



Colac Otway
SHIRE

ORDINARY COUNCIL MEETING

AGENDA

Wednesday 27 January 2021

at 4:00 PM

COPACC

95 - 97 Gellibrand Street, Colac

and by videoconference

Next Council Meeting: 24 February 2021



COLAC OTWAY SHIRE COUNCIL MEETING

Wednesday 27 January 2021

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COLAC OTWAY SHIRE COUNCIL MEETING

NOTICE is hereby given that the next **COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held at COPACC and by videoconference on Wednesday 27 January 2021 at 4:00 PM.

AGENDA

1 DECLARATION OF OPENING OF MEETING

OPENING PRAYER

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

AMEN

2 PRESENT

3 APOLOGIES AND LEAVES OF ABSENCE

4 WELCOME AND ACKNOWLEDGEMENT OF COUNTRY

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

RECORDING AND PUBLICATION OF MEETINGS

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

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

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

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

A registration system will be in place for the January Council meeting to allow members of the public to attend this meeting. To ensure COVID-19 restrictions are adhered to, the number of people allowed to attend will be capped according to the room size, therefore any person who wishes to attend the meeting must register by contacting the shire before 5:00pm on Tuesday 26 January 2021.

5 QUESTION TIME

A maximum of 30 minutes is allowed for question time. To ensure that each member of the gallery has the opportunity to ask questions, it may be necessary to allow a maximum of two questions from each person in the first instance. You must ask a question; if you do not ask a question you will be asked to sit down and the next person will be invited to ask a question. Question time is not a forum for public debate or statements.

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

6 TABLING OF RESPONSES TO QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETING

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

7 PETITIONS / JOINT LETTERS

Nil

8 DECLARATIONS OF INTEREST

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

9 CONFIRMATION OF MINUTES

- **Ordinary Council Meeting held on 16 December 2020.**

Recommendation

That Council confirm the minutes of the Ordinary Council Meeting held on 16 December 2020.

Item: 10.1

Contract 2102 Apollo Bay to Skenes Creek Coastal Trail - Planning and Design Services

OFFICER	Frank Castles
GENERAL MANAGER	Errol Lawrence
DIVISION	Environment and Infrastructure
ATTACHMENTS	Nil
PURPOSE	Council to consider the officer recommendation to award a contract to the preferred tenderer for CON 2102 Planning and Detailed Design Apollo Bay to Skenes Creek Coastal Trail

1. EXECUTIVE SUMMARY

Council was successful in receiving funding to construct the Apollo Bay to Skenes Creek Coastal Trail. The project has received full external funding from the Australian Government under the Geelong City Deal (GCD). The GCD has provided a total of \$18.9 Million in funding from the Australian Government for the three City Deal projects being delivered in the Colac Otway Shire (COS) over the next three years. Council is not required to commit any funding towards the project. The COS City Deal Projects will improve the experience at key tourist sites along the Great Ocean Road. The projects will deliver improved public infrastructure and facilities. These measures will encourage visitors to stay longer and explore more in the region as a boost the local economy.

This contract is for the Planning and Design Services towards constructing a 2.84 kilometre shared use trail from Apollo Bay (Wild Dog Creek) to Skenes Creek adjacent to the Great Ocean Road (GOR). The trail will predominantly be a gravel path with the balance consisting of a combination of boardwalks, bridges and cantilever sections connected to existing GOR (Regional Roads Victoria) structures. The Apollo Bay to Skenes Creek Coastal Trail is a community initiated and driven project. The Feasibility Study completed in 2018 (by the Apollo Bay Chamber of Commerce and Otway Coast Committee in partnership with Council and the Victorian Government) included a number of community engagement activities.

For the Planning and Design Services, Colac Otway Shire is seeking a consultant with strong demonstrated project experience in coastal, geotechnical, structural, civil consulting as well as Aboriginal cultural heritage, European heritage, ecological and environmental planning. The

successful tenderer will ideally have previous planning and design experience within the Great Ocean Road environment.

Advertising for the Apollo Bay to Skenes Creek Coastal Trail Planning and Detailed Services tender (CON 2102) concluded on 25th November 2020 with nine submissions received. The submissions were evaluated by the Tender Evaluation Panel (TEP) using a set list of disclosed weighted criteria that considered not only financial value (23%) but also capacity (5%), capability (52%) and local contribution (20%). The GCD grant funding requires Council's compliance with Aboriginal employment targets, compliance with GROW commitments along with compliance with Local Jobs First commitments (20%). See confidential attachment for Tender Evaluation Report.

The evaluation determined that Michael Smith and Associates provided best value for Council. The company was compliant with the specifications and passed the mandatory Occupational Health and Safety (OH&S) assessment. Michael Smith and Associates provided the most competitive price and this, combined with good results for capacity and capability, made them the preferred vendor.

It is proposed that Council award the contract in February 2021 following the 27 January Ordinary Council Meeting in order to meet the required timeframes aligned to the funding agreement.

2. RECOMMENDATION

That Council:

- 1. Awards Contract 2102 Planning and Detailed Design Apollo Bay to Skenes Creek Coastal Trail, to Michael Smith and Associates at the lump sum price referred to in the confidentially distributed document pertaining to this contract.***
- 2. Authorises the Chief Executive to sign the contracts following award of Contract 2102.***
- 3. Requests that the Chief Executive ensures the contract price is listed on Council's website once steps listed in Point 2 have been completed.***

3. KEY INFORMATION

The GCD is a 10-year plan to revitalise Geelong and unlock the potential of the Great Ocean Road visitor economy. The Australian and Victorian Governments, together with the City of Greater Geelong (The City), will deliver \$370 million in investment to the region, supporting Geelong's continued economic diversification, growth of the visitor economy, and a thriving city centre.

The GCD is focused on improved investment and coordination across three levels of government to support a prosperous and liveable future for Geelong and the Great Ocean Road region. The City Deal will support the continued transformation of Geelong by leveraging the strengths of the city and region, driving significant growth in the visitor economy and creating a vibrant and attractive place to make Geelong an even better place to live, work and invest.

Through the negotiation of the GCD, each level of government has made commitments that will deliver on the following shared objectives:

- Revitalise the Central Geelong and Great Ocean Road region - developing infrastructure to make it an even better place to live, work and invest – supporting continued population growth and economic activity.

- Support growth in the visitor economy through strengthening Greater Geelong and the Great Ocean Road region as leading tourist destinations.
- Drive jobs growth – including for Indigenous jobseekers and those experiencing disadvantage.
- Support continued economic diversification, innovation and building on emerging industry strengths for Geelong and the Great Ocean Road region.
- Strengthen collaboration across all three levels of government and the community to deliver better integrated investment and planning for the region.

The Apollo Bay to Skenes Creek Coastal Trail is informed by a feasibility study completed in 2018 by the Apollo Bay Chamber of Commerce and Otway Coast Committee in partnership with Council and the Victorian Government. This confirmed the technical feasibility, economic, social and environmental benefits and implications, to support the Apollo Bay to Skenes Creek Coastal Trail implementation.

The Trail will be suitable for all ages and all abilities. It will fill a gap in local tourist attractions, and increase the number of overnight stays and visitor spend in the area. The Great Ocean Road attracts more than 5.5 million visitors per year. Visitor numbers continue to grow and this trail will provide a safer, slower and active transport alternative to the existing daytrip vehicle-based tourism. The Trail will showcase the iconic coastline between Apollo Bay and Skenes Creek, providing seating, viewing platforms, signage and cantilevered walkways will be constructed. The Trail, when completed, aims to be both iconic and world class whilst at the same time significantly contributing to social values such as public enjoyment and appreciation of the coast.

Geelong City Deal grant agreements were officially executed by the Colac Otway Shire and State Government on 5th June 2020. The funding agreement for the Apollo Bay to Skenes Creek Coastal Trail covers the following project scope; detailed design and planning services including site investigations and planning permit applications (Contract 2012), costs associated with the procurement process, construction of the Trail and project management costs.

4. COMMUNITY CONSULTATION & ENGAGEMENT

A detailed Governance, Stakeholder Engagement and Communications Plan has been prepared to inform engagement activities as part of project delivery. The Apollo Bay to Skenes Creek Coastal Trail has been to date a community driven project.

The Feasibility Study completed in 2018 (by the Apollo Bay Chamber of Commerce and Otway Coast Committee in partnership with Council and the Victorian Government) included a number of community engagement activities. Furthermore, the Marengo, Apollo Bay and Skenes Creek Community Infrastructure Plan currently being drafted has also included significant community engagement activities as part of its development.

A summary of completed stakeholder engagement from the Feasibility Study 2018 is provided as follows:

- A survey of residents and visitors undertaken October-November 2017
- Survey made available online via Council's 'Have your say' page and Facebook forums
- Survey results of support of the trail project being 95% Yes; 5% No.

The project will require planning permission which will enable the community to lodge submissions as part of the public notice process undertaken as part of the approvals process.

The successful consultants will be required to undertake community engagement activities as outlined in the Request for Tender Specifications Document. Community engagement in the early stages of the planning and design process is considered critical to the success of this phase of the project.

Throughout the scope of works for the Planning and Design Services, it will be the consultant's responsibility to arrange for, coordinate and convene all necessary community meetings and/or briefings. The successful consultant will be required to, at the very early stages (pre-concept), gain a full appreciation of the related expectations and as the planning and design phase progresses, address change requests put forward by the community. The intent of early engagement is to reduce community opposition.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

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

Theme 2 - Our Places

1. Assets and infrastructure meet community needs.
2. Our places are managed for long-term sustainability.
3. Towns and places are welcoming and attractive.
5. Delivery of our capital works program.

Theme 4 - Our Leadership & Management

5. Communicate regularly with our community and involve them in decision-making.

The City Deal Projects align to several themes in the Council Plan by delivering much needed infrastructure in coastal communities, to facilitate economic development and tourism, place making, and build partnerships with key agencies and communities.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

This project is very much community driven with the Feasibility Report and Appendices essentially generated through the coordinated efforts of the community, who naturally have high expectations around the delivery of this project. It is important to note that whilst some technical assessments were undertaken as part of the feasibility study, these were very preliminary and further work is required in that the studies and reports to date are not, on their own, adequate to seek approval for the project.

Colac Otway Shire and specifically the City Deals team is seeking a consultant with strong demonstrated project experience in coastal, geotechnical, structural, civil consulting as well as Aboriginal cultural heritage, European heritage, ecological and environmental planning and who ideally has previous planning and design experience within the Great Ocean Road environment.

The trail when completed is to significantly contribute to social values such as public enjoyment and appreciation of the coast, whilst at the same to introducing a safe separation of cyclists and pedestrians from the ever-increasing number of vehicles using the Great Ocean Road.

The Apollo Bay Chamber of Commerce and Otway Coast Committee were instrumental in getting funding for the feasibility study and the two groups shared the same vision for the Coastal Trail, that being;

- A world-class, iconic trail along the mostly elevated section of coastline between Wild Dog Creek and Skenes Creek
- A readily accessible and sustainable trail that fills a regional gap in coastal trail experiences suited to younger and older families, less active retirees and tourists, recreational cyclists, and for local school and resident commuters
- A multi-function trail that will deliver stunning views, economic benefit, pedestrian and cycle safety, erosion mitigations, and improved understandings and protection of coastal flora and fauna, and of European and indigenous heritage.

LEGAL & RISK

The tenderers are required as part of their submission to provide the requested documents and company policies so that an assessment can be made for Quality Management, Occupational Health and Safety Management and Environmental Management.

FINANCIAL & BUDGETARY

This project was successful in receiving full funding from the Federal Government under the Geelong City Deal program. There is no Council budget contribution allocated towards delivering this project.

Council's contribution towards the project has been, and will continue to be, Planning, Recreation and Open Space officer time to review design documentation and manage the Federal Government funding and reporting requirements.

The Budget for the program is \$5.0M. An estimated allowance/budget for planning and design is 10% of the project budget. The recommended tender falls within the budgeted allocation.

7. IMPLEMENTATION STRATEGY

Upon award of the contract, the successful tenderer and unsuccessful tenderers will be notified via email. A Letter of Acceptance will be sent to the successful tenderer outlining any further information that is required prior to preparation of contract such as company structure, any applicable insurances and/or licenses, and applicable securities. Works will not commence until the contract has been executed.

Financial, reference and OH&S assessments have been completed prior to recommending the preferred tenderer.

COMMUNICATION

The successful tenderer will be notified via email with a Letter of Acceptance signed by the Chief Executive. Notice of the award of the contract will be published on Council's website. Email notifications will also be issued to the unsuccessful tenderers.

TIMELINE

Upon award of the contract, the works are expected to be completed by first quarter 2022. Site induction and work are to commence in the first quarter of 2021.

8. DIRECT OR INDIRECT INTEREST

Tony McGann, General Manager Environment & Infrastructure, declared a conflict of interest, and as a result Errol Lawrence General Manager Corporate Services was nominated as the representing General Manager for the contract assessment.

Item: 10.2

Local Roads and Community Infrastructure Program Round 2 - Priority Projects List

OFFICER	Madeleine Bisits
GENERAL MANAGER	Tony McGann
DIVISION	Environment and Infrastructure Services
ATTACHMENTS	1. LRCI - Round 2 - Revised [10.2.1 - 1 page]
PURPOSE	To resolve a list of priority projects to be submitted for funding under the second round of the LRCI Program

1. EXECUTIVE SUMMARY

The Australian Government has announced an extension to the Local Roads and Community Infrastructure (LRCI) Program with a further \$1,703,000 being made available to Colac Otway Shire to implement eligible projects.

A list of priority projects recommended for submission under the program extension has been prepared for consideration by Council.

2. RECOMMENDATION

That Council:

1. **Submits the following projects to the Federal Government for inclusion in the Local Roads and Community Infrastructure grant program:**

Project	Location	Budget
<i>Bass Crescent, Great Ocean Road, stormwater outlet upgrade</i>	<i>Skenes Creek</i>	<i>\$500,000</i>
<i>Great Ocean Road Footpath, Stage 1</i>	<i>Apollo Bay</i>	<i>\$300,000</i>
<i>Great Ocean Road Footpath, Stage 2</i>	<i>Apollo Bay</i>	<i>\$150,000</i>
<i>Rail Interface Upgrade</i>	<i>Birregurra</i>	<i>\$175,000</i>
<i>Barongarook Creek Shared Path</i>	<i>Colac</i>	<i>\$390,000</i>
<i>Old Beechy Rail Trail upgrade</i>	<i>Gellibrand to Beech Forest</i>	<i>\$58,000</i>
<i>Warrion Hall upgrade</i>	<i>Warrion</i>	<i>\$70,000</i>
<i>Clark Street Footpath</i>	<i>Colac</i>	<i>\$60,000</i>
<i>Total</i>		<i>\$1,703,000</i>

2. **Selects as a reserve project, should any of the above not be approved, a new footpath on Ballagh Street, Elliminyt, at a cost of \$105,000.**

3. KEY INFORMATION

On 22 May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program). Council was successful in receiving \$1,703,000 under the program for a range of projects to be delivered by end of June 2021.

Through the 2020–21 Budget, the Australian Government announced a \$1 billion extension of the LRCI Program, following strong community and local government support.

This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Councils will be able to access funding under the extension to the LRCI Program Extension from 1 January 2021 and must be delivered by December 2021.

The priority projects presented at Attachment 1 broadly meet the following criteria:

1. Satisfies the requirements of the funding guidelines, especially: can be delivered within 12 months or by December 2021 and is not already funded by Council or committed for funding in a draft budget; and
2. Contributes to a fair distribution of funding across the Shire, wherever possible; and
3. Is unlikely to attract funding from other sources; and
4. Addresses an identified strategic priority; and/or
5. Addresses a safety issue; and/or
6. Provides a high level of social and local economic benefit.

The projects listed in Attachment 1 are recommended to Council. In the opinion of Officers these projects will meet the requirements of the Grant program and will be able to be delivered prior to December 31, 2021.

4. COMMUNITY CONSULTATION & ENGAGEMENT

No formal community engagement has been undertaken to inform the development of the project list; however, consideration has been given to requests made by the community in the recent 2021-22 budget consultation and during previous years.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

1. Plan infrastructure, assets and land use with a long-term vision for economic growth.
2. Support a thriving economy and industries.
3. Strengthen partnerships with key stakeholders to benefit the whole community.

Theme 2 - Our Places

1. Assets and infrastructure meet community needs.
3. Towns and places are welcoming and attractive.

Theme 3 - Our Community

1. Increase social connection opportunities and community safety.

A number of projects listed are supported by Council masterplans and strategies.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The projects identified in the attached list, once implemented, will bring a number of economic and social benefits to the Colac Otway community. Preference is given to use of local materials and contractors through the procurement process to ensure maximum value is returned to the local economy. Footpaths, playgrounds, trail and road improvements will enhance safety and amenity and encourage social interaction and access to services and facilities.

LEGAL & RISK

If projects cannot be completed by the required deadline of December 2021, project funds will be withdrawn, unless a suitable alternative can be identified for approval by the Federal Government.

Staff are confident that the recommended projects can be delivered.

FINANCIAL & BUDGETARY

Projects submitted under the LRCI Program do not require a financial contribution from Council.

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Following adoption of the priority project list, the list will be communicated on Council's website, Facebook and local media. Directly affected community groups, residents, businesses and individuals will be notified by email or mail of upcoming projects in their area.

Throughout implementation of the project, updates will be provided via a range of mediums, including required on site signage at project locations.

TIMELINE

Implementation of projects will commence immediately, following adoption of the list and will be completed by end of December 2021.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

LRCI Priority Projects (Round Two)

Project	Location	Estimate	Scope	Local labour/ materials likely
Bass Crescent Great Ocean Road Stormwater outlet upgrade	Skenes Creek	\$ 500,000.00	Significant coastal erosion, undercutting of the Great Ocean Road and potential subsidence at the stormwater outlet from Bass Cres. Identified as a high risk and high priority out of 31 actions by Tony Miner (geotech consultant) as part of his evaluation of recent landslips in coastal areas in October 2020.	Potentially
Priority Footpaths (new) - GOR Stage 1	APOLLO BAY	\$ 300,000.00	GOR Cawood to Milford Street. 2.5m wide concrete shared path (cycling and walking) x 630 linear metres. This will get us from the town end to past the section of adjacent coastal trail that has washed away. Includes: potential fill and engineering/ possible bridges, traffic management and detailed design of both stages.	Yes
Priority Footpaths (new) - GOR Stage 2	APOLLO BAY	\$ 150,000.00	GOR Milford Street to Pisces Caravan Park. 2.5m wide concrete shared path (cycling and walking) x 370 linear metres. NOTE: Stage 2 may cost an additional \$10-20k if implemented separately to stage 1. Costs shown for Stage 2 are for implementation at the same time as stage 1.	Yes
Rail Interface Upgrade	BIRREGURRA	\$ 175,000.00	Whytcross Road -asphalting and realignment to address rail crossing safety. Designs completed and cost estimate is based on design.	No
Barongarook Creek Shared Path	COLAC	\$ 390,000.00	850lm x 2.5m wide shared path (replacement of asphalt with concrete) and minor bridges from Chapel Street to Lake Colac including signage and linemarking.	Yes
OBRT Upgrade	Various - GELLIBRAND TO BEECH FOREST	\$ 58,000.00	Various improvement works to allow for all weather access for users: Resheeting, drainage and cutting treatment work on various sections of the OBRT. Proposed works will be focussed within sections of the trail that are currently open for users, however remedial works are still needed within closed sections to reduce the cost of maintenance once these sections re-open. Should access to the trail change as a result of land holder agreements discussions, the scope of these works will be adjusted accordingly.	Yes
Warrion Hall Upgrade	WARRION	\$ 70,000.00	Hall and kitchen upgrade with funds contributed by Hall Committee - fully designed with structural certification - ready to go.	yes
Priority Footpaths (new) - Clark Street	COLAC	\$ 60,000.00	Clark Street - (Chapel to Tristania) 490lm	yes
Total		\$ 1,703,000.00		

Item: 10.3

Report of Informal Meetings of Councillors

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Councillor Induction - 3 December 2020 CB 20201203 [10.3.1 - 2 pages] 2. Councillor Briefing - 9 December 2020 CB 20201209 [10.3.2 - 2 pages] 3. Councillor Induction - 10 December 2020 CB 20201210 [10.3.3 - 2 pages] 4. Council Preparation Meeting 16 December 2020 OCM 20201216 [V43Y] [10.3.4 - 2 pages] 5. Informal Meeting of Councillors Record City Deals Executive Steer [8P6N] [10.3.5 - 1 page]
PURPOSE	To report the Informal Meetings of Councillors

1. EXECUTIVE SUMMARY

INFORMAL MEETINGS OF COUNCILLORS

The Colac Otway Shire Governance Rules require that records of informal meetings of Councillors which meet the following criteria:

If there is a meeting of Councillors that:

- *is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;*
- *is attended by at least one member of Council staff; and*
- *is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

be tabled at the next convenient meeting of Council and recorded in the minutes of that Council meeting.

All relevant meetings have been recorded and documented, as attached.

2. REPORTING

The Informal Meetings of Councillors are reported herewith:

- **Councillor Induction** **3 December 2020**
- **Councillor Briefing** **9 December 2020**
- **Councillor Induction** **10 December 2020**
- **Council Meeting Preparation** **16 December 2020**
- **City Deals Project – Executive Steering Committee** **12 January 2021**

3. KEY INFORMATION

The following Informal Meetings of Councillors have been held and are attached to this report:

- Councillor Induction 3 December 2020
- Councillor Briefing 9 December 2020
- Councillor Induction 10 December 2020
- Council Meeting Preparation 16 December 2020
- City Deals Project – Executive Steering Committee 12 January 2021

4. OFFICER DIRECT OR INDIRECT INTEREST

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



Informal Meeting of Councillors Record

Councillor Induction

Date: 3 December 2020

Time: 2:00pm

Meeting Location: Induction Tour - Commencing 2-6 Rae Street, Colac

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren
Attendees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Doug McNeill, Madeleine Bisits, Nicole Frampton
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 2:00 pm

Declarations of Interest:

Name	Item	Reason
Nil		

Updated 24 October 2020



Councillor Induction 3 December 2020 (continued)		
Time	Item	Attendees
2:00pm – 4:35pm	Induction tour: <ul style="list-style-type: none"> ▪ Irwillipe Road Retarding Basin ▪ Velodrome South Colac ▪ Central Reserve Redevelopment ▪ Forrest Street Bridge Works ▪ Colac Specialist School New Site 	Doug McNeill Madeleine Bisits Nicole Frampton
4:35pm	Meeting closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 9 December 2020

Time: 12:45pm

Meeting Location: Meeting Room 1 and 2 COPACC and by videoconference

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren
Attendees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Doug McNeill, Bláithín Butler, Jo Grainger, Madeleine Bisits (videoconference), Buddhima Edi (videoconference), Mark McLennan, Tamzin McLennan (videoconference), James Myatt (videoconference), Nicole Frampton (videoconference), Jason Clissold (videoconference), Toni Uphill (videoconference), Cameron Duthie, Mark Robinson, Tamara Stewart
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 12:45pm

Declarations of Interest:

Name	Item	Reason
Nil		



Councillor Briefing 9 December 2020 (continued)		
Time	Item	Attendees
12:45pm – 12:55pm	CEO Performance Review	Jo Grainger
12:55pm – 1:02pm	Break	
1:02pm – 1:17pm	Asset Management Planning Update	Madeleine Bisits Buddhima Edi
1:17pm – 1:38pm	Policy Review - Acquisition and Disposal of Council Property	Madeleine Bisits Mark McLennan
1:38pm – 1:58pm	Public Toilet Design Update - Memorial Square and Hesse Street	Madeleine Bisits James Myatt Nicole Frampton Tamzin McLennan
1:58pm – 2:31pm	Four Year Budget Assumptions	Jason Clissold Toni Uphill
2:31pm – 2:37pm	Great South Coast Group of Councils Membership	Peter Brown
2:37pm – 2:47pm	Weed Spraying Cr McCracken left the meeting at 2:38pm.	Cameron Duthie Mark Robinson
2:47pm – 2:50pm	Mayor and Councillor Allowances Cr McCracken returned to the meeting at 2:48pm	Tamara Stewart
2:50pm – 2:58pm	Break	
2:58pm – 3:34pm	Rural Housing and Subdivision Policy	Doug McNeill Bláithín Butler
3:34pm – 3:50pm	General Business: <ul style="list-style-type: none"> ▪ Council tour ▪ January and February Councillor dates ▪ 2021/22 Budget Engagement and Revenue and Rating Plan ▪ Planning Committee Meeting preparation 	
3:50pm	Meeting closed	



Informal Meeting of Councillors Record

Councillor Induction

Date: 10 December 2020

Time: 9:30am

Meeting Location: Induction Tour – Kennett River, Skenes Creek and Apollo Bay

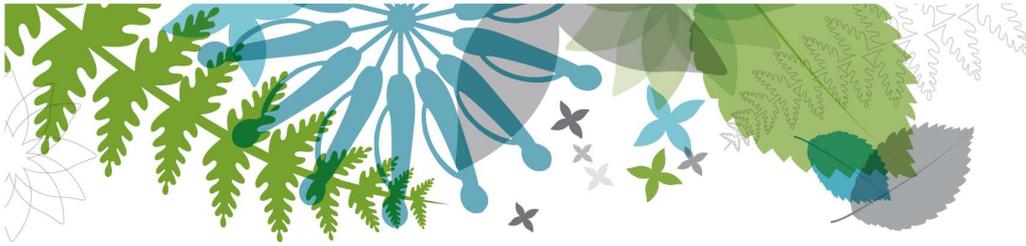
Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren
Attendees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Frank Castles
External attendees:
Nil
Apologies:
Cr Stephen Hart, Cr Joe McCracken
Absent:
Nil

Meeting Commenced at: 9:30am

Declarations of Interest:

Name	Item	Reason
Nil		

Updated 24 October 2020



Councillor Induction 10 December 2020 (continued)		
Time	Item	Attendees
9:30am – 10:15am	Kennett River	Frank Castles
10:15am – 10:45am	Travel to Skenes Creek	Frank Castles
10:45am – 11:45am	Skenes Creek: <ul style="list-style-type: none"> ▪ Old Coach Road ▪ Skenes Creek to Wild Dog Track 	Frank Castles
11:45am – 11:50am	Travel to Apollo Bay	Frank Castles
11:50am – 1:00pm	Apollo Bay: <ul style="list-style-type: none"> ▪ Wild Dog Beach carpark – Skenes Creek to Wild Dog Track ▪ Pisces Holiday Park – pump track ▪ Cawood Street carpark – Apollo Bay to Wild Dog Trail erosion ▪ Apollo Bay Harbour – City Deal redevelopment ▪ Apollo Bay Fisherman’s Co-op 	Frank Castles
1:00pm – 2:00pm	Break	Frank Castles
2:00pm – 2:05pm	Travel to Paradise Scenic Reserve	Frank Castles
2:05pm – 2:30pm	Apollo Bay: <ul style="list-style-type: none"> ▪ Paradise Scenic River Reserve ▪ Barham River Road 	Frank Castles
2:30pm	Meeting closed	



Informal Meeting of Councillors Record

Council Meeting Preparation

Date: 16 December 2020

Time: 2:00pm

Meeting Location: Meeting Room 1 and 2 COPACC

Invitees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Tamara Stewart, Lyndal McLean

Attendees:

Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Joe McCracken, Cr Chris Potter, Cr Margaret White, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Tamara Stewart, Lyndal McLean, Nick Howard, Tamzin McLennan, Ben McLaughlin, Kristy Cochrane

External attendees:

Nil

Apologies:

Tony McGann

Absent:

Nil

Meeting Commenced at: 2:05pm

Declarations of Interest:

Name	Item	Reason
Nil		



Council Meeting Preparation 16 December 2020 (continued)		
Time	Item	Attendees
2:05pm – 3:18pm	Council Meeting preparation	Tamara Stewart Lyndal McLean Nick Howard Tamzin McLennan Ben McLaughlin Kristy Cochrane
3:18pm	Meeting closed	



Informal Meeting of Councillors Record

This form must be completed by the attending Council Officer and the completed form must be provided to governance@colacotway.vic.gov.au for reporting at the next practicable Council Meeting.

Please refer to Chapter 5 (Disclosure of Conflict of Interest) and Chapter 6 (Informal Meetings of Councillors) of the Governance Rules and the guidelines over page.

Meeting Details

Meeting name: City Deal Projects COS Executive Steering Committee Meeting

Date: 12/01/2021 **Time:** 11:40am

Meeting Location: Online – Microsoft Teams

(eg. COPACC; Colac Otway Shire Offices – 2-6 Rae Street, Colac; Shire Offices – Nelson Street, Apollo Bay)

Matter/s Discussed: Kennett River Tourism Infrastructure Improvements City Deal, Apollo Bay to Skenes Creek Coastal Trail City Deal, Redevelopment of Apollo Bay Harbour City Deal and Geelong City Deal

(eg. Discussions with property owners and/or residents; Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay; Council Plan steering committee with Councillors and officers.)

In Attendance:

Councillors:
Cr Stephen Hart
Officers:
Errol Lawrence (Acting COS CE), Tony McGann (COS GM Environment & Infrastructure), James Myatt (Acting COS GM Development & Community), Tamara Stewart (Acting Manager COS Governance), Frank Castles (City Deals - Project Director), Lisa Healey (City Deals - Administrator & Projects)

Conflict of Interest Disclosures for Councillors and Officers: (refer to over page for guidelines)

Name	Type of interest	Left meeting at	Returned to meeting at
Nil			

Completed by: Lisa Healey

Updated 24 October 2020

