



# Council Meeting Minutes

10 February 2026 at 2pm

COPACC Meeting Rooms 1 & 2

# COLAC OTWAY SHIRE COUNCIL MEETING

Tuesday 10 February 2026

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# COLAC OTWAY SHIRE COUNCIL MEETING

MINUTES of the **COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** held at  
COPACC on Tuesday 10 February 2026 at 2:00 PM.

## MINUTES

### 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 ACKNOWLEDGEMENT OF COUNTRY

Colac Otway Shire acknowledges the original custodians and law makers of this land, their elders past and present.

#### **RECORDING AND PUBLICATION OF MEETINGS**

Please note: All Council meetings will be live streamed and recorded when the meeting is held either at COPACC or online. This includes the public participation sections of the meetings. When meetings are held in other locations, Council will endeavour to make an audio recording of the meeting for community access. Matters identified as confidential items in the Agenda will not be live streamed or recorded regardless of venue or mode.

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).

As soon as practicable following each open Council meeting, the live stream recording will be accessible on Council's website. Audio recordings are also taken to facilitate the preparation of the minutes of open Council meetings and to ensure their accuracy. Recordings will be retained by Council for a period of four years.

This meeting will be livestreamed to the public via Council's YouTube channel (search Colac Otway Shire Council at [www.youtube.com](http://www.youtube.com)).

### **3 MEETING ADMINISTRATION**

#### **3.1 Present**

Cr Jason Schram (Mayor)  
Cr Phil Howard (Deputy Mayor)  
Cr Zoe Hudgell  
Cr Charlie Buchanan  
Cr Mick McCrickard  
Cr Chrissy De Deugd

Andrew Tenni, Chief Executive Officer  
Emma Lowes, General Manager Corporate Services  
Doug McNeill, General Manager Infrastructure and Environment  
Ian Seuren, General Manager Community and Economy  
Anita Craven, Executive Officer Governance  
Matilda Hardy-Smith, Coordinator Council Business  
Steven O'Dowd, Manager Customer and Communications

#### **3.2 Apologies and Leaves of Absence**

Cr Chris Potter

#### **3.3 Confirmation of Minutes**

##### ***RESOLUTION***

***Moved Cr Hudgell, Seconded Cr Howard***

***That Council confirm the minutes of the Council Meeting held on 9 December 2025.***

***CARRIED 6 : 0***

#### **3.4 Declarations of Interest**

Nil.

## 4 QUESTION TIME

A maximum of 30 minutes is allowed for question time. In accordance with section 47.3 of Councils Governance Rules, a time limit of 3 minutes per question was allowed, with a maximum of two questions per person. In accordance with rule 47.4, lengthy questions have been summarised.

### QUESTIONS RECEIVED IN WRITING PRIOR TO THE MEETING

#### **Justine and Karen McCarthy**

1. The expansion of the Holcim quarry at Ondit has been approved by State Government. Council has been asked whether we will continue to advocate for urgent safety upgrades at the Holcim Ondit quarry expansion—specifically replacing the Rattrays Road 'Give Way' sign with a Stop sign and installing flashing 'Truck Entering' signs on Ondit-Warrion Road—given the significant traffic risks posed by increased heavy-vehicle movements?

#### ***Response from General Manager Infrastructure and Environment***

***Whilst the intersection at Rattrays Road meets Ausroads and Australian Standards for a GIVE WAY sign, Potters Road already operates under STOP sign control and to maintain consistent intersection operation, Council supports installing a STOP sign on Rattrays Road. Flashing warning lights are not considered necessary because of adequate sight distance at the intersection. TRUCKS CROSSING warning signs are already installed on both approaches of Ondit-Warrion Road and on Rattrays Road to alert drivers but Council recommends that further TRUCKS CROSSING advance warning signs be placed on Ondit Warrion Road to address the safety issue being raised. Council will request the quarry operator to install these signs in accordance with current standards.***

#### **Catherine Marriner**

1. I emailed a letter to the COS By Laws Dept on November 29th, 2025 requesting clarification or answers to several questions I had regarding information on the COS website relating to DOG ATTACKS. I'm still awaiting a formal response from the By Laws Dept. I have followed up the email with 3 phone calls to COS only to be told that the By Laws Dept have written a response to some of the questions but are still awaiting further information from the "Comms Dept" before they can send me a reply that will contain all the answers to my questions. My question - What is an acceptable waiting time for a written response from COS to a rate payer considering I have been waiting more than 10 weeks for a reply?

#### ***Response from General Manager Infrastructure and Environment***

***Council aims to respond to written enquiries within 10 business days. Whilst responses to some queries have been responded to in this instance, there remains some aspects of the request that Council is still responding to. Officers will aim to finalise this response over the coming days.***

## Elizabeth Ryan

*Elizabeth Ryan submitted three questions in total, questions are managed in order of registration (rule 47.7 of Councils Governance Rules), as per rule 47.3, two questions per person, per meeting is permitted. Any additional questions will be responded to in writing. Ms Ryans third question was not read out and instead has been provided with a written response. Below is Ms Ryans first two questions that were read out and responded to in the meeting.*

1. Ms Ryan made statements about cycling and other events in the region and issues concerning local residents.

**Question:** Could COS please organise a community meeting with the adjoining councils and event organizers to discuss local issues about events such as cycling events and other events that may impact local residents and businesses. If this is not possible, what alternatives could the community pursue?

### **Response General Manager Community and Economy**

*For the Surf Coast Classic, the route map and brochure are produced by an independent event company. Your feedback about the information provided has been passed on to them to improve future materials.*

*Council recognises the benefits that regional events bring to the shire, while also understanding that residents along event routes may experience some level of inconvenience. Through Council's permit process, and in partnership with relevant agencies, we work with organisers to ensure traffic management, resident notifications and emergency access measures are in place to minimise impacts.*

*In regards to Council convening a joint meeting with neighbouring Councils and event organisers, should there be a demonstrated need within the broader community, Council could request a briefing directly from event organisers and/or the Department of Transport and Planning. Alternatively, if the interest is more localised, Council is happy to provide direct feedback to event organisers for consideration for future events.*

2. Council COS investigate the improvement of Councils after hours service?

### **Response General Manager Community and Economy**

*We acknowledge the challenges you experienced with our after-hours service, we take this feedback on board and will work with the service to review its delivery.*

## QUESTIONS RECEIVED VERBALLY AT THE MEETING

**James Judd**

1. When will this council advise all the people in this municipality that as from the 1st of April have two separate laws operating under the animal management plan relating to cats, and keeping of cats, because anyone who registers before the 1st of April will only have the nighttime curfew for keeping cats on properties. But anyone from the 1st of April onwards has to be confined 24 hours a day, 7 days a week.

### ***Response from General Manager Infrastructure and Environment***

***Through you, Mayor. Thanks for the question, Mr. Judd.***

***Council hasn't made any decision yet about amending the cat curfew. When Council considered submissions to the domestic animal management plan late last year, they did consider a lot of submissions around which people had expressed concern about changing the current curfew. What council did decide is that if council was to change the curfew that it would only apply to cats that are acquired after the 1st of April in 2026. But there isn't yet any process in place to enact that change. It's a process that we'll have to talk to Councillors about further this year and there is to be a further community engagement process before any final decision is made.***

## **5 PETITIONS / JOINT LETTERS**

Nil

## **6 PLANNING AUTHORITY AND RESPONSIBLE AUTHORITY DECISIONS**

Nil

Item: 7.1

**Award of Contract 2605 - Reconstruction of  
Montrose Avenue, Pengilley Avenue, Ramsden  
Avenue and Costin Street, Apollo Bay**

OFFICER	Adrien Rousset
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment

**RESOLUTION**

*Moved Cr Howard, Seconded Cr McCrickard*

*That Council:*

- 1. Awards Contract 2605 to Tenderer 2 (as listed in the confidential attachment to this report).*
- 2. Authorises the Chief Executive Officer to sign the contract following the award of contract.*
- 3. Authorises the Chief Executive Officer to perform all roles of Principal.*
- 4. Nominates the General Manager Community and Economy to the role of Superintendent for the Contract.*
- 5. Notes the unsuccessful tenderers will be advised of the outcome of the tender process and the successful tenderer and the contract price will be listed on the Council website.*

**CARRIED 6 : 0**

Item: 7.2

## Colac Otway Shire Grants Program Review and Guidelines 2026-2027

OFFICER	Katrina Kehoe
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive

### RESOLUTION

*Moved Cr De Deugd, Seconded Cr McCrickard*

*That Council:*

- 1. Notes the review undertaken of the Council Grants Program and the associated program guidelines.*
- 2. Endorses the Colac Otway Shire Grants Program Guidelines 2026-2027 noting the inclusion of the Trees for Farms grants stream, as per Council's resolution of 27 April 2025, with the following amendments:*
  - a. Add the following words under 'objective' on page 2 of the 'Trees for Farms' grant guidelines: "and other relevant groups", after "funding to farmers".*
- 3. Notes that the Colac Otway Shire Grants Program 2026-27 will open for applications on 27 February 2026.*

**CARRIED 6 : 0**

Item: 7.3

## Apollo Bay Structure Plan Review - Community Reference Group Additional Member Selection

OFFICER	Erin Sonogo
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy

### RESOLUTION

*Moved Cr Hudgell, Seconded Cr Howard*

*That Council:*

1. *Notes that the Apollo Bay Community Voice has requested that Council consider two late nominees from their organisation to the Apollo Bay Structure Plan Review Community Reference Group (CRG), as listed in the confidential attachment to this report.*
2. *Instructs Council officers to write to the Apollo Bay Community Voice to inform them that their request has been denied as the CRG has already been appointed with sufficient local community representatives, after a public EOI was advertised, closed, then appointed at a public meeting.*
3. *Notes that the Apollo Bay Community Voice will be free to apply if the Council conducts future EOI for community members for the CRG, that gives the opportunity for any other community members to apply under the same terms of reference.*
4. *Notes that the Apollo Bay Structure Plan review project will include a thorough community engagement process, providing the Apollo Bay Community Voice with a range of opportunities in which it can contribute to the development of the Apollo Bay Structure Plan.*

**CARRIED 5 : 1**

<i>For</i>	<i>Against</i>
<i>Cr Hudgell</i>	<i>Cr De Deugd</i>
<i>Cr Howard</i>	
<i>Cr Schram</i>	
<i>Cr Buchanan</i>	
<i>Cr McCrickard</i>	

Item: 7.4  
**Governance Report - Monthly**

OFFICER	Matilda Hardy-Smith / Belinda Rocka
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive

## RESOLUTION

*Moved Cr Howard, Seconded Cr Hudgell*

*That Council:*

- 1. Notes and confirms the correction made to the 25 March 2025 Council Meeting minutes (Attachment 1) in relation to Declarations of Interest declared at that meeting.*
- 2. Appoints Brett Harris as an Authorised Officer pursuant to section 147(4) of the Planning and Environment Act 1987 (Attachment 6).*
  - a. Authorises the use of the common seal in accordance with Colac Otway Shire Council's Governance Local Law No 4 – 2020.*
  - b. 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 the instrument.*
  - c. Authorises the Chief Executive Officer to revoke the Instrument of Authorisation from the date Brett Harris ceases their employment with Colac Otway Shire Council.*
- 3. Notes the Informal Meetings of Councillor Records reported for the period of 21 November 2025 to 3 February 2026.*
- 4. That Council receives for information the Colac Otway Shire Audit and Risk Committee confirmed minutes dated 11 December 2025 (Attachment 7).*
- 5. Revoke membership for Kerrie Thackeray of the Cororooke Hall Community Asset Committee and acknowledges the contribution made to the Committee and Cororooke community.*

6. ***Add membership for Kylie Hughes, Justine McCarthy, Lisa Parker, Darrell Cook, Penny Reed, Rachel McCallum, Aaron Price, Leon Baggott and Janet Ross to the Cororooke Public Hall Community Asset Committee.***

***CARRIED 6 : 0***

Item: 8.1

## Municipal Monitor Report Recommendations - Status Report on Implementation

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive

### RESOLUTION

*Moved Cr Howard, Seconded Cr Hudgell*

*That Council:*

- 1. Notes the status report of progress against the Municipal Monitors Report recommendations dated December 2025, and that the report was tabled with Councils Audit and Risk Committee on 11 December 2025.*
- 2. Notes the report will be made public via Councils website and a copy will be sent to the Minister for Local Government.*

**CARRIED 6 : 0**

Item 10.1  
**Notice of Motion 361 25-26 - Cr Howard -  
Amendment to Governance Rules**

**COUNCILLOR** Cr Phil Howard

**ATTACHMENTS** Nil

## **RESOLUTION**

*Moved Cr Howard, Seconded Cr Hudgell*

*That Council:*

- 1. Endorses the draft change to Governance Rules Clause 47.7 (a) & (b) to amend the clauses from "two weekdays" to "two days", and to put this change out for public exhibition for two weeks.*
- 2. Provides the opportunity for any person wishing to speak to their written submission to be heard at the Submissions Committee prior to Council considering adoption of any proposed changes to Clause 47.7 (a) & (b).*
- 3. Notes that Clause 47.7 (a) & (b) is the only section of the Governance Rules under consideration for amendment by Council. Any other submissions regarding other Clauses of the Governance Rules will not be considered.*

**CARRIED 6 : 0**

Item 10.2  
**Notice of Motion 362 25-26 - Cr Potter - Emergency  
Services Volunteer Fund**

**COUNCILLOR** Cr Chris Potter

**ATTACHMENTS** Nil

## **NOTICE OF MOTION**

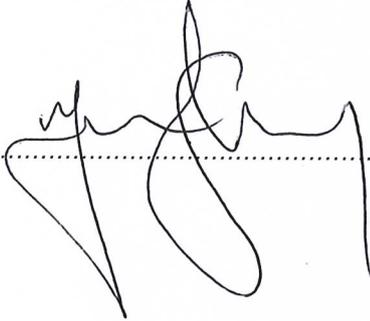
*This motion lapsed for want of a mover.*

*That Council writes a letter to the Premier of Victoria to:*

- 1. Acknowledge the financial commitment by the State to provide resources to combat the recent and serious fires and floods that have seriously impacted the Colac Otway Community and the State of Victoria.*
- 2. Reaffirms its opposition to the Emergency Services Victoria Fund.*
- 3. Recognise the sacrifices and risks our CFA and other volunteers face.*
- 4. Acknowledge that rural brigades are being disadvantaged and placed at risk with lack of delivery of equipment and station upgrades.*
- 5. Acknowledge that volunteers are increasingly being asked to work in conditions that would be unacceptable in any other workplace*
- 6. Request a public inquiry into the allocation of the ESVF monies received, where that funding has been allocated and restoring the funding required for Victoria firefighters.*
- 7. Request a further Parliamentary Legislative Council inquiry into the resourcing, capability and preparedness of Victoria's Fire Services.*

*The meeting was declared closed at 2.33pm*

**CONFIRMED AND SIGNED** at the meeting held on 24 February 2026.

  
.....**MAYOR**