of substitutes; and
- market share and strategic share of suppliers.

6.4 Communication

External communication is very important in ensuring a healthy interest from potential suppliers and partners to the Council. Council will aim to ensure that the following information is available.

- information about Council and how to become an approved supplier;
- a list of existing and forthcoming Tender opportunities;
- guidelines for doing business with Council; and
- standard documentation used in the procurement process.

7. CONTINUAL IMPROVEMENT

Council is committed to continuous improvement and will review the procurement policy on an annual basis, to ensure that it continues to meet its wider strategic objectives

8. REFERENCES

- Colac Otway Shire Operational Procedure – "Quotations/Tendering and Purchasing Procedure"
- Confidential Information Policy
- Council Plan 2013- 2017
- Councillor Code of Conduct
- Fraud Prevention Policy
- Gifts, Benefits and Hospitality Policy
- *Local Government Act* 1989
- Occupational Health and Safety Policy
- *Public Records Act* 1973
- Risk Management Policy
- Staff Code of Conduct;
- Tender Evaluation Panel Policy

ADOPTED/AMENDMENT OF POLICY

| Policy Review Date | Reason for Amendment |
|---------------------------|-----------------------------|
| 23 June 2010 | Adopted by Council |
| 28 September 2011 | Review |

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**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Alvie Recreation Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 August 2011 and known as the **Alvie Recreation Reserve Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013.
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Alvie Recreation Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Alvie Recreation Reserve. That Committee shall be known as the Alvie Recreation Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Alvie Recreation Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
6. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Barongarook Hall and Tennis Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Barongarook Hall and Tennis Reserve Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013.
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Barongarook Hall and Tennis Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Barongarook Hall and Tennis Reserve. That Committee shall be known as the Barongarook Hall and Tennis Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Barongarook Hall and Tennis Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
6. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Barwon Downs Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Barwon Downs Hall Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Barwon Downs Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Barwon Downs Hall. That Committee shall be known as the Barwon Downs Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Barwon Downs Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
6. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Beech Forest Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Beech Forest Hall Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013.
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Beech Forest Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Beech Forest Hall. That Committee shall be known as the Beech Forest Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Beech Forest Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
6. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Beech Forest Recreation Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Beech Forest Recreation Reserve Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Beech Forest Recreation Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Beech Forest Recreation Reserve. That Committee shall be known as the Beech Forest Recreation Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Beech Forest Recreation Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Birregurra Public Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Birregurra Public Hall Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Birregurra Public Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Birregurra Public Hall. That Committee shall be known as the Birregurra Public Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Birregurra Public Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Carlisle River Recreation Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Carlisle River Recreation Reserve Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Carlisle River Recreation Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Carlisle River Recreation Reserve. That Committee shall be known as the Carlisle River Recreation Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Carlisle River Recreation Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Chapple Vale Public Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Chapple Vale Public Hall Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Chapple Vale Public Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Chapple Vale Public Hall. That Committee shall be known as the Chapple Vale Public Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Chapple Vale Public Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Colac Municipal Aerodrome
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Colac Municipal Aerodrome Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Colac Municipal Aerodrome Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Colac Municipal Aerodrome. That Committee shall be known as the Colac Municipal Aerodrome Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Colac Municipal Aerodrome on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Cororooke Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Cororooke Hall Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Cororooke Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Cororooke Hall. That Committee shall be known as the Cororooke Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Cororooke Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers, functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Cressy Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Cressy Hall Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Cressy Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Cressy Hall. That Committee shall be known as the Cressy Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Cressy Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Eurack Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Eurack Hall Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Eurack Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Eurack Hall. That Committee shall be known as the Eurack Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Eurack Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
6. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Irrewillipe Hall and Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Irrewillipe Hall and Reserve Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013.
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Irrewillipe Hall and Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Irrewillipe Hall and Reserve. That Committee shall be known as the Irrewillipe Hall and Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Irrewillipe Hall and Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Kennett River Tennis Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Kennett River Tennis Reserve Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Kennett River Tennis Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Kennett River Tennis Reserve. That Committee shall be known as the Kennett River Tennis Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Kennett River Tennis Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
6. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Larpent Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Larpent Hall Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Larpen Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Larpen Hall. That Committee shall be known as the Larpen Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Larpen Hall Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Lavers Hill Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Lavers Hill Hall Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Lavers Hill Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Lavers Hill Hall. That Committee shall be known as the Lavers Hill Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Lavers Hill Hall Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Lavers Hill Waterhole Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 25 May 2011 and known as the **Lavers Hill Waterhole Reserve Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Lavers Hill Waterhole Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Lavers Hill Waterhole Reserve. That Committee shall be known as the Lavers Hill Waterhole Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Barwon Downs Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
6. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Pennyroyal Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Pennyroyal Hall Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Pennyroyal Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Pennyroyal Hall. That Committee shall be known as the Pennyroyal Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Pennyroyal Hall Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Pirron Yallock Recreation Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 26 May 2006 and known as the **Pirron Yallock Recreation Reserve Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Pirron Yallock Recreation Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Pirron Yallock Recreation Reserve. That Committee shall be known as the Pirron Yallock Recreation Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Pirron Yallock Recreation Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Stoneyford Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Stoneyford Hall Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Stoneyford Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Stoneyford Hall. That Committee shall be known as the Stoneyford Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Stoneyford Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Swan Marsh Hall and Tennis Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Swan Marsh Hall and Tennis Reserve Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Swan Marsh Hall and Tennis Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Swan Marsh Hall and Tennis Reserve. That Committee shall be known as the Swan Marsh Hall and Tennis Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Swan Marsh Hall and Tennis Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Warncoort Tennis Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Warncoort Tennis Reserve Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Warncoort Tennis Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Warncoort Tennis Reserve. That Committee shall be known as the Warncoort Tennis Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Warncoort Tennis Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.

**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Warrion Hall
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Warrion Hall Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Warrior Hall Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Warrior Hall. That Committee shall be known as the Warrior Hall Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Warrior Hall on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

**Yeo Recreation Reserve
Management Committee**

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 24 May 2006 and known as the **Yeo Recreation Reserve Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

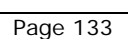
..... Chief Executive Officer

SCHEDULE SPECIAL COMMITTEE

Yeo Recreation Reserve Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the Yeo Recreation Reserve. That Committee shall be known as the Yeo Recreation Reserve Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the Yeo Recreation Reserve on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:
 - a) oversee the day to day operation of the facility;
 - b) approve expenditure within the Budget set by the Committee;
 - c) set hiring fees or charges for use of the facility;
 - d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
 - e) act within the powers functions and duties assigned to the Committee as determined by Council; and
 - f) promote use of the facility and support its development as a community asset.
1. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.
2. The Committee shall not enter into contracts or incur expenditure exceeding \$6,000 or borrow money without approval of Council.
3. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.
4. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.
5. Council shall provide assistance to the Committee of:
 - a) Administration and technical advice where appropriate; and
 - b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.
7. The Committee shall hold an Annual General Meeting to elect from amongst its members persons to act as Chairperson, Secretary and Treasurer. Membership of the Committee, including any additions, deletions or replacements, shall be subject to approval by Council.



**OLD BEECHY RAIL TRAIL COMMITTEE
SPECIAL COMMITTEE**

CHARTER

1. Definitions

- "Council" means Colac Otway Shire Council
"Committee" means this Special Committee of Council as constituted pursuant to Section 86 of the *Local Government Act 1989*

2. Membership

- 2.1 Committee members (other than Council representatives) shall be appointed for a 3 year term by Council resolution.
- 2.2 Council representatives on the Committee will be appointed annually by Council resolution.
- 2.3 Committee membership may consist of:
- 2.3.1 two representatives from each of:
- Gellibrand/Kawarren Progression Association;
 - Beech Forest Progress Association;
 - the Colac area; and
 - Council (one Councillor and one member of Council staff); and
- 2.3.2 one representative from each of:
- Midway Plantations;
 - Parks Victoria;
 - Department of Environment & Planning (DEPI);
 - Otway Scenic Circle Association;
 - Landowner ;
 - Friends of the Old Beechy Rail Trail; and
 - User groups such as walking and cycling groups.
- 2.4 With the exception of Council appointees, the Committee may by resolution declare a position vacant:
- 2.4.1 where a member has failed to attend 3 consecutive meetings without leave;
- 2.4.2 where a member has resigned from the Committee in writing;
- 2.4.3 on the advice of Council; or
- 2.4.4 where the Committee resolves to vacate a member's position.
- 2.5 Casual vacancies during the 3 years may be filled by the Committee recommending a replacement for Council to make by resolution.
- 2.6 Temporary appointments to the Committee may be made by Council, as required, on the recommendation of the Committee.

3. Meetings

- 3.1 The Committee must annually appoint a chairperson from among its members. If the Committee fails to appoint a Chairperson the Council will make an appointment.
- 3.2 In the absence of a chairperson, the Committee may appoint an acting chairperson.
- 3.3 The Committee must meet at least 4 times each year.
- 3.4 Meetings will be held at such times and places fixed by the Committee.
- 3.5 Special meetings may be called by the chairperson or on the written request of at least 3 committee members.
- 3.6 Committee members must have at least 3 clear days written notice of meetings.
- 3.7 Meetings of the Committee which, in the opinion of the Committee, may prejudice Council must be closed to the public including meetings dealing with sensitive land management issues, proposed developments and legal and contractual matters.
- 3.8 The quorum for a Committee meeting is at least half of the members, at least one of whom must be a member of Council staff or Councillor.
- 3.9 All Committee members will have equal voting rights, but in the case of a tied vote the Chairperson will have a casting vote.
- 3.10 The chairperson must ensure that minutes of Committee meetings are kept.

4. Committee Functions

- 4.1 The Committee is responsible for:
 - 4.1.1 development of strategic plans for future management and maintenance;
 - 4.1.2 ensuring effective means of communication to encourage community participation and ownership; and
 - 4.1.3 management and maintenance of the Old Beechy Rail Trail.
- 4.2 The Committee's corporate governance factors include:
 - 4.2.1 defining and monitoring strategic direction;
 - 4.2.2 defining policies and procedures to ensure operation with legal and social responsibilities; and
 - 4.2.3 establishing control and accountability systems.

5. Delegated Power

To carry out the functions and responsibilities listed in clause 4 above, Council delegates to the Committee the power to:

- 5.1 set strategic direction and guidance policies with respect to the Old Beechy Rail Trail;
- 5.2 implement the strategic policies outlined in clause 5.1 above;
- 5.3 develop and implement a Management Plan for the Old Beechy Rail Trail;
- 5.4 accept gifts, donations and bequests by the public towards projects associated with the Old Beechy Rail Trail;
- 5.5 incur expenditure with respect to the Old Beechy Rail Trail provided that the expenditure does not exceed annual budget parameters specified by Council and report to Council on a quarterly basis;
- 5.6 set Committee meeting dates;
- 5.7 appoint advisers to the Committee as appropriate and engage people to carry out minor works and improvements to the Old Beechy Rail Trail within approved budget parameters.
- 5.8 apply for relevant funding opportunities for the improvement and maintenance of the Old Beechy Rail Trail;
- 5.9 direct a Committee member to discuss arrangements with a wide range of land owners - including private land owners, statutory authorities and government departments - to allow for access, management, improvement, enhancement and maintenance of the Old Beechy Rail Trail and related infrastructure;
- 5.10 authorise vehicles on the Old Beechy Rail Trail subject to the completion of a Risk Assessment report; recreation vehicles will be subject to Council Policy;
- 5.11 authorise the conduct of special events for the purpose of publicity and/or fundraising subject to the completion of a Risk Assessment report;
- 5.12 make recommendations to Council in relation to:
 - 5.12.1 contracts, licences and leases to be entered into for the management and maintenance of the Old Beechy Rail Trail;
 - 5.12.2 monitoring behavior and withdrawing invitations to enter the Old Beechy Rail Trail;
 - 5.12.3 planning and other policy matters affecting the Old Beechy Rail Trail;
 - 5.12.4 accepting the grant of the benefit of easements in favour of Council with respect to the Old Beechy Rail Trail; and
 - 5.12.5 maintenance and major works on the Old Beechy Rail Trail.

- 5.13 notify Council, a staff member of Council and/or a relevant authorized officer of Council of the presence of:

- 5.13.1 livestock;

- 5.13.2 vehicles; and/or

- 5.13.3 trespassers.

- on the Old Beechy Rail Trail

- 6. Minutes of Meetings**

- 6.1 Minutes of meetings must be saved in Council's internal Library system.

- 6.1.1 Minutes of the Old Beechy Rail Trail Committee should be included in the Council agenda once any confidential items have been identified and the minutes have been confirmed by the Committee.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

Road Naming Projects Advisory Committee

Colac Otway Shire Council (**Council**) delegates to the special committee established by resolution of Council passed on 26 August 2008 and known as the "Road Naming Projects Advisory Committee" (**the Committee**), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 22 May 2013;
2. the delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 remains in force until Council resolves to vary or revoke it; and
 - 2.3 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. all members of the Committee will have voting rights.

THE COMMON SEAL of the
COLAC OTWAY SHIRE COUNCIL
was hereto affixed in accordance
with Local Law No 4

.....
Chief Executive Officer

SCHEDULE – ROAD NAMING PROJECTS ADVISORY COMMITTEE

Powers and functions

To exercise Council's functions and powers to perform Council's duties in relation to the hearing and consideration of written submissions lodged in accordance with section 223 of the Local Government Act 1989 and to make recommendations to Council.

Exceptions, conditions and limitations

The Committee is not authorised by this Instrument to:

1. enter into contracts, or incur expenditure, for an amount which exceeds the approved budget
2. exercise the powers which, by force section 86 of the Act, cannot be delegated.

Reporting Requirement

The Committee is to report back to Council with its recommendations after the hearing and consideration of submissions.



**INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE**

Tirrengower Drainage System Committee

In exercise of the power conferred by Section 86 of the *Local Government Act 1989* ("the Act"), the Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on 10 September 1997 and known as the **Tirrengower Drainage System Committee** ("the Committee") the powers set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on 22 May 2013;
2. **The Delegation:**
 - a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - b) remains in force until Council revokes to vary or revoke it;
 - c) is subject to any conditions and limitations set out in the Schedule; and
 - d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

..... Chief Executive Officer

**SCHEDULE
SPECIAL COMMITTEE**

Tirrengower Drainage System Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to develop and implement, in conjunction with Council, the maintenance works required for the upkeep of the Tirrengower Drainage System. That Committee shall be known as the Tirrengower Drainage System Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The power to:

- a) approve expenditure within a Budget established by the Committee and within the limits of the Special Charge Scheme income raised by Council.
- b) undertake required maintenance and rehabilitation of the drainage system in line with the Catchment and Land Protection Act.
- c) operate the drainage system within the limits of licences held or delegations provided by other authorities.
- d) power to employ such persons or contractors as it sees fit for the maintenance and upkeep of the system.

2. Limitations of power:

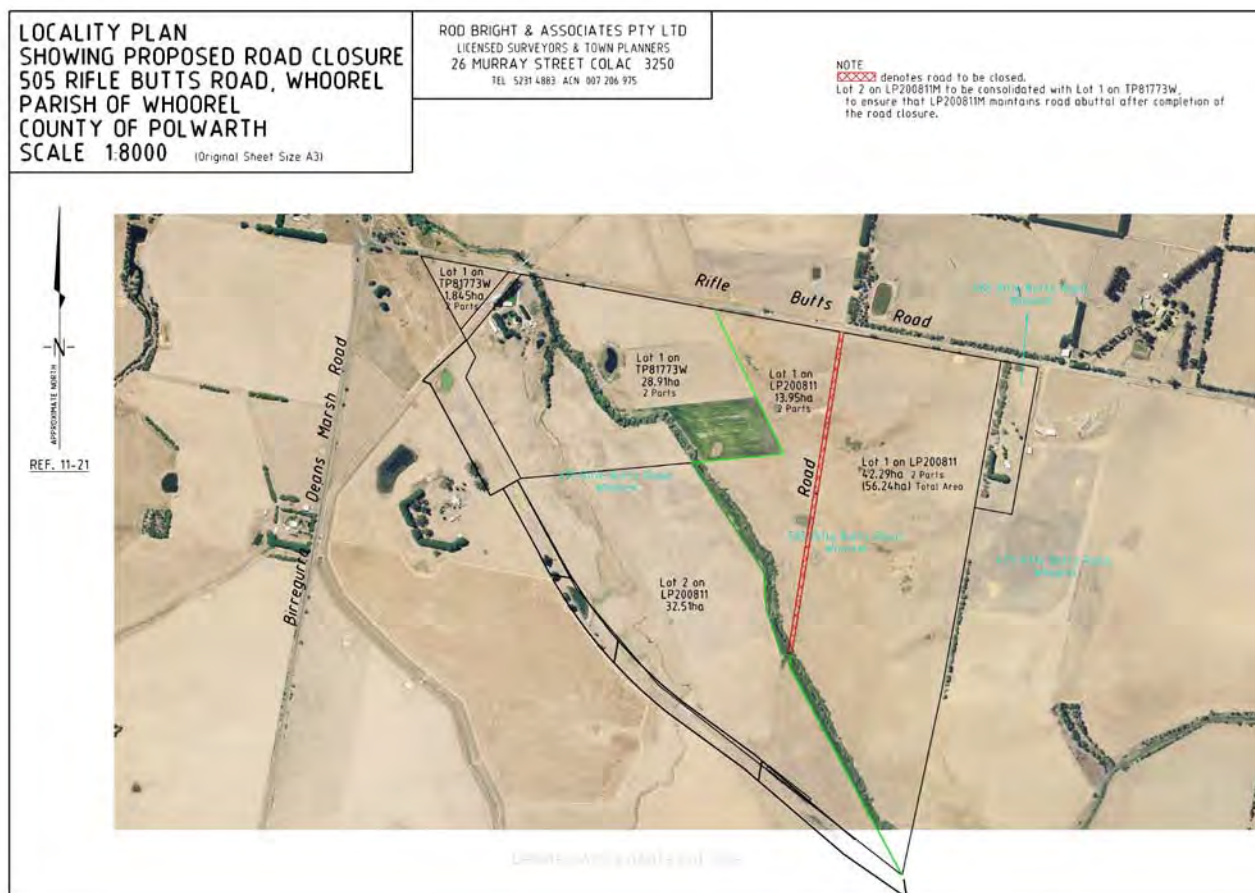
The Committee is not empowered to:

- a) declare a rate or charge;
- b) borrow money;
- c) delegate to any person or persons any of the powers delegated to them by Council.

3. Consultation:


For contracts and expenditure of an amount exceeding \$6,000 for any single item the committee shall consult with Council's Infrastructure and Services Department as required.

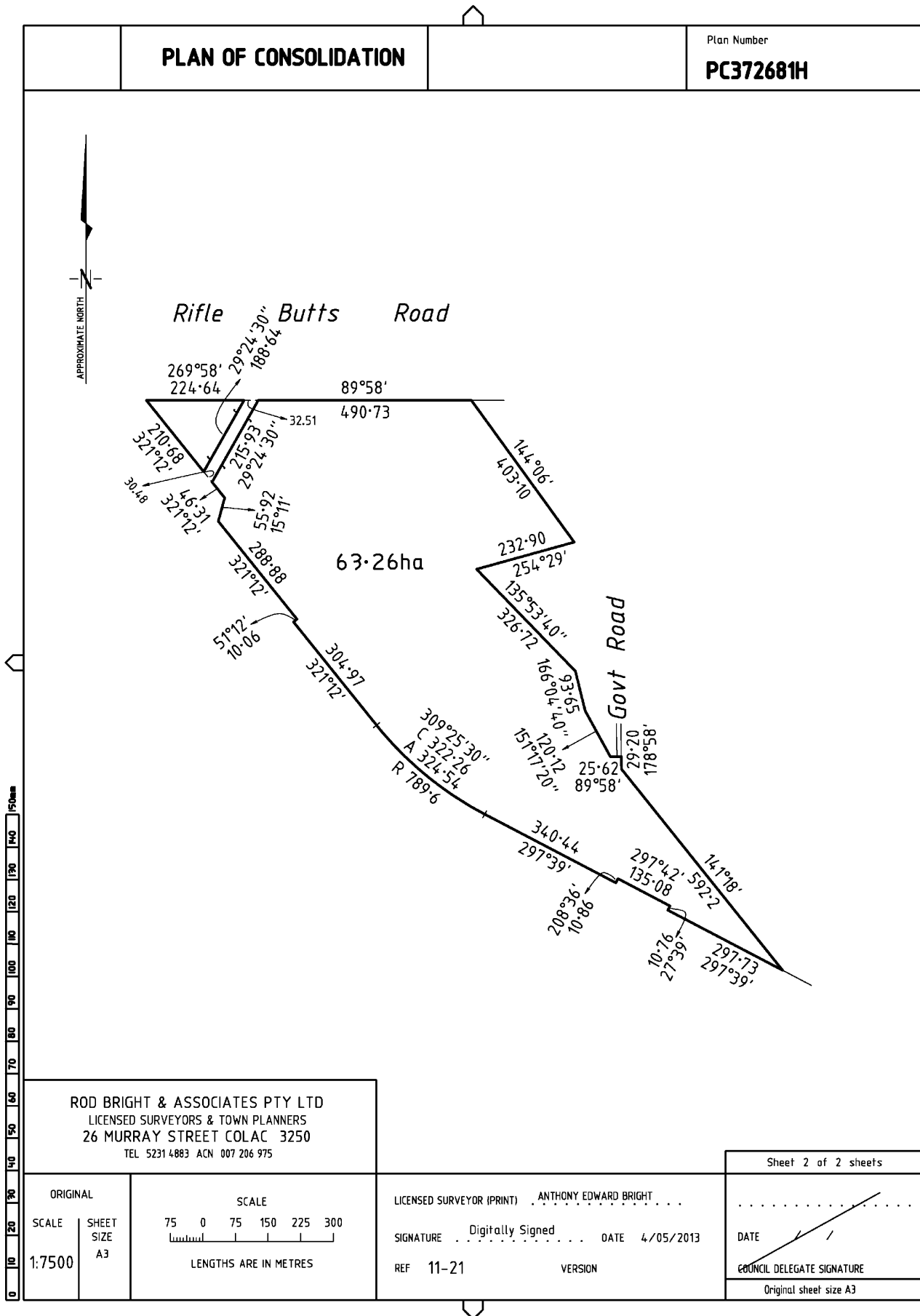
- 4. Council shall provide assistance to the Committee in the form of administration and technical advice where appropriate.



| | | | | |
|---|--|--|--|--|
| PLAN OF CONSOLIDATION | | | LRS use only
EDITION | Plan Number
PC372681H |
| Location of Land
Parish: of Whoorel
Township: _____
Section: _____
Crown Allotment: 52 (Pt), 53, 53 (Pt),
54 & 54 (Pt)
Crown Portion: 36 (Pt)
Title References: Vol. 10164 Fol. 245
and Vol. 9631 Fol. 202
Last Plan Reference: Lot 2 on LP200811M
Postal Address: 615 Rifle Butts Road
(at time of subdivision) Whoorel 3242
MGA94 Co-ordinates: E 747 400
(Of approx. centre of plan)
N 5 749 500
Zone 54 | | Council Certification and Endorsement
Council Name: Colac Otway Shire Council Ref:
1. This plan is certified under section 6 of the
Subdivision Act 1988.
2. This plan is certified under section 11(7) of the
Subdivision Act 1988.
Date of original certification under section 6 / /
3. This is a statement of compliance issued under section
21 of the Subdivision Act 1988.
Council Delegate
Council seal
Date / /
Re-certified under section 11(7) of the Subdivision Act 1988
Council Delegate
Council seal
Date / / | | LRS use only
Statement of Compliance/
Exemption Statement
Received <input type="checkbox"/>
Date / /
LRS use only
PLAN REGISTERED
TIME
DATE / /
Assistant Registrar of Titles |
| Easement Information | | | | |
| Legend: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road) | | | | |
| Easement
Reference | Purpose | Width
(Metres) | Origin | Land Benefited/In Favour Of |
| | | | | |
| See Sheet Two For Diagram | | | | |
| ROD BRIGHT & ASSOCIATES PTY LTD
LICENSED SURVEYORS & TOWN PLANNERS
26 MURRAY STREET COLAC 3250
TEL 5231 4883 ACN 007 206 975 | | | SHEET 1 OF 2 SHEETS | |
| ORIGINAL

SCALE

1:???? | SCALE
20 0 20 40 60 80

LENGTHS ARE IN METRES | | LICENSED SURVEYOR (PRINT) ANTHONY EDWARD BRIGHT
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SIGNATURE Digitally Signed DATE 4/05/2013
REF 11-21 VERSION | |
| SHEET
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A3 | | DATE / /
COUNCIL DELEGATE SIGNATURE
Original sheet size A3 | | |



Planning and Environment Act 1987

COLAC OTWAY PLANNING SCHEME

AMENDMENT C72

EXPLANATORY REPORT

Who is the planning authority?

The amendment has been prepared by the Colac Otway Shire Council, who is the planning authority for this amendment.

The amendment has been made at the request of Colac Otway Shire Council.

Land affected by the amendment

The amendment applies to the following land in Colac:

- . the Colac Central Business District that is generally defined by the existing Business 1 and Business 2 zones;
- . the eastern town entrances north and south of Princes Highway that is defined by the Industrial 1 Zone;
- . the western town entrance that is defined by the Business 4 Zone;
- . 413-437 and 441-479 Murray Street (Princes Highway) Colac; and
- . 2-26 Railway Street Colac

The amendment also applies to the land in the Apollo Bay Central Business District that is defined by the existing Business 1 zone.

What the amendment does

The amendment proposes to:

Colac

- . Amend Clause 21.02-2 (Land use vision) of the Colac Otway Planning Scheme (Municipal Strategic Statement) to introduce the Colac CBD vision from the *Colac CBD and Entrances Report*, Planisphere (2012);
- . Amend Clause 21.03-2 (Colac) to introduce the recommendations of the *Colac CBD and Entrances Project*, Planisphere (2012) and a new Colac CBD Framework Plan; and *Colac and Apollo Bay Car Park Strategy* AECOM (2011).
- . Amend Clause 21.06 (General implementation) to update the application of overlay controls.
- . Replace the Design and Development Overlay control – Schedule 1 (Industrial Area on the Eastern edge of Colac) with an amended Schedule 1 (Colac Eastern Entrance and Industrial Area);
- . Replace the Design and Development Overlay control – Schedule 3 (Colac Highway Business) with a new Schedule 3 (Colac Western Entrance);
- . Apply the Design and Development Overlay control – Schedule 8 (Colac CBD) to the Colac CBD generally defined by the current Business 1 and 2 zones;
- . Apply a new Design and Development Overlay control – Schedule 9 to 413-437 and 441-479 Murray Street Colac to introduce the recommendations of *Colac CBD and Entrances Report*, Planisphere (2012) for new landscaping at the site;

- . Introduce the Parking Overlay control and Schedule 1 (Colac Commercial Centre); and
- . Rezone the former Home Hardware site at 2-16 Railway Street Colac from Business 2 Zone to Public Use Zone 6 – Local Government.

Apollo Bay

- . Introduce Schedule 2 (Apollo Bay Commercial Centre) to the Parking Overlay.

Reference and Incorporated documents

- . Amend Clause 21.07 (Reference documents) to introduce the *Colac CBD and Entrances Project*, Planisphere (2012) and the *Colac and Apollo Bay Parking Strategy*, AECOM (2011) as Reference Documents in the planning scheme;
- . Introduce the *Colac Commercial Centre Parking Precinct Plan*, AECOM (2011) and the *Apollo Bay Commercial Centre Parking Precinct Plan*, AECOM (2011) as Incorporated Documents in the schedule of clause 81 of the planning scheme.

Strategic assessment of the amendment

• **Why is the amendment required?**

The amendment is required to introduce the recommendations of recently completed strategic planning work arising from the:

- . *Colac CBD and Entrances Report*, Planisphere (2012)
- . *Colac and Apollo Bay Car Parking Strategy*, AECOM (2011)
- . *Colac Commercial Centre Parking Precinct Plan*, AECOM (2011)
- . *Apollo Bay Commercial Centre Parking Precinct Plan*, AECOM (2011)

For Colac, the amendment introduces a new vision for the CBD based around a 'Botanic Garden City' theme via street tree plantings to link the CBD to the Botanic Gardens and a more pedestrian and cycling friendly environment. It also introduces built form controls (via the Design and Development Overlay control) for the first time in the CBD that seek to require a high standard of architecture for new buildings, encourage redevelopment of existing buildings, protect heritage buildings and encourage appropriate residential development in the CBD. New and amended built form controls are also proposed for the town entrances east and west of the Colac CBD along the Princes Highway corridor.

A Parking Overlay for Colac and Apollo Bay (Schedules 1 and 2) will reduce the state-standard parking rates of Clause 52.06 for certain uses. For Apollo Bay, the Schedule 2 to the Parking Overlay also introduces a financial contribution payment of \$13,000 per space where parking cannot be provided on site for a development.

The Colac Otway Shire Council has purchased 2-16 Railway Street Colac (former Home Hardware building) which adjoins civic offices, library, COPAC in the Colac CBD. Its rezoning to the Public Use Zone will enable its redevelopment as an important piece of publically owned land in the Colac CBD.

• **How does the amendment implement the objectives of planning in Victoria?**

All the objectives of planning in Victoria are relevant however the most pertinent ones are:

- . to provide for the fair, orderly, economic and sustainable use, and development of land; and
- . to conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.

Development will be facilitated in accordance with these objectives.

The amendment introduces new design controls for the Colac CBD and its town entrances which will assist in the sustainable development of land, the protection of heritage buildings and development adjacent to heritage buildings that considers the significance of these buildings. It also seeks to ensure that development achieves the design outcome of the Colac CBD and Entrances Strategy.

The use of reduced car parking rates for the Colac and Apollo Bay commercial areas and a financial contribution for the Apollo Bay CBD where parking cannot be provided on site is a fair and consistent application of the car parking provisions of the Colac Otway Planning Scheme.

- **How does the amendment address the environmental effects and any relevant social and economic effects?**

The amendment will not have any environmental effects. The new provisions support the retention and protection of heritage buildings and will assist in enhancing the character of the Colac CBD.

Other measures that will be implemented outside of the planning scheme such as streetscape and traffic management improvements will ensure the Colac CBD will over time become more pedestrian friendly and meet the new vision of the Colac as the Botanic Garden City. New development will be required to meet higher architectural standards.

Local businesses will benefit from the reduced car parking rates and the ability to make a financial contribution to offset parking requirements for Apollo Bay will ensure there is an equitable and fair approach to the provision of parking in the Apollo Bay CBD.

The rezoning of the former Home Hardware building in the municipal precinct of the Colac CBD will facilitate its re-use for local government purposes.

- **Does the amendment address relevant bushfire risk?**

The amendment will not result in an increased bushfire risk.

- **Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?**

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes under section 7(5) of the Act and complies with Ministerial Direction Number 11, Strategic Assessment of Amendments.

- **How does the amendment support or implement the State Planning Policy Framework?**

The relevant clauses from the SPPF are:

- Clause 11.01-2 (Activity centre planning) which seeks to encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres which provide a variety of land uses and are highly accessible to the community;
- Clause 15.01-2 (Urban design principles) seeks to achieve architectural and urban design outcomes that contribute positively to local urban character and enhance the public realm while minimising detrimental impact on neighbouring properties;
- Clause 17.01-1 (Business) seeks to encourage development which meets the communities' needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities; and

- Clause 18.02-5 (Car parking) seeks to ensure an adequate supply is appropriately design and located.

The amendment will assist in meeting these objectives by supporting the continued development of the Colac CBD with improved development and architectural outcomes.

The provision of car parking in the Colac and Apollo Bay CBD's will be fairer and more equitable with the introduction of the schedules to the Parking Overlay control.

- How does the amendment support or implement the Local Planning Policy Framework?**

The amendment is generally supportive of the Municipal Strategic Statement and local planning policy. However it will update the LPPF in the following manner:

- introduce a new Vision for the Colac CBD in Clause 21.02-2 (Land use vision) that reflects the new theme of the Botanic Garden City.
- amend Clause 21.03-2 and 21.03-3 (Colac) to implement the recommendations of the *Colac CBD and Entrances Precinct Project*, Planisphere, May 2012 and the *Colac Commercial Centre Parking Precinct Plan*, AECOM, December 2011. A new Colac CBD Framework Plan provides an appropriate amount of detail to the CBD and its environs to guide the areas' development.

- Does the amendment make proper use of the Victoria Planning Provisions?**

The amendment makes proper use of the VPP by introducing new or amending existing Design and Development Overlay controls to guide the built form development of the Colac CBD and the its town entrances.

The introduction of the Parking Overlay for Colac and Apollo Bay commercial areas provides local flavour to the state provisions contained in Clause 52.06.

- How does the amendment address the views of any relevant agency?**

The development of the *Colac CBD and Entrances Project*, Planisphere (2012), the *Colac and Apollo Bay Car Parking Strategy*, AECOM (2011), the *Colac Commercial Centre Parking Precinct Plan*, AECOM (2011) and the *Apollo Bay Commercial Centre Parking Precinct Plan*, AECOM (2011) all included opportunities for input from agencies, including the Department of Planning and Community Development and Vic Roads.

- Does the amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment will have no direct impact on transport in the area. However the Colac CBD and Entrances Precinct report does include initiatives aimed at making the CBD more pedestrian friendly.

Resource and administrative costs

- What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?**

The reference and incorporated documents and associated policy and controls introduced as part of this amendment will assist the decision making process of council and help reduce resource costs. There are no significant changes to planning permit requirements.

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: 8 July, 2013
- panel hearing: week beginning 7 August, 2013

Where you may inspect this Amendment

The amendment is available for public inspection, free of charge, during office hours at the following places:

Colac Otway Shire Council

2-6 Rae Street,
COLAC VIC 3250

Colac Community Library & Learning Centre

173 Queen Street
COLAC VIC 3250

Colac Otway Shire Council

Apollo Bay Customer Service Centre
69 Nelson Street,
APOLLO BAY VIC 3233

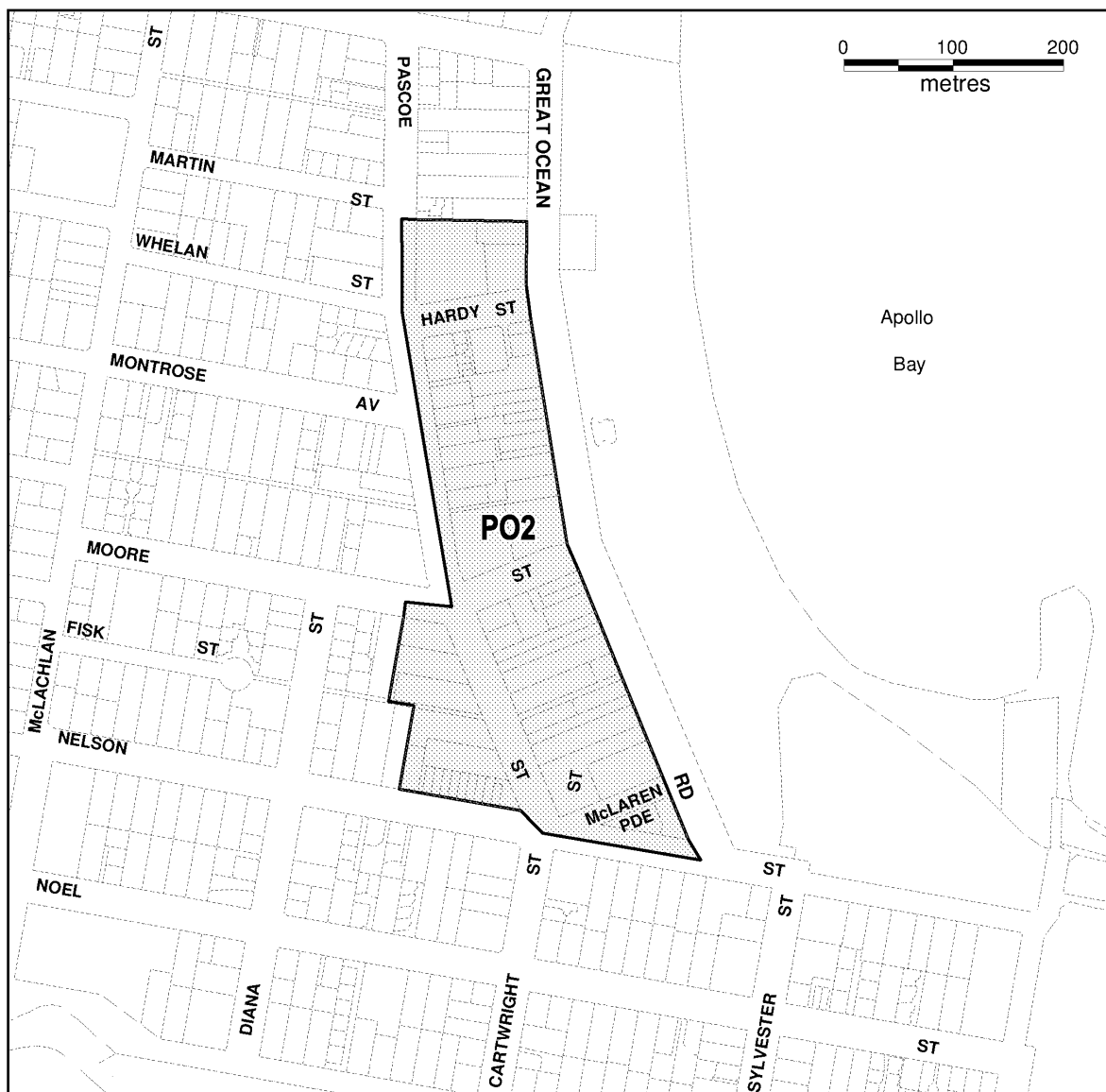
Colac Otway Shire Council

Sustainable Planning and Development Service Centre
101-105 Gellibrand Street,
COLAC VIC 3250

On Council's website at www.colacotway.vic.gov.au

The amendment can also be inspected free of charge at the Department of Planning and Community Development website at www.dpcd.vic.gov.au/planning/publicinspection.

COLAC OTWAY PLANNING SCHEME LOCAL PROVISION



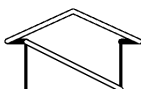
Part of Planning Scheme Map 29PO

LEGEND

P02 PARKING OVERLAY - SCHEDULE 2

AMENDMENT C72

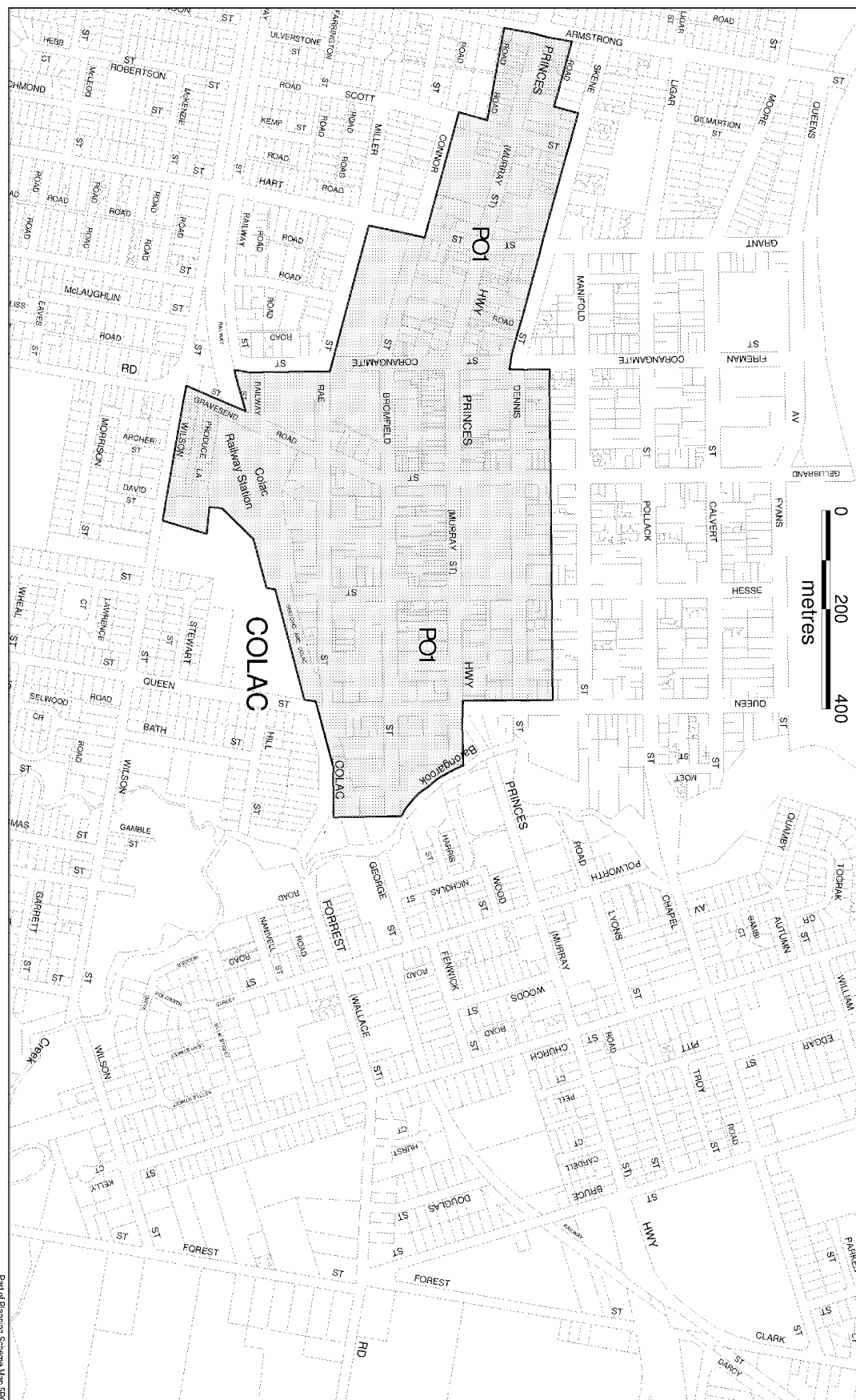
| Amendments Co-ordination Team |
| Planning & Building Systems |
| Planning, Building & Heritage |



Department of Planning
and Community Development

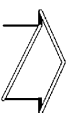
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COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



LEGEND
POI
PARKING OVERLAY - SCHEDULE 1

PREPARED BY PLANNING SYSTEMS SERVICES
Statutory Planning Systems Section
Planning and Local Government



AMENDMENT C72

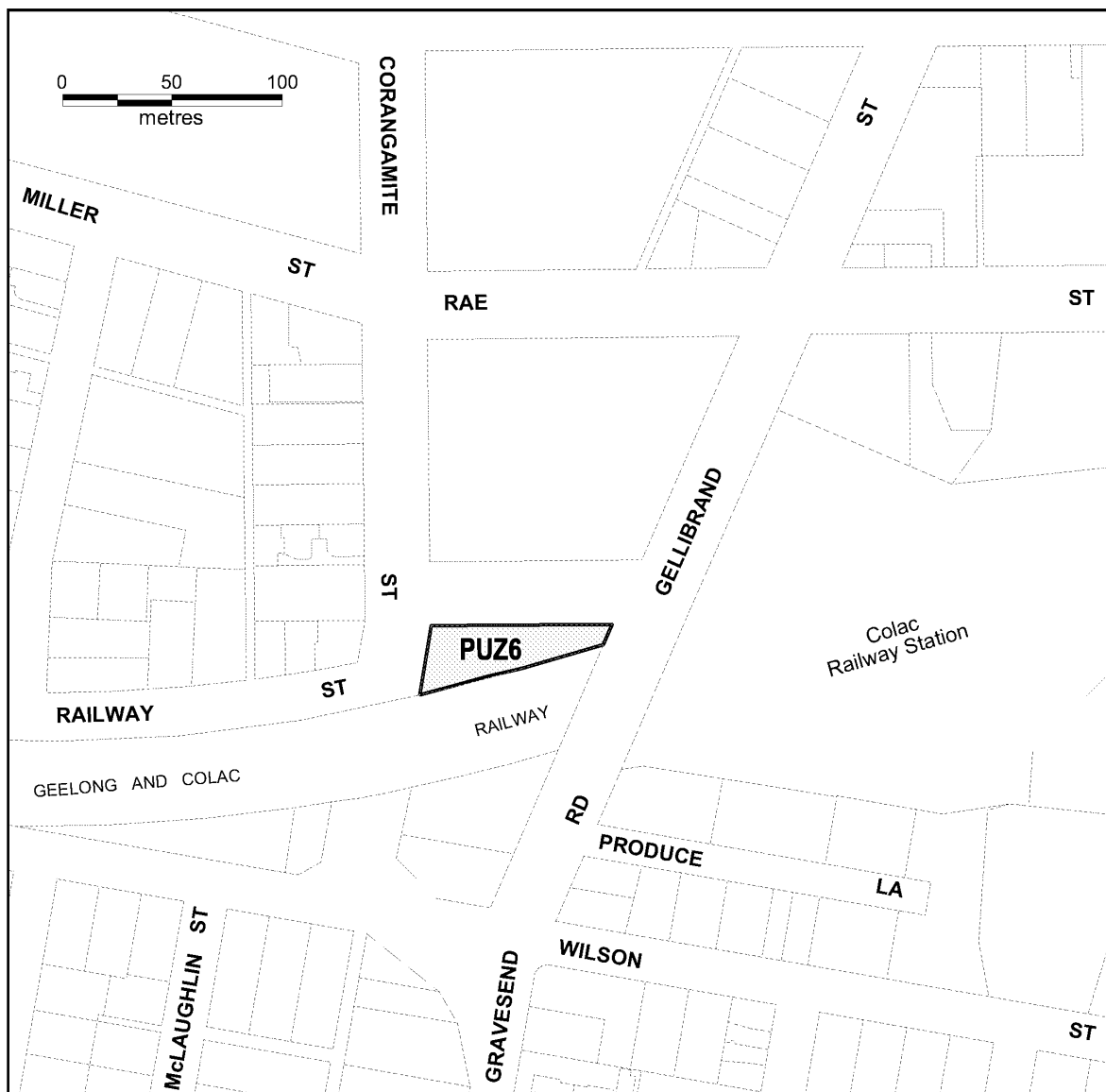


Department of Planning
and Community Development

Part of Planning Scheme Map 970

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COLAC OTWAY PLANNING SCHEME LOCAL PROVISION



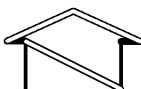
Part of Planning Scheme Map 11

LEGEND

PUZ6 PUBLIC USE ZONE - LOCAL GOVERNMENT

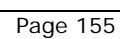
AMENDMENT C72

| Amendments Co-ordination Team |
| Planning & Building Systems |
| Planning, Building & Heritage |



Department of Planning
and Community Development

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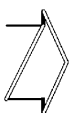


COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION



LEGEND
DDO8 DESIGN AND DEVELOPMENT
OVERLAY SCHEDULE 8

PREPARED BY PLANNING SYSTEMS SERVICES
Statutory Planning Systems Team
Planning and Local Government



AMENDMENT C72



Department of Planning
and Community Development

Part of Planning Scheme Maps SDOs 11/2010

01/1

COLAC OTWAY PLANNING SCHEME

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SCHEDULE TO CLAUSE 81.01

| Name of document | Introduced by: |
|---|----------------|
| Apollo Bay Coastal Valley and Hills Precinct Development Principles, 2003 | C55 |
| Australian Standard AS2021-2000, Acoustics – Aircraft Noise Intrusion – Building Siting and Construction, Standards Australia International Ltd, 2000 | VC11 |
| Cressy Water Tower Conservation Management Plan (26/2/2008) | C27(Part 1) |
| Johanna Coast to Cape Otway Coastal Valley and Hills Precinct Development Principles, 2003 | C55 |
| Colac Commercial Centre Parking Precinct Plan, AECOM, December 2011 | C72 |
| Apollo Bay Commercial Centre Parking Precinct Plan, AECOM, December 2011 | C72 |

COLAC OTWAY PLANNING SCHEME

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SCHEDULE TO CLAUSE 61.03

Maps comprising part of this scheme

- 1, 1ESO1, 1ESO2, 1ESO4, 1HO, 1LSIO-FO, 1SLO, 1VPO2
- 2, 2ESO1, 2ESO2, 2ESO3, 2ESO4, 2HO, 2LSIO-FO, 2SLO, 2VPO2
- 3, 3ESO2, 3ESO4, 3HO, 3LSIO-FO
- 4, 4ESO4, 4HO, 4LSIO-FO, 4VPO2
- 5, 5DDO, 5DPO, 5EAO, 5ESO1, 5ESO2, 5ESO4, 5HO, 5LSIO-FO, 5PAO, 5VPO1
- 6, 6ESO1, 6HO, 6LSIO-FO, 6PAO, 6VPO1
- 7, 7ESO1, 7HO
- 8, 8ESO1, 8HO, 8SLO
- 9, 9AEO, 9DDO, 9DPO, 9EMO, 9ESO1, 9ESO2, 9ESO4, 9ESO6, 9HO, 9LSIO-FO, 9PAO, 9SLO1, 9VPO2, 9WMO
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- 21, 21EMO, 21ESO2, 21ESO3, 21ESO4, 21ESO5, 21HO, 21LSIO-FO, 21SLO3, 21VPO1, 21VPO2, 21WMO
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- 24, 24DDO, 24EMO, 24ESO2, 24HO, 24LSIO-FO, 24SLO, 24NC0, 24WMO
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- 29, 29DDO7, 29DPO, 29EMO, 29ESO2, 29HO, 29LSIO-FO, 29PAO, 29SLO3, 29WMO, 29PO
- 30, 30AEO, 30DDO7, 30EMO, 30ESO2, 30LSIO-FO, 30SLO3, 30VPO1, 30WMO

COLAC OTWAY PLANNING SCHEME

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SCHEDULE 1 TO THE PARKING OVERLAY

Shown on the planning scheme map as **PO1**.

COLAC COMMERCIAL CENTRE

1.0 Car parking objectives to be achieved

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To ensure that uses and development around the hospital precinct do not further contribute to on street parking pressures.

To provide guidance on the reduction of car parking requirements.

To ensure that retail developments, especially supermarkets, provide adequate and convenient car parking.

To encourage infill city centre blocks with developments incorporating car parking within their development rather than expansive exterior car parking.

To encourage parking areas that are set back within or behind the development to promote active and integrated street frontages.

To promote shared or public parking in preference to single use or private parking to capitalise on shared parking opportunities and make better use of parking supply.

2.0 Number of car parking spaces to be provided

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Table 1: Car parking spaces

| Use | Rate | Measure |
|---|------|--|
| Shop (other than supermarket), Convenience shop | 3 | Car spaces to each 100 sq m of leasable floor area |
| Restaurant & Convenience Restaurant | 3 | Car spaces to each 100 sq m of leasable floor area |
| Takeaway food premises | 3 | Car spaces to each 100 sq m of leasable floor area |

3.0 Permit requirement

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Proposed
C72

A permit cannot be granted to reduce the car parking requirement unless:

- Car parking credits exist; or
- It can be demonstrated to the responsible authority that the corresponding parking rates for that land use type will result in an overprovision of parking; or
- It can be demonstrated that a reduction in car parking demand has occurred due to the sharing of car spaces by multiple uses, either because of variation of car parking demand over time or because efficiencies gained from the consolidation of shared car parking spaces; or
- There is a surplus of car parking in the locality; or
- Any other relevant consideration.

COLAC OTWAY PLANNING SCHEME

4.0 Reducing the provision of Car Parking

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Proposed
C72

A permit may be granted to reduce the requirement for on-site car parking spaces to be provided.

In considering whether to reduce the number of car parking spaces specified in Table 1 above or Table 1 at Clause 52.06, the responsible authority must consider *Colac Commercial Centre Parking Precinct Plan*, AECOM, December 2011.

5.0 Reference document

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- *Colac and Apollo Bay Parking Strategy*, AECOM, December 2011
- *Colac Commercial Centre Parking Precinct Plan*, AECOM, December 2011

COLAC OTWAY PLANNING SCHEME

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Proposed
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SCHEDULE 2 TO THE PARKING OVERLAY

Shown on the planning scheme map as **PO2**.

APOLLO BAY COMMERCIAL CENTRE

1.0 Car parking objectives to be achieved

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Proposed
C72

To ensure that new retail development provide adequate and convenient car parking.

To provide for the collection of financial contributions to contribute to the construction of shared car parking facilities.

To provide guidance on the reduction of car parking requirements.

To maximise the supply of on street parking in the Apollo Bay CBD giving preference to customer parking and encouraging appropriate turnover rates.

2.0 Number of car parking spaces to be provided

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Proposed
C72

The required number of car spaces is shown in Column B of Table 1 in Clause 52.06 unless otherwise specified in the following table.

Table 1: Car parking spaces

| Use | Rate | Measure |
|---|------|--|
| Supermarket | 3 | Car spaces to each 100 sq m of leasable floor area |
| Shop (other than supermarket) or Takeaway food Premises | 2 | Car spaces to each 100 sq m of leasable floor area |

3.0 Permit requirement

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Proposed
C72

A permit cannot be granted to reduce the car parking requirement unless:

- Car parking credits exist; or
- It can be demonstrated to the responsible authority that the corresponding parking rates for that land use type will result in an overprovision of parking; or
- It can be demonstrated that a reduction in car parking demand has occurred due to the sharing of car spaces by multiple uses, either because of variation of car parking demand over time or because efficiencies gained from the consolidation of shared car parking spaces; or
- Where a financial contribution in lieu of a parking payment provided on site is made; or
- There is a surplus of car parking in the locality; or
- Any other relevant consideration.

4.0 Reducing the provision of Car Parking

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Proposed
C72

A permit may be granted to reduce the requirement for on-site car parking spaces to be provided.

COLAC OTWAY PLANNING SCHEME

In considering whether to reduce the number of car parking spaces specified in Table 1 above or Table 1 at Clause 52.06, the responsible authority must consider the *Apollo Bay Commercial Centre Parking Precinct Plan*, AECOM, December 2011.

5.0 Financial contributions requirement

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Proposed
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A financial contribution of \$13,000 (no GST) must be paid to the responsible authority in lieu of each car parking space required but not provided on the land.

The amount of contribution for each car space specified above will be adjusted by the responsible authority on 1 July each year in accordance with the relevant Building Price index (Melbourne) in Rawlinsons Australian Construction Handbook. If that index is unavailable, an equivalent index will be applied by the responsible authority.

The cash contribution must be made before the use and/or development commences unless a permit condition allows payments by instalments under the Section 173 agreement provisions of the *Planning and Environment Act 1987*.

The responsible authority shall use the funds generated to provide or improve car parking infrastructure in Apollo Bay.

6.0 Reference document

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- *Colac and Apollo Bay Parking Strategy*, AECOM, December 2011
- *Apollo Bay Commercial Centre Parking Precinct Plan*, AECOM, December 2011

COLAC OTWAY PLANNING SCHEME

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SCHEDULE 1 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO1**

COLAC EASTERN ENTRANCE AND INDUSTRIAL AREA

1.0 Design objectives

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Proposed C72

To enhance the arrival experience into central Colac from the east.

To ensure that the industrial area on the eastern entrances to Colac is retained for the development of large scale industrial uses on large lots so that views of the lake and the quality of buildings and works enhance the landscape character of this entrance to the town.

2.0 Buildings and works

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Proposed C72

Applications should meet the following standards:

- All buildings and works are to be set back 20 metres from the road frontage and only landscaping, visitor car parking and access ways is to be located within the setback area.
- All staff parking and loading bays are to be located to the side or rear of any buildings.
- Locating office components in a visible location at the front of the building and facades that are designed to add visual interest.
- Larger buildings should address bulk and massing issues through using a range of building materials and colours.
- The plot ratio for buildings is not to exceed 40% of the site area.
- Buildings should not exceed a height of 8 metres above natural ground level.
- Landscaping is to provide a range of hardy indigenous and exotic species where appropriate to soften the appearance of car parks and buildings. Landscaping should provide shading for buildings, define entrances and provide a buffer between buildings. A landscape strip along the front of buildings should be considered to screen views to the industrial area from the highway and frame views of the lake. Landscaping is to be completed within 6 months of the development or works being constructed.
- Rooftop, above-verandah and pole signs should be removed or rationalised as part of redevelopment, to reduce visual clutter.

3.0 Subdivision

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Proposed C72

All lots should have a minimum area of five (5) ha.

4.0 Advertising signs

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Proposed C72

Advertising controls are at Clause 52.05. Land affected by this schedule is in Category 3.

Signage should also address the following built form requirements.

- Avoid creating clutter in the development of new signage.
- Incorporate new signage into building design and avoid freestanding or roof top signs.

COLAC OTWAY PLANNING SCHEME

5.0 Decision guidelines

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Proposed C72

Before deciding on an application the responsible authority must consider, in addition to the decision guidelines in Clauses 65 and 43.02-05, the following reports:

- Colac Structure Plan (2007)
- × Colac CBD & Entrances Project (2012)

COLAC OTWAY PLANNING SCHEME

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Proposed C72

SCHEDULE 3 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO3**

COLAC WESTERN ENTRANCE

1.0 Design objectives

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Proposed C72

To enhance the *arrival* experience into central Colac from the west.

To ensure the western entrance to Colac is developed so that the quality of buildings and works enhance the landscape character of this entrance to the town.

2.0 Buildings and works

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Proposed C72

Applications should meet the following standards:

- All buildings and works are to be set back 20 metres from the road frontage and only landscaping, visitor car parking and access ways are to be located within the setback area.
- All staff parking and loading bays are to be located to the side or rear of any buildings.
- The plot ratio for buildings and is not to exceed 80 % of the site area.
- Buildings should not exceed a height of 8 metres above natural ground level.
- ✧ Locating office components in a visible location at the front of the building and facades that are designed to add visual interest.
- ✧ Larger buildings should address bulk and massing issues through using a range of building materials and colours.
- Landscaping is to be provided in accordance with a landscape plan approved to the satisfaction of the responsible authority. Landscaping is to provide a range of hardy indigenous and exotic species where appropriate to soften the appearance of car parks and buildings. Landscaping should provide shading for car parks, define entrances and provide a buffer between buildings. A landscape strip along the front of buildings should be considered to screen views to the highway business area from the street highway. Landscaping is to be completed within 6 months of the development or works being constructed.
- Rooftop, above-verandah and pole signs should be removed or rationalised as part of redevelopment, to reduce visual clutter.

3.0 Subdivision

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Proposed C72

All lots should have a minimum area of 1000 square metres, except where reticulated sewerage is provided, in which case the minimum lot size should be 500 square metres.

4.0 Advertising signs

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Proposed C72

Advertising controls are at Clause 52.05. Land affected by this schedule is in Category 3.

Signage should also address the following built form requirements.

- ✧ Avoid creating clutter in the development of new signage.
- ✧ Incorporate new signage into building design and avoid freestanding or roof top signs.

COLAC OTWAY PLANNING SCHEME

5.0 Decision guidelines

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Proposed C72

Before deciding on an application the responsible authority must consider, in addition to the decision guidelines in Clauses 65 and 43.02-05, the following reports:

- Colac Structure Plan (2007)
- × Colac CBD & Entrances Project (2012)

COLAC OTWAY PLANNING SCHEME

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Proposed C72

SCHEDULE 8 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO 8**.

COLAC CBD

1.0 Design objectives

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Proposed C72

Within all areas of the CBD covered by the overlay:

- create a distinct character and image for the CBD through the quality of new buildings.
- encourage the development of buildings that maximise use of available space within the CBD, and create a vibrant and people-focussed centre.
- protect the heritage buildings of the CBD.
- support high quality residential development within the CBD.
- create an attractive, pedestrian-focussed and well-connected public realm in the CBD.

Within the Finer Grain Area shown on map 1 of the schedule:

- require a high standard of architecture and urban design that enhances the street life of the core retail area.
- ensure that all buildings promote activity and enhance the pedestrian amenity of the core retail area.
- encourage a consistent scale of buildings, having regard to the existing core retail area that defines the streetscape and adds to the identity of the centre.
- create pedestrian-scaled and focussed street interfaces and reduce the visual, amenity and safety impacts of car parking and accessways.

2.0 Buildings and works

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Proposed C72

A planning permit is not required for:

- The installation of an automatic teller machine.
- An alteration to an existing building façade provided:
 - The alteration does not include the installation of an external roller shutter.
 - At least 80 per cent of the building facade at ground floor level is maintained as an entry or window with clear glazing.
- An awning that projects over a road if it is authorised by the relevant public land manager.

New development should address the following land use and built form requirements.

- Note the Finer Grain Area is identified on *Map 1 – Colac CBD & Finer Grain Area* forming part of this Schedule.

All areas of the CBD

New Development

- Protect important view lines and CBD entrance corridors from inappropriate development and its associated signage.
- Orientate building entrances and windows to streets and lanes, with zero setbacks from street boundaries and car parking located to the rear.
- Encourage new development to provide an active frontage to the streetscapes and car parks, including the provision of active frontages to Bromfield Street for buildings fronting Murray Street.
- Ensure that buildings adjoining or opposite open spaces provide active frontages to increase interaction with and passive surveillance of the space.

COLAC OTWAY PLANNING SCHEME

- Avoid the construction of blank walls facing streets, lanes or public spaces.
- Minimise the impact of overshadowing of public spaces or private open spaces.
- Encourage new development on vacant or underused sites along Bromfield Street to contribute to the street's appearance, amenity and activity.
- Encourage the removal of excessive roof top, above verandah and free standing signs, and other visually dominant signs, particularly as uses change.

Access & Pedestrian Amenity

- Create and improve pedestrian thoroughfares between Murray and Bromfield Streets.
- Create and retain laneways that provide a pedestrian connection between main streets, and encourage their upgrade and redevelopment with active uses.
- Maintain appropriate vehicle access and car parking provision for local businesses at the western end of Murray Street.

Heritage

- Ensure that new development within, or adjacent to, an identified heritage place respects the scale, form and siting of the heritage building.
- Encourage the preservation of significant heritage buildings and encourage their adaptive re-use and restoration.
- Retain key views to landmark heritage buildings.
- Encourage the reinstatement of verandahs on older buildings and encourage verandahs on new buildings that extend over the footpath for weather protection.

Identity & Character

- Promote high quality contemporary architecture that complements the older buildings of the centre, and adds to the story of the town's development and its distinct eclectic character.
- Show design innovation and careful composition of all the elements that comprise the design of built form – openings, colours, materials, textures etc.
- Consider how lighting could be used creatively to enhance the night time appearance of buildings and pedestrian safety in the retail and pedestrian areas.

Residential Development

- Encourage the provision of outdoor areas in higher density development through the inclusion of small courtyard spaces, balconies at the upper levels or rooftop gardens.
- Locate and orient residential buildings to minimise adverse amenity impacts from adjoining uses, such as shops, cafes or loading/service areas.
- Ensure the provision of adequate servicing access.
- Provide acoustic insulation in mixed use developments or in residential developments that are located near potential noise sources.

Environmentally Sustainable Design (ESD)

- Encourage ESD measures that are integrated into new buildings or incorporated in the retrofitting of existing buildings e.g. energy efficiency and solar passive design, rooftop gardens, greater water efficiency, waste management practices, use of sustainable materials and adaptability of design. This should be particularly encouraged in larger commercial developments such as offices and supermarkets.

Finer Grain Area

New Development

- Require all new development to be constructed to the front boundary at ground, first and second floor levels (i.e. 0 metre front setback), creating a continuous but well articulated 'wall' of buildings to the street.
- Where existing building patterns prevail, encourage development to achieve a height of three storeys / 11 metres (the equivalent of two storey Victorian buildings).

COLAC OTWAY PLANNING SCHEME

- Encourage the development of landmark buildings that address intersections, on prominent corner sites.
- Discourage site consolidation and maintain or reinstate the traditional fine 'grain' (i.e. frontage width) of the narrow shopfronts.
- For buildings on wide frontages, the design of facades should reflect the fine grain of traditional shopfronts through an emphasis on vertical articulation. This can be achieved through the placement of windows and doors, and the use of other architectural details such as colour, texture and materials.
- Vehicular access to buildings should be provided from rear and side laneways. Driveway entrances and the visual impact of garage doors on building frontages within the core retail area is discouraged.

Pedestrian Amenity

- Provide weather protection for pedestrians on key pedestrian routes by ensuring that awnings and verandahs are incorporated into the design of new developments.
- Enhance the pedestrian environment through considered design of ground floor facades e.g. transparent shop or office fronts, entrances directly off the footpath and visually interesting design details.
- Encourage new lane connections between streets.

Heritage

- Retain older buildings that contribute to the streetscape character, and retain, recycle or re-use existing buildings of architectural merit or character wherever possible.
- Encourage the restoration of heritage shopfronts, particularly those which are part of an intact group of buildings and obscured by unsympathetic painting, signage or false facades.

3.0 Subdivision

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Proposed
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A permit is not required to subdivide land.

4.0 Advertising signs

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Proposed
C72

Advertising controls are at Clause 52.05. Land affected by this schedule is in Category 3.

Signage should also address the following built form requirements.

- Avoid creating clutter in the development of new signage.
- Incorporate new signage into building design and avoid freestanding, roof top or above verandah signs.

5.0 Decision guidelines

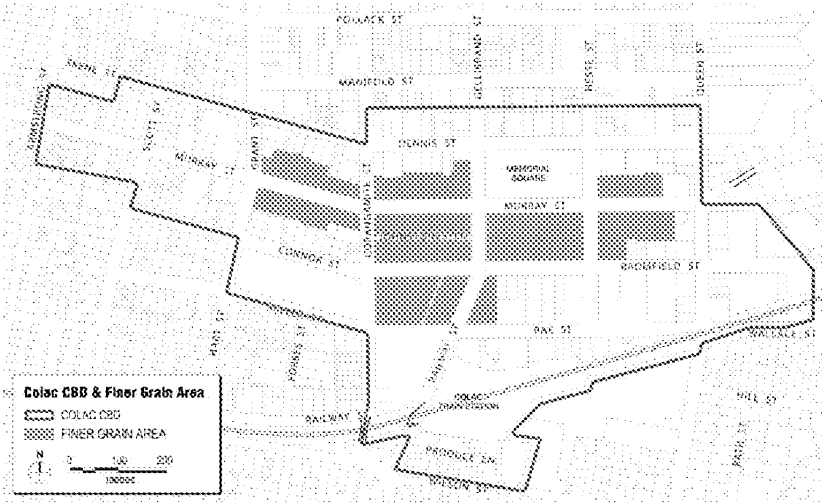
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Before deciding on an application, the responsible authority must consider:

- The urban context and design response.
- Whether the design objectives and requirements of this Schedule are met.
- Whether the proposal achieves all the other objectives of the *Colac CBD and Entrances Project (2012)*.
- Whether the proposal achieves a high standard of architectural and urban design.
- How the proposal impacts upon the significance of identified heritage places.

Map 1 – Colac CBD & Finer Grain Area

COLAC OTWAY PLANNING SCHEME



COLAC OTWAY PLANNING SCHEME

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SCHEDULE 9 TO THE DESIGN AND DEVELOPMENT OVERLAY

Shown on the planning scheme map as **DDO9**

413-437 and 441-479 MURRAY STREET, COLAC

1.0 Design objectives

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Proposed C72

To enhance the arrival experience into central Colac from the west.

To ensure that the development of residential land and the former school site contributes to an improved landscape experience as part of the western entrance to Colac.

2.0 Buildings and works

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Proposed C72

A planning permit is not required for buildings and works that is setback 20 metres or more from Murray Street.

Applications must provide a landscaping plan that is consistent with the direction provided by the *Colac CBD and Entrances Project 2012* that requires a significant dense planting at the property frontage to Murray Street to screen new development and improve the western entrance experience.

3.0 Advertising signs

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Proposed C72

Advertising controls are at Clause 52.05. Land affected by this schedule is in Category 3.

4.0 Decision guidelines

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Proposed C72

Before deciding on an application the responsible authority must consider, in addition to the decision guidelines in Clauses 65 and 43.02-05, the following reports:

- Colac Structure Plan (2007)
- Colac CBD and Entrances Project (2012)

COLAC OTWAY PLANNING SCHEME

21.02
16/02/2012
C56
21.02-1
18/06/2009
C55

VISION

Municipal Vision

The current Council Plan (2005–2009) has the following vision for the municipality:

- Colac Otway Shire is naturally progressive and strives to achieve the best possible social, economic and environmental outcomes to create a vibrant, liveable community.

The Plan also identifies commitments and priority actions upon which Council will focus.

21.02-2

Land Use Vision

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C72

In terms of land use development, Council has a vision around the following key land use themes.

Townships

- The Colac Structure Plan (2007) includes the following vision for Colac:
 - Colac will be a thriving town with a vibrant town centre that takes pride in its Lakeside location, is responsive to the housing needs of its residents and offers a variety of opportunities for employment and economic development.
- The Colac CBD and Entrances Project (2012) includes the following vision for Colac CBD:
 - Become known as the 'Botanic Garden City'.
 - Be a pedestrian-focussed place, accessible for people of all ages and abilities.
 - Grow as a thriving rural centre of retail, business and community services.
 - Connect to its natural systems of the Lake and creek corridors.
 - Proudly express its heritage in the built and natural environment.
 - Be renowned for its collection of great buildings from all eras of the City's development.
 - Present an impressive image along the Princes Highway corridor, from the edges of the City to its core.
- The Apollo Bay Structure Plan (2007) includes the following vision for Apollo Bay, Marengo and Skenes Creek:
 - Apollo Bay, Marengo and Skenes Creek will remain as distinct coastal settlements, each with a separate identity and local character;
 - The natural beauty of the area, with its unspoilt beaches set against a dramatic backdrop of rolling hills, provides the overarching character which unites the settlements, and should be reflected in new development;
 - The seaside fishing village character of Apollo Bay, focused around a robust working harbour, is highly valued and this character should be preserved and strengthened by new development;
 - Change should take place in Apollo Bay, Marengo and Skenes Creek with a demonstrated commitment to healthy lifestyles and ecological sustainability, and be responsive to the natural environment;
 - The settlements should continue to provide for high quality living, offering improved community facilities and services, as well as economic development opportunities, for a self sustaining lifestyle.
- The Kennett River, Wye River and Separation Creek Structure Plans (2008) include the following vision for Kennett River, Wye River and Separation Creek:
 - Kennett River, Wye River and Separation Creek will remain as distinct coastal towns nestled in the foothills of the Otway Ranges.

COLAC OTWAY PLANNING SCHEME

- The primary role of the coastal towns will be to provide housing for permanent and part time residents and to provide a diverse range of holiday accommodation.
- The impact of the coastal towns on the natural environment will be as minimal as possible with coastal hazards, river flooding and water and wastewater being sustainably managed and vegetation acknowledged and valued.
- The coastal towns have a low growth capacity and all future growth will be contained within existing settlement boundaries.
- Major urban development will take place in the main, fully serviced centres of Colac and Apollo Bay.
- Urban development in Colac and Apollo Bay will be contained within settlement boundaries.
- Apollo Bay will develop to modest heights and scale and will provide a diversity of housing choice.
- Colac will develop to provide a diversity of housing choice.
- Major industrial and commercial development will occur in Colac.
- Less intensive residential and township development will take place in other, smaller settlements in a manner that contributes to the economic development of these townships.

Cultural Heritage

- The Koori culture of the Shire is acknowledged and will be celebrated.
- The Shire's significant cultural heritage resources will be conserved and enhanced.
- Any adaptation or development of heritage places or areas will be in a manner sympathetic to their significance.

Rural living

- Rural living will be directed to nominated areas.

Agriculture

- High quality agricultural land will be protected.
- Agricultural diversity and a sustainable forestry and timber industry will be encouraged in the region.
- Grazing and cropping farming practices are the preferred land uses in areas designated as "farmland of strategic significance".

Tourism

- Opportunities for tourism are provided to contribute to the growth of the Shire.
- Tourism growth will be managed sustainably and the environmental and landscape assets that attract tourists and new residents alike will be protected.
- Limited opportunities will be provided for tourist related activities in the Apollo Bay hinterland and the Otways.

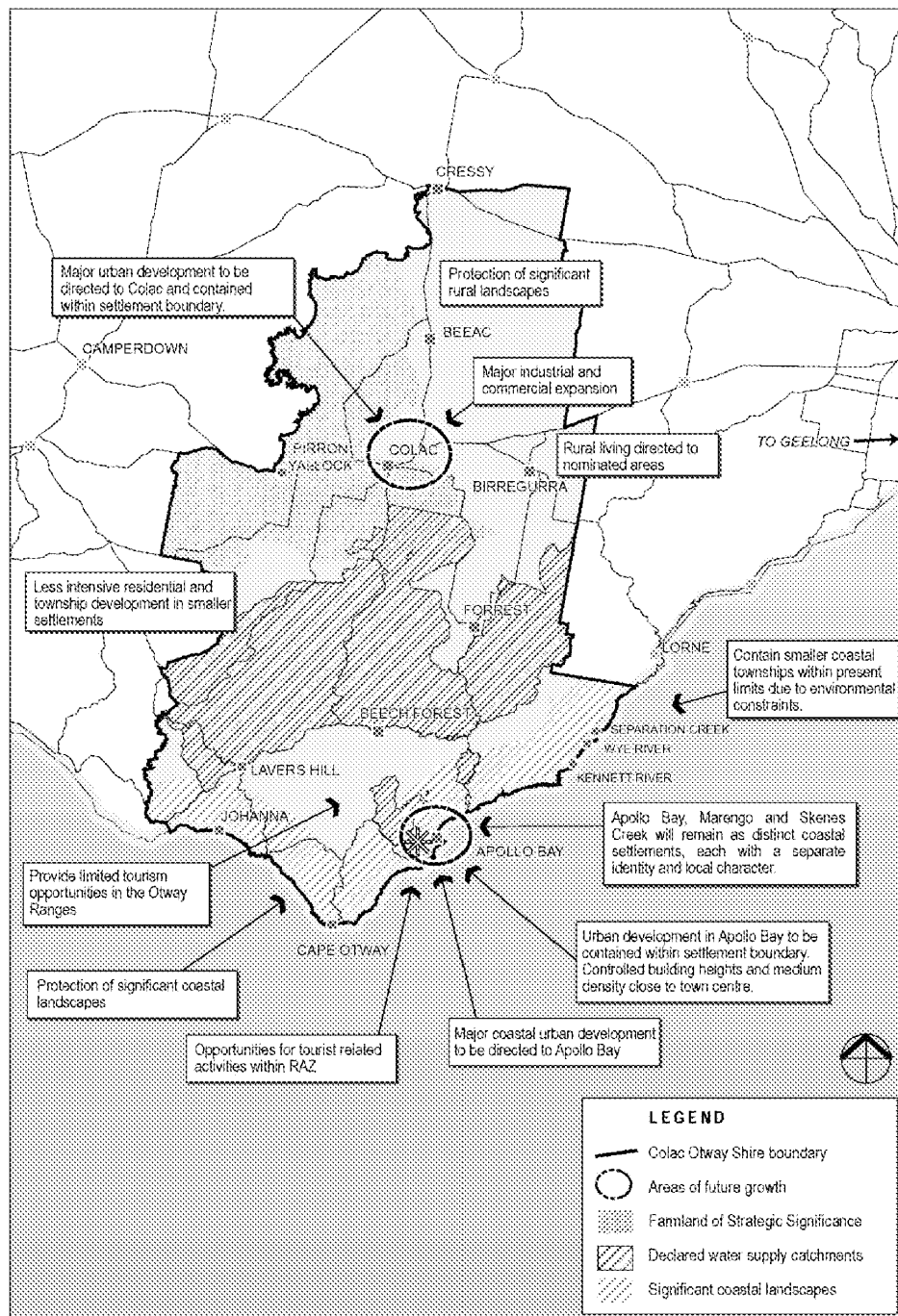
Environmental features

- Significant rural and coastal landscapes will be preserved and protected.
- Key natural assets such as declared water supply catchments, the coast, forested public land, rivers and watercourses, lakes and major geological features will be protected from inappropriate land use and development.
- Development will respond to environmental risks such as bushfire, flooding, landslip, erosion and salinity.

COLAC OTWAY PLANNING SCHEME

- Those natural, physical and amenity features that contribute to the character of the Otway Ranges and Coast will be protected and enhanced for future generations.

Colac Otway Strategic Framework Plan



COLAC OTWAY PLANNING SCHEME

21.03 SETTLEMENT

16/02/2012

21.03-1

18/06/2009
C55

General

Overview

- Colac is the major regional centre in the Shire for residential, service and manufacturing industry, retail, office services, recreation and education facilities.
- Apollo Bay is the major coastal urban centre in the Shire. It is experiencing high rates of development for both permanent and short-term (tourist) accommodation. It also provides a range of entertainment and recreational related facilities, including swimming, fishing, golf, cafes and restaurants.
- Colac and the coastal townships are experiencing increased rates of development.
- The management of residential, tourism and infrastructure development pressures, is required, particularly in coastal areas.
- The development of the major towns in the Shire should take place in accordance with the recently completed Structure Plans for Colac and Apollo Bay.
- Smaller coastal settlements occur at Kennett River, Marengo, Separation Creek, Skenes Creek and Wye River, where development is expected to occur within current settlement boundaries due to various environmental constraints to growth.
- Other townships are located at Alvie, Barwon Downs, Beeac, Beech Forest, Birregurra, Coragulac, Cororooke, Cressy, Forrest, Gellibrand, Kwarren, Lavers Hill, Pirron Yallock, Swan Marsh and Warrion.
- The future development of other townships in the Shire should proceed in a manner that contributes to the economic development of these townships, acknowledges and responds to environmental constraints and protects the broader landscapes within which these townships are located.
- Effluent disposal is a major problem in the smaller settlements, particularly in the peak periods with high tourist numbers.
- Rural residential living provides a desirable lifestyle for a number of residents and if appropriately located can reduce land use conflict in farming areas and contribute toward the economic development of small townships.
- There is a need to identify and designate suitable locations for rural living areas which do not take up high quality agricultural land and where an adequate level of services can be provided.
- There is a need to encourage excellence in the design of new development, including the layout of subdivisions and the recognition of cultural heritage.

Objectives

- To facilitate the development of the various settlements in the Shire in accordance with the needs of each local community.
- To facilitate a range of developments in an environmentally sensitive way to provide greater residential choice.
- To provide limited opportunities for rural living development where these do not detract from the key environmental qualities of the region and do not cause land use conflict in farming areas

Strategies

COLAC OTWAY PLANNING SCHEME

- Ensure that there is sufficient fully serviced residential land to meet the needs of the existing and future population.
- Encourage future residential development into existing zoned and serviced areas to avoid an oversupply of residential zoned land and to make the most effective use of infrastructure services.
- Provide opportunities for the provision of a wide range of housing choices for residents, short-term holiday residents and tourists.
- Ensure that development incorporates Environmentally Sustainable Development (ESD) practises.
- Promote a pattern of settlements in the coastal strip that balances between opportunity for growth and retention of environmental and cultural qualities.
- Restrict the expansion of other coastal settlements in accordance with environmental constraints.
- Ensure that development of the Colac and Apollo Bay airfields is not prejudiced by encroaching urban development.

21.03-2

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Colac

Overview

A Structure Plan for Colac was adopted by Council (February 2007) and articulates the preferred development future for this key centre of the municipality and broader region. Key issues to emerge from the Structure Plan include the need for:

- A township boundary to clearly identify the extent of future development and enable the protection of valuable farming land that surrounds the township.
- Consolidation around the town centre and activity nodes taking into account heritage constraints.
- Provision of a secondary commercial node to cater for the growing area of Elliminyt.
- Retention and enhancement of Colac's heritage assets.
- Protection of Lake Colac from inappropriate industrial development.
- Provision of an adequate supply of industrial land consolidated in east Colac.
- An increase in the amount of public open space (both linear and non-linear) and development of policy direction supporting future open space provision for residential development.
- Better integration between Colac and Lake Colac through design features and foreshore development.
- Increased opportunity for recreational linkages between key activity areas including Lake Colac.
- Urban design improvements for the enhancement of the Colac Town Centre and main street.
- Improved traffic management in Colac.
- Strategies to create a precinct to focus community learning through a multi-purpose education, recreation and community precinct.
- There is a need to identify a heavy vehicle by-pass of the Murray Street retail centre.

The *Colac CBD and Entrances Project (2012)* outlines proposals for the enhancement of Colac's CBD and its eastern and western entrances which focus on the design of building and spaces.

The Plan's key recommendations are to:

- ♦ Develop Colac as a 'Botanic Garden City' with thematic tree planting throughout the CBD, linking the Botanic Gardens, Beechy Precinct and Barongarook Creek corridor.

COLAC OTWAY PLANNING SCHEME

- Improve the eastern entrance to the CBD with enhanced landscaping and views to heritage buildings, widened pedestrian pathways over the Barangaroo Creek bridge and improved visibility to the Visitor Information Centre.
- Enhance priority streetscapes: Improve Murray Street West's streetscape with tree planting and other works, continuing the design theme of the central part of Murray Street. Improve Bromfield Street's streetscape with new tree planting, improved pedestrian access, bicycle lanes and the redevelopment of underused land at the rear of Murray Street shops with improved pedestrian links through to Murray Street. Upgrade Memorial Square's western edge with refurbished amenities and a shared space where pedestrians have priority which could ultimately be extended around the park and south along Gellibrand Street to the Station. Improve Murray Street East's streetscape with road side tree planting, upgraded footpath pavement, pedestrian crossings and street furniture, and infill planting where gaps exist.
- Improve the outer approaches to Colac with new landscaping, framing views to the Lake and emphasis on reducing the visual clutter of advertising signage.
- Improve the laneway network.
- Provide new and improved bicycle lanes.
- Apply built form guidelines to the CBD with emphasis on the inner retail areas to maintain the 'fine grain' character of these areas and to ensure a high quality of new architecture and the protection of heritage buildings.

Objectives

- To manage the growth of Colac consistent with its role as the major urban centre of the Shire.
- To enhance the built and natural environment of Colac.
- To develop a unifying design theme for Colac – 'Colac Botanic Garden City' – as a memorable and identifying feature of the town.
- To create landscape links between the main activity areas of the CBD and its principal open spaces.
- To improve the amenity and appearance of Colac's main pedestrian streets and town entrances.
- To create a pedestrian-focussed, accessible and well-connected public realm, particularly for those with limited mobility.
- To promote sustainable methods of transport, supporting walking and cycling as viable alternatives to car travel.
- To manage the road network to optimise its safety, efficiency and amenity for all road users.

Strategies

- Ensure that the development of Colac occurs generally in accordance with the strategic directions outlined in the Colac Framework Plan and the Colac CBD Framework Plan attached to this Clause.
- Encourage medium density development in the existing Colac town centre and ensure that infill housing proposals demonstrate that they are designed in a manner that is compatible and appropriate for the prevailing character and heritage values of the precinct.
- Create additional residential opportunities close to the Colac town centre.
- Provide adequate car parking to cater for commercial development consistent with the Colac Commercial Centre Parking Precinct Plan 2011, recognising that opportunity exists to take advantage of underutilised street parking and shared off street parking.
- Ensure new development in the hospital precinct of the CBD provides on site parking to meet projected demand and does not contribute further to on street parking pressures.

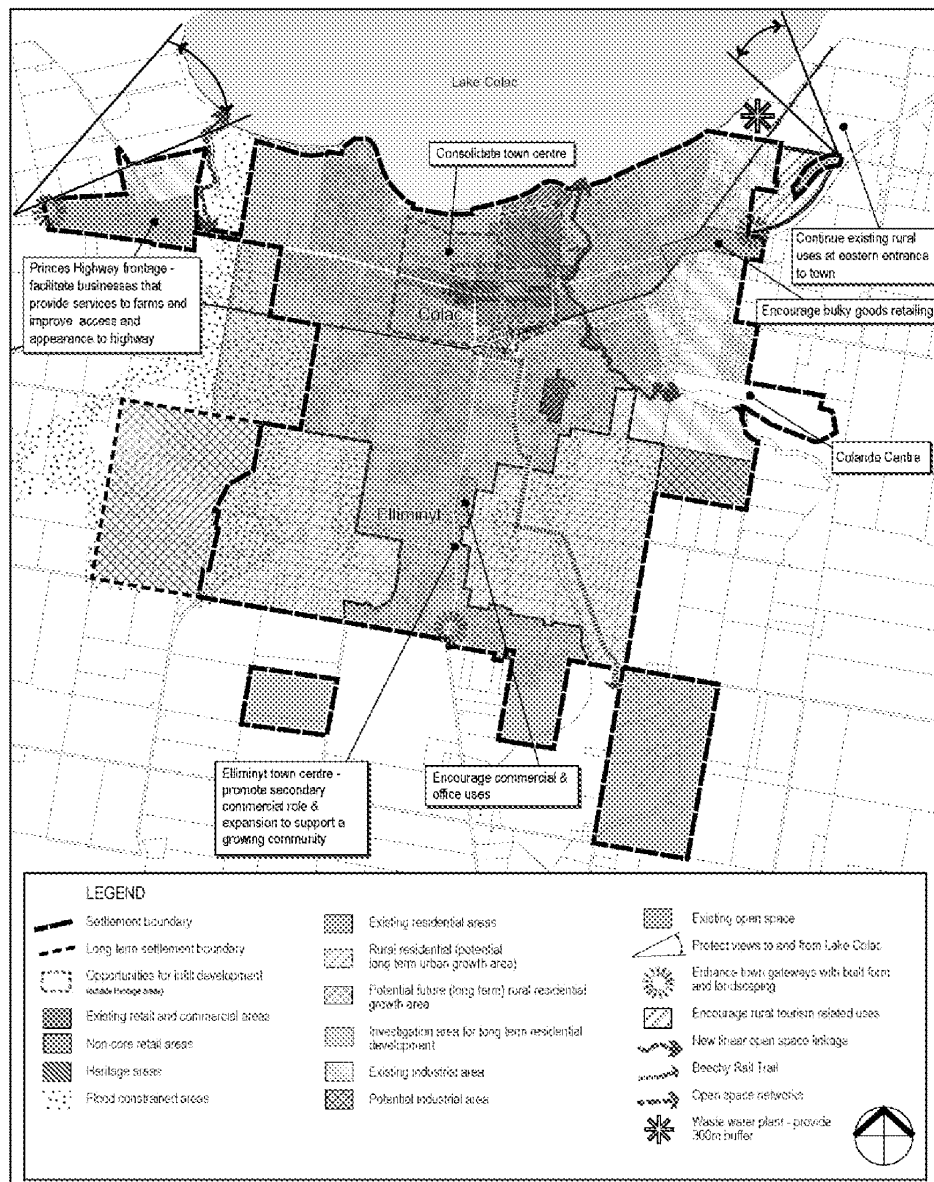
COLAC OTWAY PLANNING SCHEME

- Retain heritage places and areas as significant components of Colac's character and attractiveness and encourage their adaptive re-use and restoration.
- Designate areas of rural land between Elliminyt and Colac (east and west of Colac - Lavers Hill Road) as rural lifestyle opportunities.
- Support an increase in the amount of usable public open space (both linear and non-linear) to support recreational land uses and linkages between activities.
- Discourage any additional or new industrial development adjacent to Lake Colac.
- Encourage the relocation of existing 'inappropriate' industrial uses out of the town centre.
- Identify new industrial opportunities in Colac East which provide areas suited to a diverse range of light to general industrial activities.
- Improve the appearance of existing industrial development in Colac to provide more attractive and inviting entrances to the town.
- Designate land in Elliminyt for a community / commercial node.
- Provide for commercial type uses on Colac-Lavers Hill Road.
- Provide opportunities for expansion of the east Colac Highway Business area.
- Ensure major retail and commercial developments locate within the Colac CBD (Business 1 and 2 zoned land only) rather than outside the town centre.
- ~~Enhance the west Colac Highway Business area.~~
- Minimise the impact of the Colac Water Reclamation Plant on development on nearby land.
- Ensure that future use and development of the Colac Water Reclamation Plant is not detrimentally affected by allowing inconsistent and potentially conflicting development to occur within its buffer area.
- Create a multi-purpose education, recreation and community precinct to focus community learning.
- Investigate options for a heavy vehicle by-pass of the Murray Street retail centre.
- Encourage redevelopment of underused or vacant sites (e.g. surface car parks, vacant land at the rear of buildings, upper levels of single storey buildings) in the CBD.
- Encourage the upgrading of shopfronts and building facades in the CBD, particularly on Murray Street and around Memorial Square.
- Encourage the removal of excessive roof top, above verandah and free standing signs, and other visually dominant signs, as sites are redeveloped.
- Develop a permeable network of active laneways and arcades in the CBD, including improved pedestrian thoroughfares between Murray and Bromfield Streets.
- Encourage and facilitate a high quality of architecture within the CBD through the implementation of building design guidelines.
- Encourage new development to provide an active frontage to the streetscapes and car parks, including the provision of active frontages to Bromfield Street for buildings fronting Murray Street.
- Encourage the reinstatement of verandahs on older buildings and encourage verandahs on new buildings for weather protection.
- Encourage planting on properties along the eastern and western entrances to Colac, particularly where it has potential to screen industrial activities.
- Undertake and implement a strategy for the co-ordination and design of all signage along the eastern and western entrance corridors to Colac.
- Encourage new development within the CBD to incorporate Environmentally Sustainable Design (ESD) initiatives.
- Maintain the 'fine grain' character of inner retail areas.

COLAC OTWAY PLANNING SCHEME

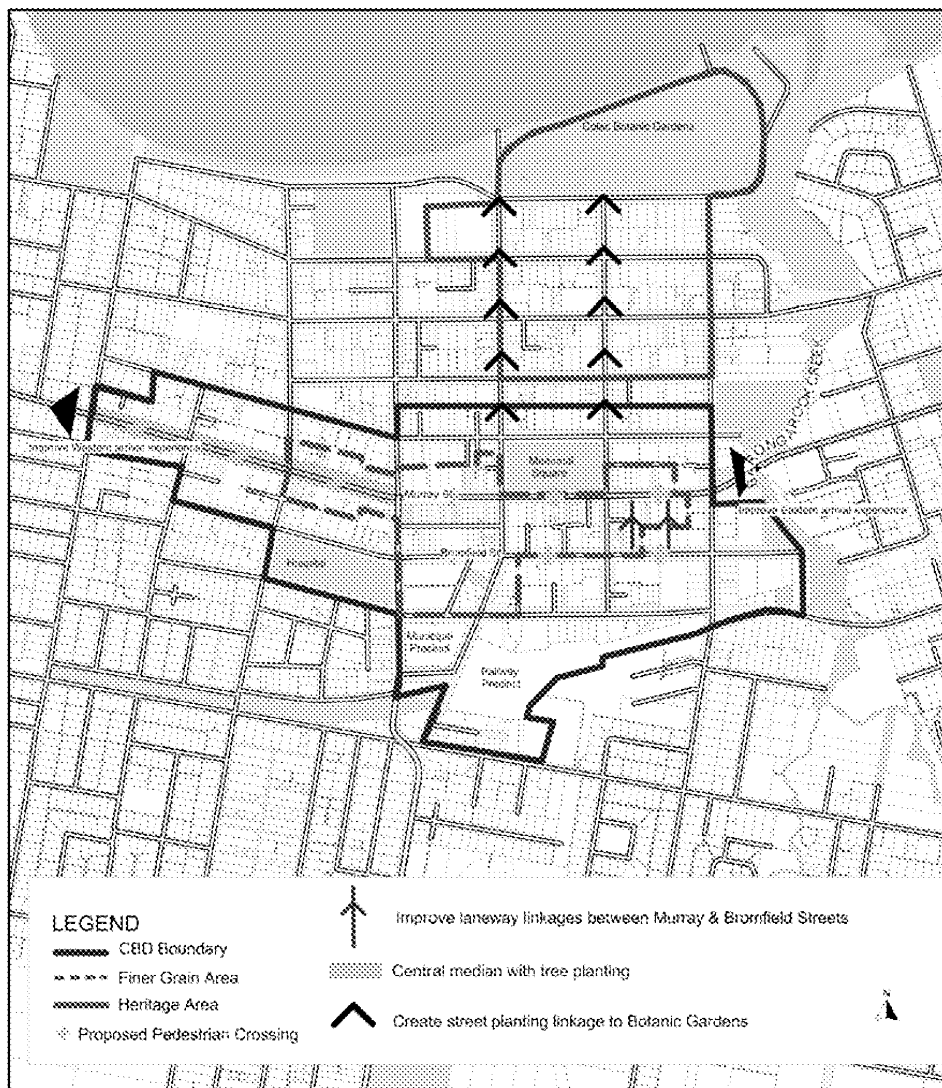
COLAC OTWAY PLANNING SCHEME

Colac Framework Plan



COLAC OTWAY PLANNING SCHEME

Colac CBD Framework Plan



COLAC OTWAY PLANNING SCHEME

21.03-3 Apollo Bay and Marengo

18/06/2009
C55

Overview

A Structure Plan for Apollo Bay (including Marengo and Skenes Creek) was adopted by Council (April 2007) and articulates the preferred development future for this key coastal centre. Key issues to emerge from the Structure Plan were that:

- Apollo Bay, Marengo and Skenes Creek are to remain as distinct coastal settlements with development to be contained within coastal settlement boundaries.
- Each settlement has a separate identity and local character;
- A key role of Apollo Bay is to provide a diversity of housing opportunities consistent with its identity and local character;
- The natural beauty of the area, with its unspoilt beaches set against a dramatic backdrop of rolling hills, providing the overarching character which unites the settlements, to be reflected in new development;
- The seaside fishing village character of Apollo Bay, focused around a robust working harbour, is highly valued and this character should be preserved and strengthened by new development;
- Change in Apollo Bay, Marengo and Skenes Creek should take place with a demonstrated commitment to healthy lifestyles and ecological sustainability, and be responsive to the natural environment;
- The settlements should continue to provide for high quality living, offering improved community facilities and services, as well as economic development opportunities, for a self sustaining lifestyle.
- Water supply is a potential constraint to the future growth of Apollo Bay which can only proceed subject to the demonstrated availability of an adequate water supply.

Objectives

- To develop Apollo Bay as an attractive residential community which provides a high quality environment as a significant tourist centre.
- To retain Apollo Bay, Marengo and Skenes Creek as distinct coastal settlements with their own local character.
- To ensure that the natural beauty of the area is reflected in new development.
- To preserve the seaside village character of Apollo Bay.
- To ensure that change demonstrates a commitment to sustainability and is responsive to the natural environment.

Strategies

- Ensure that the development of Apollo Bay and Marengo occurs generally in accordance with the strategic directions outlined in the Apollo Bay Framework Plan attached to this Clause.

Settlement Character and Form

- Consolidate the town centre of Apollo Bay, limit building heights and provide a greater diversity of accommodation at higher densities within and in close proximity to the commercial area.
- In the residential areas outside the town centre of Apollo Bay, limit building heights and ensure upper levels are well articulated to respect the character of the area and provide for a more traditional dwelling density to contribute to a diversity of housing choice.
- Require new development and streetscape works in the Apollo Bay town centre to build on and reinforce the fishing village coastal character of the township, and contribute to the creation of a vibrant public realm.

COLAC OTWAY PLANNING SCHEME

- Reinforce and improve the informal character, accessibility and amenity of streetscapes in the residential areas of Apollo Bay, Marengo and Skenes Creek, reflecting the distinct existing and preferred future character of each settlement in new improvements.
- Achieve excellent architectural quality in new development or improvements to existing buildings in the town centre, drawing on the existing valued qualities of the centre and setting a new direction in the use of innovative, high quality design.
- Promote Apollo Bay and Marengo as leaders in environmental sustainability within the Great Ocean Road Region and improve the ecological integrity of environmental features within and around settlements.
- Conserve and enhance heritage places as a significant factor in developing tourism.

The Size of Settlements

- Utilise natural boundaries, where appropriate, to define settlement edges and set limits to urban expansion.
- Define and maintain a hard edge to the urban area of each of these settlements, particularly when viewed from the Great Ocean Road.
- Ensure that urban development results in the efficient utilisation of existing infrastructure and minimises the requirements for new infrastructure.
- Encourage infill development of medium density housing and accommodation within walking distance of the commercial area of Apollo Bay, to reduce the pressure to expand the urban area, and provide alternative housing choice.
- Facilitate non-urban form tourism accommodation development on land between the coastal settlement boundary and Wild Dog Creek.

Activities: Business, Tourism, Community and Recreation

- Intensify commercial and business land uses within the commercial area of Apollo Bay and ensure a future supply of Business Zoned land to meet demand.
- Develop the Apollo Bay Harbour Precinct with a tourism, fishing, boating, commercial and recreational focus strengthening links to the town centre of Apollo Bay and providing net community benefits.
- Encourage future recreation facilities to be located together with other community facilities in a central and accessible location.
- Ensure that community, health, education and recreation facilities are provided to meet the needs of current and projected future residents and visitors to the area.
- Support the growth of tourism as a major employer for the region.
- Provide for future industrial development while minimising offsite impacts on surrounding residential uses, the environment (particularly local waterways) and views from residential areas and the Great Ocean Road.

Landscape Setting and Environment

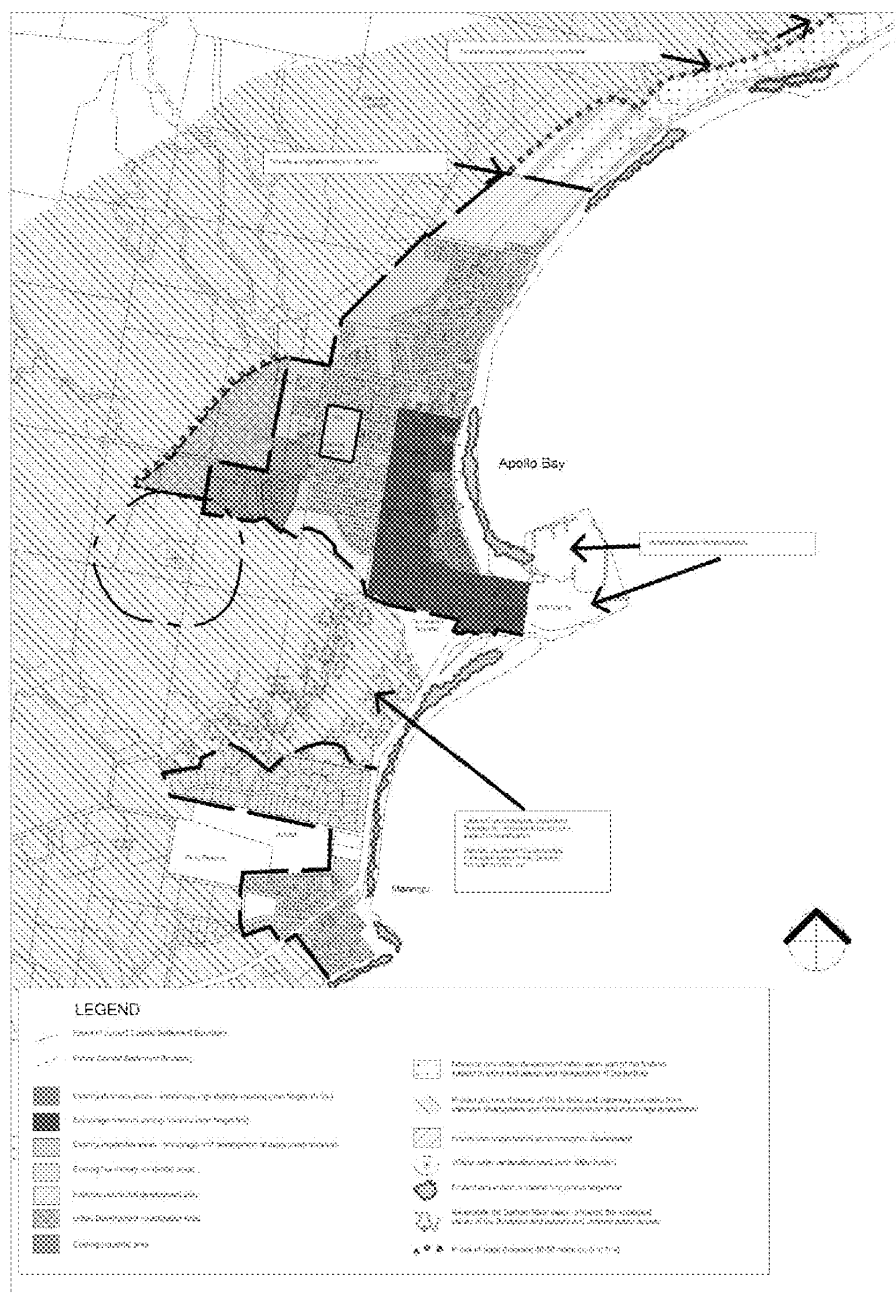
- Maintain the 'green-breaks' and landscape dominance between the settlements to ensure that each settlement remains distinct.
- Protect the Otway foothills as a scenic, undeveloped backdrop to Apollo Bay and Marengo.
- Recognise and protect ecological values and avoid development in areas at risk from the effects of flooding, wildfire, acid sulphate soil disturbance, erosion, landslip and salinity.
- Reinforce and enhance the identity and the sense of arrival and departure at the entrances to Apollo Bay and Marengo.
- Improve the appearance and amenity of the foreshore reserve in Apollo Bay and reduce the impact of the existing and future structures on the naturalness of the setting.
- Achieve improved visual and physical links between the Apollo Bay town centre and the beach.
- Protect and enhance the significant views and vistas available from the settlements, the beach and the harbour, as well as views available from key vantage points in the hills.

COLAC OTWAY PLANNING SCHEME

Access and Parking

- Strengthen the pedestrian and cyclist connections between Marengo, Apollo Bay and Skenes Creek.
- Create a highly walkable town centre in Apollo Bay with safe and convenient access to shops, community facilities and recreational activities.
- Manage the orderly flow of traffic at all times of the year and enhance pedestrian safety and movement.
- Ensure the future parking needs of Apollo Bay are met and parking congestion in the Great Ocean Road is minimised, with car parking for commercial development in the CBD to comply with the Apollo Bay Parking Precinct Plan (2011)
- Support, promote and improve public transport.
- Ensure continued and improved air access to the Apollo Bay region.

Apollo Bay, Marengo and Skenes Creek Framework Plan



COLAC OTWAY PLANNING SCHEME

21.03-4

18/06/2009
C55

Birregurra

Overview

The township of Birregurra is located approximately 20 kilometres east of Colac and approximately 6 kilometres to the south of the Princes Highway. Birregurra has been described as traditionally a workers town, being a home for workers in the timber and farming sectors. The town is also home for a number of people who commute to Lorne, Colac and Geelong for work. Over the years the population of Birregurra has been affected by a range of events including a reduction of services available within the township and fluctuating agricultural markets.

Development pressures, high costs of accommodation for tourists and workers and an increase in tourist numbers in Lorne and other coastal communities has seen more people exploring nearby towns such as Birregurra for accommodation and recreation. This seasonal influx of visitors provides important business development and employment opportunities within Birregurra.

Birregurra is an attractive town for many reasons including for:

- The built form of the town and the many period style buildings throughout the town and in particular along the south side of Main Street with attractive shop fronts many with verandahs.
- The Church precinct located on the elevated land to the south of the town.
- The extent and variety of exotic and native vegetation existing throughout the town. The extent of the vegetation is clearly seen due to the elevated nature of the land, particularly on the southern side of the town.
- The topography of the land surrounding the town including the Barwon River valley and associated tributaries and undulating farming land.

The Birregurra Township Master Plan Report was adopted by Council (January 2003) and identifies urban design and built form opportunities to improve the presentation of this important centre in the municipality.

Objectives

- To facilitate development of Birregurra as a community with a viable economic future.
- To maintain and enhance the quality of Birregurra as an attractive residential environment.
- To facilitate the provision of infrastructure to support the development of Birregurra in an environmentally sensitive way.

Strategies

- Identify and protect historical and other key features of the community.
- Require all new development to provide for the retention and absorption of wastewater within the boundary of any lot in accordance with the Septic Tanks Code of Practice, subject to provision of a new sewerage scheme.
- Limit rural residential development to the south west of the town.
- Encourage commercial development in the existing centre to be sympathetic to existing streetscapes.
- Encourage the development of small-scale economic activity which complements the resources and industries of the region and which encourages tourism.
- Encourage the location of small-scale tourist accommodation facilities in the community.
- Facilitate new industries related to the existing sawmill.
- Retain Birregurra's heritage assets as important components of its character and attractiveness.

COLAC OTWAY PLANNING SCHEME

21.03-5

18/06/2009
C55

Skenes Creek

Overview

Skenes Creek is a coastal hamlet set on rolling topography at the base of the Otway Ranges. There is a sense of openness to the town created by the spacious siting of buildings and expansive views to the coast and hillsides. A green wedge corridor through the centre of the township links the town with a vegetated hillside backdrop and is enhanced by regeneration of indigenous and appropriate coastal shrubs around dwellings and public areas.

Objective

- To protect the nationally significant Great Ocean Road Region landscape and the distinctive landscape qualities and coastal setting of Skenes Creek township.

Strategies

- Ensure new development responds to the above key issues and achieves the following Preferred Character Statement for the Character Areas identified at Schedule 4 to Clause 43.02.

Skenes Creek Precinct 1 – Preferred Character Statement

This precinct provides a native 'green wedge' for the whole township, extending from the hill slopes behind the town to the Great Ocean Road. The character of the precinct will be strengthened by the planting and regeneration of indigenous and native vegetation. Dwellings will be set far enough apart to accommodate substantial native bush areas including canopy trees, and will be set substantially below the vegetation canopy. The semi-rural feel of the area will be retained by the lack of fencing and frequent unmade roads. Views to the dwellings will be softened by native vegetation in frontages to major roads and in the public domain along road verges.

Skenes Creek Precinct 2 – Preferred Character Statement

This precinct will continue to be characterised by diverse coastal dwellings set amongst established coastal gardens. The sense of openness will be maintained by setting the buildings apart, minimising intrusive front fencing, and encouraging building forms that respect views to the surrounding hills and coast. The precinct will be united by consistent mature plantings of native and exotic coastal species in the public and private domains.

21.03-6

16/02/2012
C58

Kennett River, Wye River and Separation Creek

Overview

The structure plan for Kennett River, Wye River and Separation Creek articulates the preferred development future for these coastal townships. Key issues to emerge from the structure plan were that:

- Kennett River, Wye River and Separation Creek will remain as distinct coastal townships nestled in the foothills of the Otway Ranges.
- The primary roles of the townships will be to provide housing for permanent and part time residents and to provide a diverse range of holiday accommodation.
- The existing and preferred character of the townships is characterised by low scale buildings which respond to the constraints of the topography in their coastal location and generally sit below the predominant tree canopy height.
- The informal, open and spacious character of the townships is highly valued and should be preserved and strengthened by new development.

COLAC OTWAY PLANNING SCHEME

- The impact of the townships on the natural environment will be as minimal as possible with water and wastewater being sustainably managed and vegetation acknowledged and valued.
- Future development within the townships should respond appropriately to a range of acknowledged environmental constraints including land slip, wildfire threat, coastal inundation and erosion, storm water management, water supply and effluent disposal.
- The townships have a low growth capacity and all future growth will be contained within existing urban or appropriately zoned land.

Objectives

- To protect and maintain the nationally significant Great Ocean Road Region landscape and the distinctive landscape qualities and coastal setting of Kennett River, Wye River and Separation Creek.
- To support limited tourist, commercial and retail services to the townships.
- To limit the growth of the coastal townships and discourage development outside of existing settlement boundaries.
- To preserve and enhance the environmental qualities of the townships and ensure development responds to the preferred neighbourhood character.
- To ensure that waste water from existing and proposed development is managed in a way that minimises its impact on the environment.
- To ensure that stormwater drainage systems respond to the constraints posed by the townships unique climatic, geological and environmental setting.
- To improve pedestrian access between the hamlets and the foreshores.
- To plan for the impacts of future climate change.

Strategies

- Maintain the existing settlement boundaries as identified on the framework plans forming part of this clause.
- Ensure that future growth of the townships is limited to infill development and renewal contained within existing settlement boundaries.
- Encourage any infill development within the townships, particularly tourist accommodation, to locate in the flatter, less vegetated areas near the centre of the townships (as identified on the framework plans forming part of this clause) but taking into account the need to respond to climate change induced coastal hazards.
- Ensure that any development outside the settlement boundaries is low scale and sensitively sited with minimal impact on the landscape and meets the criteria of the Great Ocean Road Region Landscape Assessment Study.
- Restrict commercial and retail development to small, incremental changes to existing facilities.
- Maintain and preserve the natural setting of the foreshores by minimising new structures in these areas.
- Create or enhance safe pedestrian access from all parts of the townships to the foreshores.
- Encourage opportunities to improve the general store and cafe of Kennett River, including incorporating an outdoor dining area and improved car parking areas to be more landscaped and pedestrian friendly.
- Encourage more diverse accommodation in Separation Creek with small scale projects.
- Collaborate with State Government in developing and implementing new initiatives to manage the impacts of climate change in the future.
- Ensure all new development achieves the following Preferred Character Statement for the Character Precincts identified at Schedule 4 to Clause 43.02:

COLAC OTWAY PLANNING SCHEME

Kennett River Precinct 1 – Preferred Character Statement

This precinct will be dominated by continuous native bush, with dwellings set below and amongst remnant canopy trees. Frontages will be open and consist of diverse native understorey that screens views of buildings from roads. The low scale dwellings will avoid prominent locations and ridgelines, and will be sited to provide for the reasonable sharing of views to the coast where available. Vegetation will be retained or replaced with any new developments to screen buildings when viewed from the Great Ocean Road. Innovative house styles will be encouraged of a scale, materials and colours that blend with the bush character and follow the topography. The informal bush character of the precinct will be assisted by the streetscape planting and lack of formal kerbing.

Kennett River Precinct 2 – Preferred Character Statement

This precinct will consist of coastal style dwellings set amongst gardens of native species. A spacious garden character will be maintained by setting buildings apart and encouraging landscaping between dwellings. Dwellings will be carefully designed, sited and landscaped to be unobtrusive when viewed from roads and to provide for a sharing of views to the coast where available. Trees in both public and private domains will provide a sense of continuity through the precinct and visually link with the adjacent bushland areas.

Wye River Precinct 1 – Preferred Character Statement

This precinct will continue to be characterised by dominant native bush that forms a consistent canopy, linking to the adjacent bushland. Dwelling scale, bulk and siting will respond to the site and topography, allowing space and setbacks to maintain native bush, both as canopy and understorey. Buildings will be set beneath the canopy, and appropriately sited and designed so as to allow for the sharing of views to the coast where available, and to be hidden from view from the Great Ocean Road. The informality of the streetscapes will be retained by the lack of front fencing, frequent unmade roads and remnant vegetation.

Wye River Precinct 2 – Preferred Character Statement

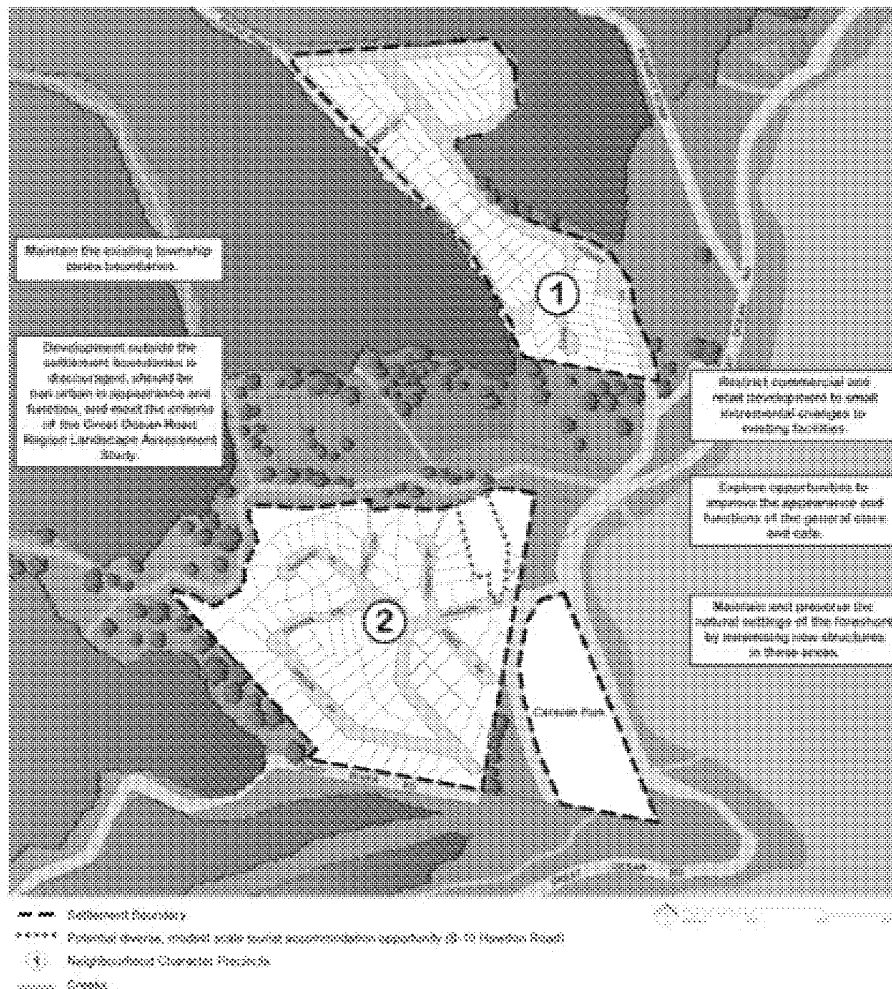
This precinct will achieve a more consistent native vegetation coverage to provide a unifying feature throughout. Space around dwellings will be sufficient to maintain trees and understorey, and minimises the appearance of building bulk and density. On hill slopes, buildings will relate to topography and be set amongst and beneath a dominant, native tree canopy. Buildings and structures in prominent locations when viewed from the Great Ocean Road will be designed to reduce their visual intrusion. Retention and planting of canopy trees in the public domain and around dwellings will be encouraged to establish a consistent tree canopy.

Separation Creek Precinct 1 – Preferred Character Statement

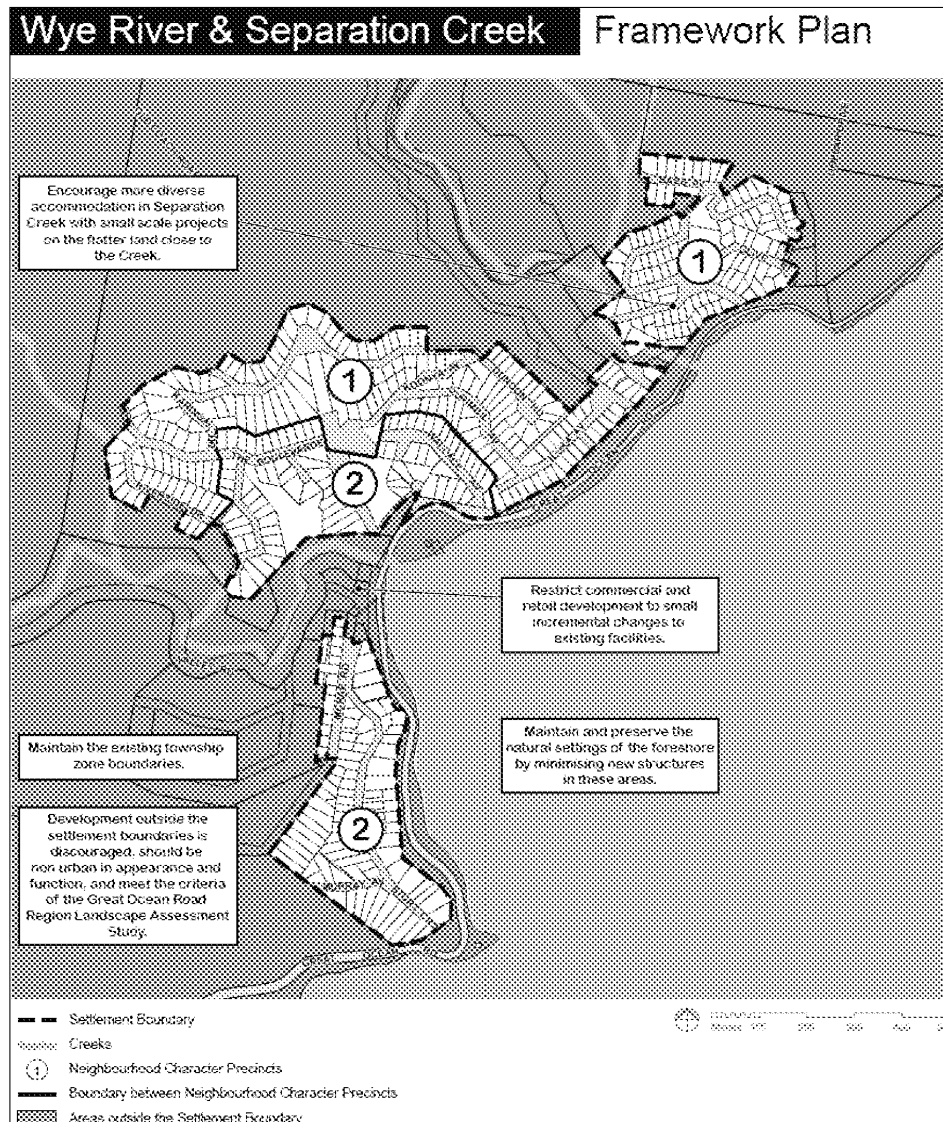
This precinct will consist of a mix of low, coastal style dwellings and newer coastal styles, in established gardens and amongst native canopy trees in the vegetated hillfaces. Dwellings will be of materials and colours that reflect the coastal setting, and be designed and sited so as to minimise intrusion into views from roads, public spaces and adjacent dwellings and impact on the topography. Establishment of native and coastal trees in public and private gardens will unite the precinct and provide visual links to the surrounding bushland and creek environs.

COLAC OTWAY PLANNING SCHEME

Kennett River Framework Plan



COLAC OTWAY PLANNING SCHEME



21.03-7 Smaller Townships

16/02/2012
C58

Overview

- It is important to protect the character of the smaller townships within the Shire, particularly those located along the spectacular Great Ocean Road and nestled within the majestic and beautiful Otway Ranges.
- Township Master Plans have been prepared for Carlisle River, Gellibrand, Forrest, Barwon Downs and Beech Forest. Urban Design Frameworks have been prepared for Beecac, Cressy, Lavers Hill and Swan Marsh. The Master Plans and Urban Design Frameworks identify urban design and built form opportunities to improve the presentation of these important centres in the municipality.

COLAC OTWAY PLANNING SCHEME

- So as to improve the viability of small townships it is acknowledged that future planning needs to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, community facilities and related infrastructure.

Objectives

- To provide an attractive and safe residential environment within the smaller communities of the Shire.
- To encourage development of smaller townships in the Shire that contributes to their economic development, acknowledges and responds to environmental constraints and protects the broader landscapes within which these townships are located.
- To facilitate the ongoing economic future of small communities.
- To recognise the different roles of smaller townships and centres containing a range of community and other facilities.
- To maintain and enhance the environmental quality of small communities.

Strategies

- Ensure that development of the Shire's small communities occurs generally in accordance with relevant township masterplans and structure plans.
- Encourage the development of small-scale economic activity which complements the resources and industries of the region.
- Encourage the location of tourist accommodation facilities within small communities in the region.
- Retaining heritage places as significant components of the character and attractiveness of smaller townships.
- Encourage high quality design input to development in small communities.
- Restrict the expansion of communities in areas of landslip and high fire risk.
- Encourage the implementation of landscape features that recognise indigenous flora and fauna.

Specific Implementation

Policy guidance

Assess proposals in townships (other than Colac, Apollo Bay, Marengo, Kennett River, Wye River and Separation Creek) against the following criteria:

- Development should not exceed 8 metres in height, unless special characteristics of the site justify a higher structure and no off-site detriment is caused.
- Building site coverage should not exceed 50 per cent, except on business zoned land.
- The slope of the roof should relate to the topography of the surrounding landform. Dominant or multiple angular roof slopes and designs should be avoided.
- External building material colours should be of muted toning and roofing material should be non-reflective.
- External materials should be in harmony with the surrounding landscape of the settlement.
- Landscaping should enable development to blend into the surrounding area. This may be achieved by:
 - Using a mixture of low, medium and high growing native trees and shrubs, including some species of trees with a growing height above the roof level of the proposed building.
 - Providing replacement planting for vegetation that is removed.

COLAC OTWAY PLANNING SCHEME

When deciding on the design, siting, mass and scale of new development in townships (other than Colac, Apollo Bay and Marengo) consider, as appropriate:

- Whether it is a major development node or a settlement with limited development potential and only serving the immediate community.
- The visual character of the particular settlement and the likely impact of the development on that visual character.
- The view of the site from the Great Ocean Road and major viewing points in the Otway Ranges and the likely impact of the development on these views.

21.03-8

16/02/2012
C58

Rural Living

Overview

Council prepared and adopted a “Rural Land Strategy” (September 2007) which identifies a range of issues affecting rural land use in the Shire and provides recommended policy responses to address these issues. The strategy identifies the following key issues related to Rural Living opportunities:

- There are no areas of land presently zoned for Rural Living purposes outside of the southern edge of Colac.
- Rural land traditionally used for farming is being used for lifestyle purposes in the absence of land zoned for Rural Living. This is causing problems associated with increasing property values inhibiting farm growth, servicing, provision of infrastructure and conflict with adjoining land uses which has the potential to undermine the objective of protecting the agricultural base of the Shire.

Objectives – Rural living

- To provide opportunities for rural residential style development in appropriate locations that do not negatively impact on the ability to farm.

Strategies – Rural living

- Prepare a rural living strategy to identify appropriate locations for rural residential development across the Shire.
- Apply a strict interpretation of the Farming Zone provisions to ensure incompatible land uses (including dwellings) do not negatively impact on the ability to farm.

COLAC OTWAY PLANNING SCHEME

21.06 GENERAL IMPLEMENTATION

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C72

The objectives and strategies identified in Clause 21 will be implemented by:

Using zones, overlays, local policy and the exercise of discretion

- Rezoning areas of Farming Zoned land in north-east Colac to Rural Activity Zone.
- Applying minimum setbacks to identified main roads in the schedule to the Farming Zone.
- Rezoning the Industrial 1 Zone land in West Colac to the Farming Zone.
- Rezoning the Industrial 1 Zone land north of Treatment Works and Flaxmill Roads Colac to the Farming Zone.
- Applying the Industrial 1 Zone to land east of Forest Street, Colac to provide for an adequate and diverse supply of industrial land.
- Applying the Business 3 Zone to land in Main Road Colac to recognise existing commercial uses.
- Applying the Rural Living Zone to an area south of Colac with a minimum lot size of 1.2ha to reflect the existing settlement and development pattern.
- Applying the Rural Activity Zone to an area of the Apollo Bay Hinterland with a 40ha minimum lot size.
- Applying the Rural Activity Zone to an area east of Colac with a minimum lot size to reflect the existing settlement pattern.
- Maintain the current minimum lot size provisions in the schedule to the Farming Zone for subdivision of 40ha (with 80ha in the north east).
- Maintain 40 hectares as the minimum area for which no permit is required for a dwelling in the Farming Zone (with 80ha in the north east).
- Applying the Development Plan Overlay (Schedule 2) to undeveloped land zoned Residential 1 in Colac.
- Applying the Development Plan Overlay (Schedule 3) to land proposed to be rezoned to Industrial 1 Zone east of Forest Street, Colac.
- Applying the Design and Development Overlay Schedule 1 to industrial land at the eastern entry to Colac.
- Applying the Design and Development Overlay Schedule 3 to highway business land at the western entry to Colac.
- Applying the Design and Development Overlay Schedule 5 to land within the Apollo Bay town centre.
- Applying Design and Development Overlay Schedule 6 to land adjoining the town centre of Apollo Bay.
- Applying Design and Development Overlay Schedule 7 to all other residentially zoned land within Apollo Bay and Marengo.
- Applying the Design and Development Overlay Schedule 8 to the Colac CBD.
- Applying the Design and Development Overlay Schedule 9 to undeveloped residential land at 413-479 Murray Street Colac.
- Modifying the boundary of Airport Environs Overlay Schedule 2.
- Applying the Significant Landscape Overlay (Schedules 1-5) as identified in the Great Ocean Road Region Landscape Assessment Study and the Apollo Bay Framework Plan.
- Applying the Environmental Significance Overlay (Schedule 6) to an area buffering the Colac Water Reclamation Plant.

COLAC OTWAY PLANNING SCHEME

- Considering applications for all areas affected by the Heritage Overlay in accordance with Clause 22.01 (Heritage Places and Areas Policy).
- Applying the Parking Overlay Schedule 1 to the Colac CBD.
- Applying the Parking Overlay Schedule 2 to the Apollo Bay CBD.

Undertaking further strategic work

- Prepare a rural living strategy to identify appropriate locations for rural residential development across the Shire and to include a more detailed policy on housing and subdivision in rural areas.
- Undertake a Small Towns Strategy to consider extension of the Township Zone in small towns, to be undertaken concurrently with the investigation of other areas for the application of the Rural Living Zone.
- Undertake a review of lots less than 8 hectares in the context of their agricultural capability, level of dwelling development and proximity to townships with a view to applying the Rural Living Zone in appropriate locations.
- Prepare a precinct structure plan for Elliminyt.
- Prepare a precinct structure plan for the East Colac area north of the Princes Highway.
- Undertake a residential land supply analysis for all segments of the Colac market.
- Undertake an industrial land supply analysis for Colac.
- ~~▪ Undertake an analysis of parking issues in the Colac and Apollo Bay Commercial areas.~~
- Develop an open space strategy to guide future open space provision for residential development in new and established residential areas in Colac and Apollo Bay.
- Further investigate and consider the former Bruce Street landfill site for the purpose of a recreation area or other appropriate use linked to Lake Colac.
- Prepare an Apollo Bay Harbour Precinct Master Plan for the redevelopment of the port vicinity with a tourism, fishing, boating, commercial and recreational focus strengthening links to the town centre and providing net community benefits.
- Prepare a structure plan for Birregurra to manage future growth in a manner responsive to environmental constraints and respectful of the unique qualities of this township. This should be prepared and implemented before the advent of sewerage to ensure development is properly controlled to ensure the preservation and enhancement of the local character and natural and built form of the town.
- Investigate the development of policy guidelines to guide development within Birregurra township including materials, built form, height, setback and colours and the appropriateness of a Design and Development Overlay to protect its unique qualities.
- In conjunction with Barwon Region Water Corporation, assess the needs and opportunities for reticulated sewerage in Birregurra and impacts on future development.
- Update Overlays on completion of the Corangamite River Health Strategy.
- Update the Vegetation Protection and Environmental Significance Overlays to incorporate revisions to the Ecological Vegetation Class mapping.
- Update the Land Subject to Inundation Overlay and schedule to align with revised data and mapping when available from the Corangamite Catchment Management Authority.
- Revise the Erosion Management Overlay following completion of the Department of Primary Industries and Corangamite Catchment Management Authority review.
- Consider applying the Salinity Management Overlay to areas recommended by the Corangamite Catchment Management Authority.
- Review retail and office floor space needs in Colac and review zones accordingly.

COLAC OTWAY PLANNING SCHEME

- Prepare an advertising signs policy for Colac and Apollo Bay.

Undertaking other actions

- Maintain close linkages with the Corangamite Catchment Management Authority, the Western Coastal Board, VicRoads, Water Corporations, the Victorian Coastal Council, the Department of Sustainability and Environment and the Department of Planning and Community Development to ensure regional consistency is developed.
- Undertake urban design improvements for the enhancement of the Colac Town Centre through implementation of the Colac CBD and Entrances Project.
- Undertake enhanced recreation and pathway connections particularly around Lake Colac and in relation to the proposed Education, Recreation and Community Precinct.
- Maintain and enhance the local road network, particularly links with Colac, to support viability of Birregurra and encourage tourism.
- Investigate the land use planning implications of sea level rise and storm surge associated with climate change and appropriate planning scheme responses.
- Identify and protect RAMSAR wetlands as important ecological and economic assets.
- Identify and promote activities which illustrate and are sensitive to local Koori history and culture.
- Prepare detailed designs for priority capital works projects (streetscape, parking, pedestrian and cycling projects) arising from the *Colac CBD and Entrances Project Planisphere 2012*.
- Developing an Urban Forest Strategy for Colac and Elliminyt to:
 - * Set a vision for the long term botanic theme for planting in streets and public places;
 - * Determine species selection;
 - * Identify priority locations for planting (streets, public space and private land)
 - * Review existing Tree Asset Management Plan.
 - * Establish staged implementation program of tree planting.
 - * Detail required maintenance regimes.
 - * Establish identification and signage system for botanic collection.

COLAC OTWAY PLANNING SCHEME

21.07

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C72

REFERENCE DOCUMENTS

The following strategic studies have informed the preparation of this planning scheme. All relevant material has been included in the Scheme and decisions makers should use these documents for background research only. Material in these documents that potentially provides guidance on decision making but is not specifically referenced by the Scheme should not be given any weight.

Settlement

- Apollo Bay Structure Plan (2007)
- Colac Structure Plan (2007)
- Apollo Bay and Marengo Neighbourhood Character Review Background Report (2003)
- Barwon Downs Township Masterplan (2006)
- Beeac Township Masterplan (2001)
- Beech Forest Township Masterplan (2003)
- Birregurra Township Masterplan (2003)
- Carlisle River Township Masterplan (2004)
- Cressy Township Masterplan (2007)
- Forrest Township Masterplan (2007)
- Gellibrand Township Masterplan (2004)
- Kennett River, Wye River and Separation Creek Structure Plans (2008)
- Lavers Hill Township Masterplan (2006)
- Siting and Design Guidelines for Structures on the Victorian Coast, Victorian Coastal Council (1997)
- Skenes Creek, Kennett River, Wye River and Separation Creek Neighbourhood Character Study (2005)
- Swan Marsh Township Masterplan (2001)
- ◊ Colac CBD and Entrances Project, Planisphere (2012)
- ✱ Colac and Apollo Bay Car Parking Strategy, AECOM (2011)

Environment

- Biodiversity Action Planning – Otway Plain Bioregion, 2003
- Biodiversity Action Planning – Otway Ranges Bioregion, 2003
- Biodiversity Action Planning – Victorian Volcanic Plains Bioregion, 2003
- Biodiversity Action Planning – Warrnambool Plains Bioregion, 2003
- Central West Victoria Regional Coastal Action Plan (2002)
- Central West Victoria Estuaries Coastal Action Plan (2005)
- Coastal Spaces Recommendations Report (2006), Department of Sustainability and Environment
- Colac Otway Heritage Study (2003)
- Colac Otway Shire Three Towns Stormwater Management Strategy (2004)
- Colac Otway Stormwater Management Plan (2002)
- Corangamite Floodplain Management Strategy (2002), Corangamite Catchment Management Authority
- Corangamite Native Vegetation Strategy (2006), Corangamite Catchment Management Authority

COLAC OTWAY PLANNING SCHEME

- Corangamite Regional Catchment Strategy 2003 – 2008 (2003), Corangamite Catchment Management Authority
- Corangamite River Health Strategy (2007), Corangamite Catchment Management Authority
- Corangamite Wetland Strategy 2006 – 2011, (2006), Corangamite Catchment Management Authority
- Draft Corangamite Salinity Action Plan (2003), Corangamite Catchment Management Authority
- Great Ocean Road Region Landscape Assessment Study (2003)
- Municipal Fire Prevention Planning Guidelines (1997), Country Fire Authority
- Victorian Coastal Strategy (2002), Victorian Coastal Council
- Wastewater Management Issues Paper: Beeac (2005)
- Wastewater Management Issues Paper: Birregurra (2002)
- Wastewater Management Issues Paper: Forrest (2005)
- Wastewater Management Issues Paper: Kennett River (2002)
- Wastewater Management Issues Paper: Wye River and Separation Creek (2002)
- Domestic Wastewater Management Plan (2007), Colac Otway Shire Council

Economic Development

- Colac Otway Economic Development and Tourism Strategy (2004)
- Colac Otway Rural Land Strategy (2007)
- Colac West Industrial Area - Outline Development Plan for the Colac West Industrial Area (1996)



Assembly of Councillors Record

This Form MUST be completed by the attending Council Officer and returned IMMEDIATELY to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting. {See over for Explanation/Guide Notes}

Assembly Details:

Date:

11, 4, 13

Time:

6 am/pm

Assembly Location:

Colac Botanic Cafe

(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

In Attendance:

Councillors:

Cr C. Smith

Officer/s:

Laurence Towers

Matter/s Discussed:

Friends of Colac Botanic Gardens

(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

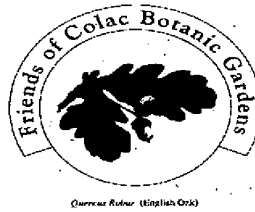
Councillors:

Officer/s:

Left meeting at:

Completed by:

L. Brooker



MINUTES

of Meeting, Thursday 11th April 2013 at 6pm @ Colac Botanic Café

PRESENT: Anne Mercer (AM) in Chair, Roslyn Scanlan (RS) secretary, Chris Bell (CB) treasurer, , Jan McMahon(JM), Sue Mulder (SM), Helen Paatsch(HP), Jen Todorovic (JT), Laurence Towers (LT), Cr Chris Smith (CS)

APOLOGIES: Pauline Maunsell (PM)

MINUTES OF PREVIOUS MEETING

Moved RS 2nd CB

Business Arising: Nil

CORRESPONDENCE

Out:

1. Congratulations to Helen Paatsch on the award of the Medal of the Order of Australia
2. Invitation to COS Councillors and their partners to join us for coffee and a walk in the gardens at 11am Wed 17th April.
3. Jayde Mulder re committee response to her 'Active in Parks' ideas
4. Committee contact details were forwarded to Maree Gannon so that invitations from St Laurence could be sent individually.
5. Great Ocean Media 7/4: formal quote requested to accompany grant application

In:

1. The Gardens Autumn magazine (NSW)
2. Helen P: sincere thanks
3. Great Ocean Media 19/3: initial proposal and quote for website development – detailed information and generous price.
4. St Laurence: Invitation to all committee to attend a luncheon at the Botanic Cafe Wed 24 April 12.45 – 2pm

Received 1.CB 2.JM

Business arising from correspondence :

Out

2. To date, 2 acceptances and one apology have been received from **Councillors for Wed 17th April 11am – noon**. Mayor Lyn Russell, Cr Stephen Hart & Cr Chris Smith. Cafe meeting room is booked to meet & have coffee then brief tour of Gardens. Committee members CB, AM, SM, HP & RS will attend.

In

3. Web development quote. Being considered.
4. Secretary will reply for all. Attending: CB, AM, JM, SM..

Moved: PM 2nd:CB

TREASURER'S REPORT

Current balance \$6,678.88

Moved: CB 2nd:JT Carried

GARDENER'S REPORT LT

Report tabled.

LT reported on the BGANZ Conference.

POTTING REPORT

New member joined potting group. 3 attended last session. Some plants were growing through into the gravel and were moved. Some plants were potted up for next year's sale.

GENERAL BUSINESS:

Plant sale Saturday 10am – 1pm.

Sale preparation day Friday 12th April, 10am-12.

Set up 9am Saturday

Watering system for the cafe area: Approach COS Mngr Infrastructure to explore a three way split of costs between COS, St Laurence & the Friends of CBG To be arranged.- AM

Applications to COS for 2 Grants are being prepared. Grants are to assist with:

(1) Publication of Gardens history – letters of support coming from the Colac, Birregurra and Forrest Historical Societies.

(2) Friends of CBG website. CB

Other sources of grants for these projects will be explored if necessary.

Committee Meeting time Agreed to keep meeting time for May to September at 6pm. This will be reviewed if attendance difficulties arise.

Committee membership – With recent retirements it is necessary to co-opt new committee members.

Garden tour – A Port Fairy garden group will tour the CBG on Wednesday 8th May, 2 – 3pm. AM & HP to conduct tour.

150TH ANNIVERSARY

- No response yet from COS concerning their commitments for the CBG 150th celebration.
- It was suggested that this committee make a presentation at a COS briefing meeting to provide context for the 150th Celebration.
- Executive will meet with Karen Patterson to co-ordinate COPACC activities in 2015
- The Colac Historical Society have offered their display windows for an appropriate time during the anniversary year.

RAFFLE: Won by CB

Meeting Closed

NEXT MEETING: Thurs 9th May, 6pm

Meeting with Jayde Mulder from Barwon Medicare Local on 1/3/2013
Re activities in Colac Botanic Gardens

Jayde's role is to encourage people who are mentally or physically ill to make use of their parks.
See www.activeinparks.org

She has been coordinating picnics in parks in Geelong for vulnerable people in the community by linking with Pathways, Diversitat & Glastonbury. Some of the best attenders were coming by bus from Colac.
It was agreed that I would put the following requests to the committee at the next meeting.

1 Guided Tours

Jayde is interested in a guided tour of the gardens. She has found that people link in better to a place if they have some knowledge/history of the place/trees/structures.

The idea is to engage people with the parks in Colac so they will use them independently.

She will arrange a picnic in the park to follow the tour. If it goes well she would like to do several tours with different people.

2 Growers Group

Jayde would like to place one or two people with Jan & Graham to help with potting activities. Again her aim is to get people involved in the Gardens.

It would take time to teach them to do things as required but it could be a good investment and a significant help.

Suggested activities:

- Watering and weeding would be safe but useful.
- Wash donated pots & sort them into sizes.
- Helping with replenishing the plant stand.

Another possibility would be to have someone working voluntarily with Laurence - raking, weeding etc. If it was one day a week Laurence would possibly have time to identify a suitable job each week.

I don't know how much ongoing supervision Jayde would do. I think she would simply make the arrangement.

3 Activities in the Gardens

We discussed the earlier investigations by Leisure Networks into setting up opportunities for activities in the Gardens -

- bikes for hire,
- bocce/boules area,
- lines painted on the fire track for tennis & net for hire,
- basket ball ring & 1/2 court.
- exercise stations for oldies (very popular overseas - <http://www.happynews.com/news/612010/london-launches-senior-adult-exercise-park.htm>)

Apart from the bocce they all focussed on the lake foreshore. Some were a bit more difficult than others - (bikes for hire?).

Management of the equipment for hire was the problem. Now that the Cafe is owned by St Laurence and the aim is to engage vulnerable people, it might possibly be run through the Cafe. Jayde to explore this with St Laurence

Jayde Mulder
Active in Parks Coordinator
Barwon Medicare Local
P: 5229 1922
M: 0402 424 152
E: jayde@barwonml.com.au
www.facebook.com/activeinparks



Assembly of Councillors Record

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Assembly Details:

Date: 17 / 4 / 2013

Time: 1pm am/pm

Assembly Location: Councillors Chamber, Rae St
(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices - Nelson Street, Apollo Bay)

In Attendance:

Councillors: C.F. Hunt, C.F. Russell, C.F. Woodcroft

Officer/s: Hege Ger

Matter/s Discussed: Expressions of Interest to host
2014 Australia Day celebrations
(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

Councillors: none

Officer/s:

Left meeting at: 145 pm

Completed by: Hege Ger

| | | | | |
|--|---|--|--|--|
| <div>
Agenda</div> | | | <h1>Councillor Workshop</h1> <p>Wednesday, 17 April 2013
COPACC Meeting Room
3.00 pm</p> | |
| | | | <p>ATTENDEES:
Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Mick McCrickard, Cr Brian Crook,
Cr Terry Woodcroft (from 4.05pm)</p> <p>Rob Small (CEO)
Colin Hayman (GM, Corporate & Community Services)
Jack Green (GM, Sustainable Planning & Development)
Neil Allen (GM, Infrastructure & Services)
Brett Exelby (Manager Finance & Customer Service)</p> <p>Apology: Cr Michael Delahunty</p> | |
| | | | <h2>Agenda Topics</h2> | |
| 3.00 pm | Declaration of Interest
Nil | | | |
| 3.00 pm – 5.00 pm | Presentation of the Draft 2013/14 Council Budget | | Brett Exelby | |

Councillor Briefing Session

Wednesday, 24 April 2013

Venue – COPACC Meeting Rooms, Colac

Attendees: Cr. Lyn Russell (Mayor), Cr. Brian Crook, Cr. Stephen Hart, Cr. Michael Delahunty (11.20am), Cr. Terry Woodcroft (11.35am), Cr. Mick McCrickard (12.30pm),

Rob Small, Colin Hayman, Jack Green, Neil Allen, Rhonda Deigan

Part: Brett Exelby, Carmen Lawrence, Paul Carmichael

Visitors: Ruth Gstrein and David Boyle (Regional Development Australia)

Conflict of Interest:

Cr Hart: Item OM132404-25

| | |
|-------------------------|--|
| 10.30 am | RDA Committee Presentation – Ruth Gstrein & David Boyle |
| 11.30 am | Councillor Briefing Session |
| 12.30 pm | Lunch |
| 1.00 pm – 2.30pm | Councillor Briefing Session |

COUNCILLOR TOUR OF THE SHIRE

Wednesday, 1 May 2013

| | | | |
|---|-------------------|--|--|
| 8.30am Depart from Rae Street Staff Car Park, Colac | | | |
| 9.15 am | Arrive Forrest | Forrest Small Town Community Infrastructure Plan including current streetscape project
Men's Shed
Forrest Structure Plan
Brewery
Mountain Bike Trail
Tiger Trail
Rural Living Strategy
Small Town Master Plan
Neighbourhood Safer Places issue | <u>Economic Development Unit</u> - Mike Barrow

<u>Planning</u> - Doug McNeill

<u>Environment & Community Safety</u> - Stewart Anderson |
| 10.00am | Morning Tea | Forrest Guesthouse | |
| 10.15 am Depart Forrest | | | |
| 10.45 am | Arrive Birregurra | Birregurra Small town Community Infrastructure plan
Structure Plan & Rural Living Strategy
Potential impacts of sewerage reticulation
Footpath Rehabilitation
Recreation Reserve
Town Park inc. playground | <u>Economic Development Unit</u> - Mike Barrow
<u>Infrastructure Services</u>
<ul style="list-style-type: none"> • Footpaths rehabilitation - Adam Lehmann. • Town Park inc. Playground – Mark Robinson to meet us there. <u>Planning</u> - Doug McNeill |
| 11.45 am Leave Birregurra | | | |
| 12.15 | Arrive Colac | 4 Point Entrances
Bruce Street Landfill
Queen Street Bridge & CBD Entrance Project
Memorial Square
Family/Children's Services
Eastern Reserve
Colac Lake Oval
Lake Colac – Foreshore and Environment
Botanic Gardens | <u>Economic Development Unit</u> - Mike Barrow
<u>Planning</u> - Doug McNeill
<u>Infrastructure Services</u>
<ul style="list-style-type: none"> • Bruce Street Landfill – Ranjani Jha to meet us there. • Botanic Gardens, Memorial Square – Mark Robinson to meet us there. • Queen Street Bridge – Paula Gardiner to meet us there. <u>Environment & Community Safety</u>
<ul style="list-style-type: none"> • Barongarook Creek - Exotic tree removal |
| 1.30 pm Lunch at 'Botanic Cafe' | | | |
| 2.30 pm Depart for Council Offices | | | |

Attending: Cr Lyn Russell, Cr Woodcroft, Cr Crook, Cr Hart,

Staff: Rob Small, Colin Hayman, Jack Green, Neil Allen, Carmen Lawrence, Doug McNeill, Stewart Anderson, Ranjani Jha, Adam Lehmann, Rick Morrow, Mike Barrow, Ian Seuren

Apologies: Cr Delahunty, Cr Smith, Greg Fletcher, Cr Mick McCrickard

| | | |
|--|--|---|
|  <p>Agenda</p> | <h1>Councillor Workshop</h1> <p>Wednesday, 8 May 2013
COPACC Meeting Room
9.00 am to 4.00 pm</p> | |
| | <p>ATTENDEES:
Cr Lyn Russell (Mayor), Cr Stephen Hart, Cr Brian Crook, Cr Michael Delahunty (until 2.10pm), Cr Mick McCrickard (from 11.40pm), Cr Terry Woodcroft (12.45pm to 2.15pm), Cr Chris Smith (12.55pm to 2.10pm)</p> <p>Rob Small (CEO)
Colin Hayman (GM, Corporate & Community Services)
Jack Green (GM, Sustainable Planning & Development)
Neil Allen (GM, Infrastructure & Services)</p> <p>Apology: Cr Woodcroft for balance of workshop</p> | |
| | <h2>Agenda Topics</h2> | |
| 9.00 am | Declaration of Interest | |
| 9.00 am – 10.00 am | Events Background & Update | Ian Seuren, Jodie Fincham, Vicki Jeffrey |
| 10.00 am – 10.30 am | Wye River & Separation Creek Community Plan | Greg Fletcher |
| 10.30 am – 10.50 am | Pirron Yallock Reserve Masterplan | Mike Barrow/Ian Seuren |
| 10.50 am – 11.20 am | Planning Scheme Amendment C72 (Carparking Strategy & CBD entrances Project) | Doug McNeill/Don Lewis/Gemma Browning |
| 11.20 am – 12.15 pm | 2013/2014 Draft Council Budget | Brett Exelby |
| 12.15 pm – 1.00 pm | Lunch | |
| 1.00 pm – 2.10 pm | Special Council Meeting – 2013/2014 Draft Council Budget | |
| 2.15pm – 3.15pm | Apollo Bay Masterplan Planning Scheme Amendment | Doug McNeill/Mike Barrow/Don Lewis & Dave Merrett & Dean Thornton (Meinhardt) |
| 3.15 pm – 3.40 pm | South West Landscape Assessment Study | Doug McNeill/Don Lewis |
| 3.40 pm – 4.00 pm | Tendering Process/Policy | Neil Allen/Andrew Kavanagh/Ian Seuren |



YOUTH COUNCIL

Minutes of the Colac Otway Youth Council held on Monday 18 March 2013 at 4.00pm, COPACC

| ITEMS & ACTIONS | RESPONSIBLE PERSON | ACTION DUE DATE |
|---|--------------------|-----------------|
| ATTENDEES:
Youth Councillors: Jasmine Steen, Josh Smith, Tom Robinson, Tassia Georgakis, Chloe Robbins, Taylah Walters, Sinead Leamer, Claire Whytcross, Bonnie Darlow, Kyrar Howell, Amy Brauer

Mentors: Emma Warton, Chris Smith, Terry Woodcroft, Melanie Duve
APOLOGIES:
Ory Reid, Spencer Cochrane | | |
| 1.0 Meeting called to order at 4.00pm | | |
| 2. MINUTES OF THE LAST MEETING:
- Accepted as read | | |
| 3. CORRESPONDENCE:

IN – Nil

OUT – Nil | | |
| 4. Meeting Procedure <ul style="list-style-type: none"> Cr Smith explained the format of the meeting, the role of the executive and the process for moving and seconding motions. Budget – Youth Council is allocated \$4,000 per annum for the funding of project, room hire etc. Cr Woodcroft encouraged all Youth Councillors to be involved in meetings and to use their voice. Returning Youth Councillors were asked to be mindful of the new Councillors and encourage everyone to speak. “Whip Arounds” provides Youth councillors with the opportunity to speak about ways their membership of council has been able to help or to bring an issue forward. The role of mentors was explained and members were asked to introduce themselves to the group. | | |
| 5. Election of Office Bearers <ul style="list-style-type: none"> Nominations were called for the position of Chair.
 Nominees: Josh Smith, Taylah Walters, Tassia Georgakis
 Elected as Chair by majority of votes: Tassia Georgakis Nominations were called for the position of Vice Chair
 Nominees: Claire Whytcross, Josh Smith, Bonnie Darlow
 Elected as Vice Chair by majority of votes: Josh Smith Nominations were called for the position of Secretary
 Nominees: Taylah Walters, Claire Whytcross, Sinead Learner
 Elected as Secretary by a majority of votes: Claire Whytcross | | |

| ITEMS & ACTIONS | RESPONSIBLE PERSON | ACTION DUE DATE |
|--|--------------------|-----------------|
| <ul style="list-style-type: none"> Nominations were called for the position of Treasurer Nominees: Amy Brauer, Bonnie Darlow, Chloe Robbins Elected as Treasurer by a majority of votes: Amy Brauer | | |
| 6. Bonding Event <ul style="list-style-type: none"> Youth Council discussed the importance of a bonding or team building event which would also examine and set targets for the 2013 Youth Council. | | |
| Resolution:
Moved by Chloe Robbins and seconded by Bonnie Darlow that:
Youth Council participate in a two day retreat including a hike from Beech Forest to Gellibrand, an overnight stay in Gellibrand and second day activities to be determined.
Carried | | |
| 7. Flying Trip <ul style="list-style-type: none"> An invitation to participate in a flying trip from the Colac Aero Club was discussed. | | |
| Resolution:
Moved by Amy Brauer and seconded by Josh Smith that:
Youth Council organises to take up the opportunity from the Colac Aero Club for a visit and a short flight on 11 April 2013, subject to weather and insurance cover through Victoria Police.
Carried | | |
| 8. Youth Council Badges <ul style="list-style-type: none"> Melanie Duve to organise name badges The group discussed Youth Council 2013 shirts. | Mel | |
| Resolution:
Moved by Josh Smith and seconded by Amy Brauer that:
T-Shirts be ordered for Youth Councillors at no cost to members.
Carried | | |
| 9. Other business <ul style="list-style-type: none"> Members encouraged to use the Youth Council Facebook Page to keep up to date with Youth Council activities. Formal meetings to be held fortnightly on Monday afternoons. | | |
| Resolution:
Moved by Bonnie Darlow and seconded by Sinead Learner that:
The next meeting of Youth Council is to be held on Monday, 15 April 2013 from 4.00pm.
Carried. | | |
| Important Dates
Next Meeting: 15 April 2013 at 4.00pm
<u>**Rember to bring a notepad and pen**</u>
Meeting closed 6.03pm | | |



YOUTH COUNCIL

Minutes of the Colac Otway Youth Council held on Monday 15 April 2013 at 4.00pm, COPACC

| ITEMS & ACTIONS | RESPONSIBLE PERSON | ACTION DUE DATE |
|---|--------------------|-----------------|
| ATTENDEES:
Youth Councillors: Tassia Georgakis (Chair), Spencer Cochrane, Josh Smith, Tom Robinson, , Chloe Robbins, Taylah Walters, Sinead Learner, Claire Whytcross, Bonnie Darlow, Kyrrah Howell, Amy Brauer

Mentors: , Chris Smith, Melanie Duve | | |
| APOLOGIES:
Emma Warton, Terry Woodcroft, Kerri Bauer

Moved: Taylah Walters Seconded: Josh Smith Carried | | |
| 1.0 Meeting called to order at 4.00pm by Chair | | |
| 2. MINUTES OF THE LAST MEETING:
- Not available | | |
| 3. CORRESPONDENCE:

IN – Nil

OUT – Email to Youth Councillors regarding the two day retreat

Moved: Taylah Walters Seconded: Bonnie Darlow Carried | | |
| 4. Two Day Retreat <ul style="list-style-type: none"> Permission slips to be completed and handed in on the first day of the retreat. Youth Council shirts are ready and will be presented on the trip Suggestion that the flying activity be held on the second day of the retreat. Day One <ul style="list-style-type: none"> Depart from Colac Otway Shire Offices at 8.30am on 22 April 2013 Forms for flying trip to be dropped off by Cr Smith at resepective schools Youth Councillors requested not to ignore Facebook notifications with respect to the walk Bus will take group to Beech Forest and then they will walk to Gellibrand for overnight stay at caravan park. Youth Councillors to give serious consideration to activities for 2013 for discussion at the formal meeting to be held that evening. Day Two <ul style="list-style-type: none"> Flights with Colac Aero Club and tour of hangars at Colac Airfield Youth Councillors from last year to be invited to participate BBQ lunch will be provided. Moved: Claire Whytcross Seconded: Taylah Walters Carried | All | |

| ITEMS & ACTIONS | RESPONSIBLE PERSON | ACTION DUE DATE |
|--|--|-----------------|
| | | |
| 5. Projects & Events <ul style="list-style-type: none"> Airfield Open Day on 5 May 2013 – request for Youth Councillors to assist on the day. | | |
| Resolution:
Moved: Josh Smith Seconded: Tom Robinson that:
Youth Council to pursue the possibility of assisting at the Airfield Open Day on 5 May 2013.
Carried | | |
| <ul style="list-style-type: none"> Anzac Day 2013 <ul style="list-style-type: none"> Dawn Service commencing from 5.45am on 25 April 2013 in Memorial Square. (Optional) Laying of wreath by Youth Council representatives Bonnie and Sinead to purchase a wreath up to the value of \$50 from John Simmonds Breakfast at RSL (Optional) March from Memorial Square to St Mary's Church from 10.20am (Compulsory). Youth Councillors to wear school uniform with blazers if possible. | Bonnie & Sinead

All | |
| Resolution:
Moved: Josh Smith Seconded: Bonnie Darlow that:
Youth Council purchase a wreath for Anzac Day and participate in the Anzac Day march.
Carried | | |
| 6. Youth Council Whip Around <ul style="list-style-type: none"> Taylah – request for off road dirt track for BMX bikes Kyrah – youth activities around alcohol awareness campaign Josh – request for another skate park festival Bonnie – suggested a fund raising event for Salvation Army to help the disadvantaged people in our community Tom – requested a Defence Force stand at the Colac Careers Expo and suggested hosting another Youth Expo in Colac. Cr Smith encouraged Youth Councillors to talk to their schools about Youth Council activities. Youth Councillors have received positive feedback on their appointment to the Youth Council. | | |
| 7. Other Business <ul style="list-style-type: none"> Nil | | |
| Important Dates
Next Meeting: 22 April 2013 at Two Day Retreat
<u>**Rember to bring a notepad and pen**</u>

Meeting closed 4.50pm | | |

Monday 22nd April 2013:

MEETING OFFICIALLY OPENED AT 8.05PM.

Present: Tom Robinson, Bonnie Darlow, Sinead Leamer, Tassia Georgakis, Josh Smith, Jasmine Steen, Amy Brauer, Spencer Cochrane, Emma Warton, Chloe Robbins, Kyras Howell, Taylah Walters, Claire Whytcross, Chris Smith, Terry Woodcroft.

Apology: Ory Reid, Kerri Bauer, Rhonda Deigan

(Moved : Amy Brauer Seconded: Bonnie Darlow Carried)

1st Minutes: Read by Chris. Changes for first minutes. Jasmine Steen was present and Spencer Cochrane was an apology.

2nd Minutes: No alternations.

(Moved: Josh Smith Seconded: Bonnie Darlow Carried)

Youth Council Badges: Councilor Chris Smith to organise with Rhonda.

Youth Council Shirts: Emma has the shirts organised and handed out at meeting. Invoice for shirts given to Chris to pass on to Rhonda.

ANZAC Day Wreath: Bonnie Darlow and Sinead Leamer, tried to organise wreath and were informed it was already organised. Councillor Chris Smith, to make phone call and organise.

Money for Youth Council: Councilor Chris Smith to enquire the amount of money in the account.

Extra T-shirts: Terry Woodcroft has informed the group of spare t-shirts unlogged for an event if needed.

Apologies for Anzac Day March: Kyras Howell.

Anti-bullying day: 15th March. Suggestions were made about a smoking cessation video or bullying video or web page or screening and for youth council to support event. (Emma made request not to run a competition until later in the year so not to clash with Youth Community Development Art Contest.

YOUTH COUNCIL IDEAS:

- Invite Dianne to come back and talk to group.
- Join and support other groups.
- Bullying support.
- Video competition.
- Speakers to attend schools.

- Ideas to bring attention to topic.
- Films shown during school hours.
- Provide BBQ lunch.
- Shooters event.
- Youth expo.
- Health and well being expo.
- Guest speakers.
- Do Care.
- Speaker from do care to speak to youth council.
- Mural at skate park (anti graffiti paint)
- Youth council column to be involved in.
- Netball game with disabled.
- Debbi Gray.
- People suitable for group. (workers/agents to give information on who to invite.)
- No discrimination.
- One piece pyjama day. (kids)
- Interschool Disco. (kids)
- Teddy bear picnic.
- Charity's such as heart foundation, diabetic, autism awareness. (give time not money.)
- Investigation on ways to make Colac an even better place.

Next meeting: Take on ownership of ideas.

Motion: To invite Kerry to be a mentor of Youth Council. (Moved: Chloe Robbins Seconded: Tom Robinson Carried)

MEETING OFFICIALY CLOSED AT 10.05 PM

Old Beechy Rail Trail Committee Meeting

MINUTES of the Old Beechy Rail Trail Committee
held on Monday 4 February 2013
at 10.00 am – 12.30 pm

| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|---|--|-----------------|
| <p>1. ATTENDEES:
Cyril Marriner, Tony Grogan (Chair), Glenn Anderson, Christine Humphris, Anthony Zappelli, Bernard Jordan, Phil Dandy, Noel Barry, Chris Smith, Tricia Jukes, Jodie Fincham (COS), Craig Clifford (DSE), Nigel Jenkins, John Wilson (arrived 11.30am)</p> <p>Minutes: Melanie Duvè</p> <p>2. APOLOGIES:
Terry Woodcroft, Kim Vince</p> <p>3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING:</p> <ul style="list-style-type: none"> Bushwalking Victoria and Beech Forest Progress Association member to be included in current term. <p>Moved – Tony Grogan
Sec – Noel Barry
Carried</p> <p>4. BUSINESS ARISING:</p> <ul style="list-style-type: none"> Tony introduces and welcomes Nigel Jenkins, a new member from Beech Forest Progress Association. Noel Barry was nominated for an Australia Day Award Pat Barry (Noel's mother) was nominated for Volunteer of the Year Congratulations from the OBRT Committee <ul style="list-style-type: none"> Noel thanks everyone Tony wishes Noel's mother a speedy recovery from a recent accident. Pat has helped with the Friends activities and still does with painting of trail signs and sheds. Bob Whitehead will be undergoing a spinal operation <ul style="list-style-type: none"> Chris Smith moves a motion to pass on well wishes to Bob from the Committee of Management. <p>ACTION: Tony to pass on well wishes To Bob Whitehead.</p> <p>4a: Peg out access at Beech Forest</p> <ul style="list-style-type: none"> Will come back to this issue once John arrives <p>4b: Letters to landowners</p> <ul style="list-style-type: none"> Has not happened yet as waiting on John. | <p>Tony Grogan</p> <p>Tony Grogan</p> <p>Tony Grogan</p> | |

| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|---|--------------------------------------|-----------------|
| <p>4c: Hanging of OBRT images</p> <ul style="list-style-type: none"> Tony Grogan spoken to Manager, left them a copy of the CD of photos and DVD – can't get DVD working <p>4e: Fun Run event on OBRT</p> <ul style="list-style-type: none"> Fun Run will be held 17 March 2013. The event includes 16km run and a 7km walk. <p>(John Wilson arrived 11.30am)</p> <p>4a: Peg out access at Beech Forest</p> <ul style="list-style-type: none"> Towers property – no pegs have been put out as yet. <p>4d: Cosworks trail inspections</p> <ul style="list-style-type: none"> Inspection of trail with Cosworks – has not been organised yet. | John Wilson | |
| <p>5. CORRESPONDENCE</p> <p>IN:</p> <ul style="list-style-type: none"> Nigel Jenkins is replacing Steve Trotter as the Beech Forrest Progress Association representative Newsletter – Rail Trails Australia Friends Newsletter Rail Trail Committee's to meet jointly at Glenfyne Hall at 3.00pm Sunday for a short walk followed by dinner 24 March 2013. <ul style="list-style-type: none"> To help with Tiger Rail Trail development Response as to who will attend Chris Smith Tony Grogan <p>ACTION: Jodie to respond to Camperdown/Timboon Rail Trail Committee with confirmation of 2 attendees, possibly 3 if Bernard Jordan can attend.</p> <ul style="list-style-type: none"> Geoff Hunter sent a cheque to Old Beechy Rail Trail for \$50 as a donation – received by Chris Smith | Jodie Fincham | |
| <p>OUT:</p> <ul style="list-style-type: none"> Tony Grogan emailed Michael Menzies re cheque querying whether payment had been received. <p>ACTION: Tricia to cancel cheque and re issue for \$300</p> <ul style="list-style-type: none"> Progress on Cemetery at Wyelangta <ul style="list-style-type: none"> Grants submission has been submitted Fundraiser to be held 24 March 2013 at Melba Gully 11am – 4pm Colac History group will donate a matched figure. Will look at applying for funding through COS Community Funding Program | Tricia Jukes

Anthony Zappelli | |
| <p>6. WORKS REPORT</p> <p>Colac Station yard Trail path:</p> <ul style="list-style-type: none"> Further progress with Mercy Place has stalled due to concerns of liability, i.e. pothole in sealed driveway, Mercy Place would have to repair but who would be | John Wilson | |

| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|---|---------------------------------------|-----------------|
| <p>liable if a walker or cyclist was injured?</p> <ul style="list-style-type: none"> John has asked Mercy Place to provide intervention levels and compare these to the Colac Otway Shire. Assess what the gap is and go from there. May be forced to extend a 3rd easement for foot/cyclists only off the roadway. Hopefully issue can be resolved. Cost an issue of culverts, want to avoid as too many issues if flooding of the bowling club occurs. Further work needed to get this path way open and more discussions need to be held with Mercy to resolve the issue. Black on yellow signage would be more appropriate in Mercy Place as it is purely advisory – not enforceable. V/Line will not budge on the fencing height along the path – 1.8m high fence is not negotiable. Mercy Place has not so far, requested a fence. <p>ACTION: John to correspond with Tony and Chris as to progress. Make sure project continues to track along.</p> | John Wilson | |
| <p>Dinmont – Ditchley section:</p> <ul style="list-style-type: none"> Application submitted for a planning permit Bridge components to be recycled on trail Paula is working on this section now and having some success | John Wilson, Chris Smith, Tony Grogan | |
| <p>Beech Forest – Ferguson section:</p> <ul style="list-style-type: none"> Vic Roads is ok with proposal for trail; however want a formal written proposal. | John Wilson | |
| <p>Trail inspection:</p> <ul style="list-style-type: none"> Full inspection of trail showed in general is ok. Several items were noted and passed onto Andrew Daffy for attention. Four major items were identified and 3 have been taken care of. Small spray unit has arrived – issues of spraying weeds near organic growers have arisen. One located in Maxwell's Road. This area will need to be slashed and maintained the old fashioned way. No access to mower as yet. Jukes property repairs have been completed Brian Hall has purchased the Dow property. Machinery shed has been donated to the History Group. Proposal from new owner to fix the shed on Brian Hall's property at Ferguson Recreation Reserve – add a lean to it and have the trail pass by the machines as a feature. | John Wilson | |
| <p>ACTION: John Wilson to liaise with Recreation Reserve Committee to discuss options.</p> | John Wilson | |
| <p>Nigel Jenkins raised the issue of the need to demolish the old Tennis pavilion at Balloon loop. OBRT Committee should be involved, even if only to agree to have shed removed.</p> | | |
| <p>ACTION: Jodie will investigate from a Recreation perspective</p> | Jodie Fincham | |

| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|--|---|-----------------|
| <p>7. GENERAL BUSINESS</p> <p>FRIENDS REPORT
 Colac Station Sign:</p> <ul style="list-style-type: none"> Name board has been made. Letters have been cast, however there has been some issues with the quality of the letters. <ul style="list-style-type: none"> 2 or 3 letters are ok and can be bent to fit hard against the board The rest are usable but will not be to the usual standard, as in they will not be hard against the board. The letters have been made with 3 separate materials which is not the usual method A letter has been written by Tony Grogan to Ray Williams who is the supplier, advising the letters were not as ordered and seeking confirmation that it will not happen again. Letters will last there is no issue there, they just cannot be flattened out. Has there been any response from Planning re the position of the sign? <ul style="list-style-type: none"> No. <p>ACTION: John Wilson to follow up with Planning re the progress of application.</p> <p>CLOSURE UPDATE – LAUGHING WATERS & MCDEVITT</p> <ul style="list-style-type: none"> Glen Anderson advised the closure at McDevitt South is close to being lifted. The harvest has been completed, still moving wood but just about done. The northern end of McDevitts Shed – Smith driveway is now 3-4 weeks off completion. Glen will advise when open at Southern end, an inspection will be completed before opening. There are 2 events scheduled to happen on the OBRT, what is the likely activity on the trail during these times <ul style="list-style-type: none"> Golden Gumboot (October) Rotary Fun Run (March) October – nothing March – not sure but Glen is happy to negotiate leaving the trail open for events with forward planning <p>8. EXECUTIVE OFFICER REPORT</p> <ul style="list-style-type: none"> As attached <p>Old Beechy Rail Trail Brochure</p> <ul style="list-style-type: none"> Jodie spoke about and showed examples of a tear away map version which has been suggested by the VIC staff as an added option for the brochure Licence Agreement for Hypothetical query re sale of properties located along | <p>Noel Barry</p> <p>John Wilson</p> <p>Glen Anderson</p> | |

| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|--|---|-----------------|
| <p>the trail with current Licence Agreements. What happens if potential buyer says they are not interested in taking up a Licence Agreement?</p> <p>Suggested options</p> <ul style="list-style-type: none"> - Speak with buyers about the impact of the trail though the property sale - Chat with current owners - Communication is the key. Owners willing to chat with potential buyers: <ul style="list-style-type: none"> o Chris Smith o Tricia Jukes o Anthony Zappelli <p>Old Beechy Rail Trail Survey:</p> <ul style="list-style-type: none"> • Survey is still up on website and available • Llwellyn Johns is seeking information about the users of our trail. The information will be used to help develop report in support of the Tiger rail trail Jodie has provided the requested information. <p>Golden Gumboot Event:</p> <ul style="list-style-type: none"> • Events officer Vicki Jeffrey is seeking more involvement from the Committee to hide the boots. Committee members agreed that it would be possible for the Committee to become more involved in supporting the event. <p>Offers of assistance hiding boots?</p> <ul style="list-style-type: none"> - Friends of OBRT - Glen Anderson - Tricia Jukes <ul style="list-style-type: none"> • Also more involvement in seeking prizes or suggestions of prizes. • Review of which sections to include in event e.g.Beech Forest section was quite challenging to hide boots and hold final event due to weather. • Beech Forest – Ferguson section could be used next event. • Figures from the last pedestrian counter check are consistent with 2 exceptions. Numbers of visitors are good. Sections in doubt are: <ul style="list-style-type: none"> - Zappelli section – possibly reflects cows using this section to cross, very high numbers. - Beech Forest – also very high numbers. Could reflect branches waving in front of tracker counter • Noel Barry is seeking permission to purchase some timber for <p>Moved – Tony Grogan
Sec – Anthony Zapelli
Carried</p> <ul style="list-style-type: none"> • Cyril has inspected Crowes – needs mulching and | <p>Jodie Fincham</p> <p>Jodie Fincham</p> <p>Cyril Marriner</p> | |

| ITEMS & ACTIONS | RESPONSIBLE OFFICER | ACTION DUE DATE |
|--|----------------------|-----------------|
| <p>whipper snipping. Blackberries are also becoming an issue. Who is responsible for eradication of these?</p> <p>ACTION: John Wilson to refer request to Andrew Daffy to spray</p> <ul style="list-style-type: none"> • Future project perhaps to establish signage to point out small relics from the original line. • Heritage overlay audit (survey of relics along the line). No further word on results as yet/final report. <p>ACTION: Jodie to follow up when final report is due on Heritage Overlay and former Colac – Beech Forest-Crowes railway heritage assessment.</p> <ul style="list-style-type: none"> • Further signage at Gellibrand is suggested regarding motorbikes • Heritage Festival – There was an impressive display of a Meccano model of the G42 at the event. • Chris Smith brought in the “Remembering the Beechy” DVD, released in December 2012. • Lavers Hill – Crowes landowners all in favour of the Trail progression. • Next meeting is scheduled for 1 April 2013 which is a public holiday – suggestion to move to following week 8 April 2013. <p>All in favour</p> <p>9. ITEMS FOR FUTURE MEETING</p> | <p>Jodie Fincham</p> | |

Time Meeting Concluded: 12.15pm

NEXT MEETING – Monday, 8 April 2013 10.00am COPACC

RIDF Funding (Regional Infrastructure Development Funding)

- Ongoing monitoring of works progress. Regular team meetings continue to be held with Capital Works Co-ordinator and Manager Capital Works.
- Next report due to Regional Development Victoria May 2013.

OBRT Brochure

- Order has been placed for brochure reprint. Proof currently being reviewed. Once proof is ordered print usually takes 2 weeks.
- Quotes have been investigated for changes to existing brochure to reflect changes as a result of works completed on the trail.

Licence agreement

- Information received regarding possibility of change of ownership of privately owned property along the trail. A request was made to provide information regarding the Licence Agreement, which the new owners may or may not choose to take up. Impact to trail? Follow up will continue and Committee will be advised.

OBRT Survey

- Survey currently featured on the following websites: Colac Otway Shire, Otways Tourism and Rail Trails Australia.
- Results from survey conducted at Easter 2012 by La Trobe Business School have still not been completed.

Golden Gumboot

- Increased Committee involvement – putting out the boots
- Suggestions for prizes and involvement in sourcing prizes?
- Suggestions for 2013 for which section of the trail should be included?
- Potential for Train involvement.
- Suggestion for BBQ location or other final activity e.g. hot soup & sandwiches?

Pedestrian Counters

- Data report presented with figures recorded from Friday 30 November 2012.
- Report with figures to be distributed to Committee

1. **Welcome.** Helen Paatsch agreed to chair the meeting, and welcomed all.
2. **Present:** Helen Paatsch, Stephen Hart, Colin Hayman, Jackie Dullard, Simon Dewar, Roslyn Cousins
3. **Apologies:**

| Agenda Item | Discussion | Action |
|---|--|--------------|
| 4. Minutes
17/10/2012 | Minutes were accepted.
<i>Moved by Colin Hayman and seconded by Simon Dewar</i> | Carried |
| 5. Business arising | | |
| 5.1 Cleaning | The contract has been reviewed and immediate improvements were noted. The cleaning does require ongoing monitoring. The committee suggested that the contractor may like to provide duty lists and that the College could record the resolution of complaints to assist in the evaluation of the work. | |
| 5.2 Landscaping | The planting survived its first summer with only minor losses and that positive feedback has been received. Stephen asked about community involvement and Colin reported that the community had opportunities to provide input at different stages of the process. | |
| 5.3 Agreement Amendment | Changes yet to be confirmed by DEECD. Once received, Council will undertake recruitment of the third public member of the Joint Ctee. | Colin Hayman |
| 5.4 Transport Connections Funding for improved access | Work to be undertaken by COSWorks in the next 6 weeks. Colin raised an issue regarding the proposed Pram parking bays and will organise a meeting with Simon and Graham Murphy to discuss. The committee was keen to proceed with the Pram designated parking spaces. | Colin Hayman |
| 6. Equipment | | |
| | A report will be presented to the next meeting regarding fees paid for meeting room use. | Simon |
| | Noted was the improvement made by the blinds in the green room. | |
| | Simon to follow up on the installation of the pull down screen. | Simon |
| | Fobs are now being issued by Simon. Roslyn requested an additional set of fobs for the meeting rooms to cater for after hour bookings. | Simon |
| | Roslyn requested a top up of glassware and the purchase of an urn to | |

| | | |
|----------------------------|--|--------------------|
| | cater for large groups. Jackie offered to check on the availability of glassware prior to a purchase. | Jackie |
| | Subject to adequate funds being available, \$250 be allocated to the purchase of an urn and any needed glassware.
<i>Moved by Stephen Hart, seconded Jackie Dullard.</i> | Roslyn
Carried |
| 7. General Business | | |
| 7.1 Operations mtg | CRLC & CSC staff members are scheduling a meeting to review operations. | |
| 7.2 Membership | The committee will send a letter to Carolyn Gilbert with congratulations on her marriage and asking if she would like to continue as a member. It was noted that Community members' term of office for the committee ends in September 2013. | Roslyn |
| 7.3 Congratulations | The committee expressed its heartfelt congratulations to Helen Paatsch, OAM, on the recognition of her community work with the Australia Day honour of a Medal in the Order of Australia. | |
| 8. Next meeting | Wednesday, 8 May 2013, 5pm | Agenda -
Roslyn |
| Meeting closed: | 5.40pm | |