

Council Meeting Minutes

25 November 2025 at 1pm

COPACC Meeting Rooms 1 & 2

COLAC OTWAY SHIRE COUNCIL MEETING

Tuesday 25 November 2025

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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 25 November 2025 at 1:00 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).

3 MEETING ADMINISTRATION

3.1 Present

Cr Jason Schram (Mayor)
Cr Phil Howard (Deputy Mayor)
Cr Chris Potter
Cr Zoe Hudgell
Cr Charlie Buchanan
Cr Mick McCrickard

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

3.2 Apologies and Leaves of Absence

Cr Chrissy De Deugd

3.3 Confirmation of Minutes

RESOLUTION

Moved Cr Hudgell, Seconded Cr McCrickard

That Council confirm the minutes of the Council Meetings held on 28 October 2025 and 18 November 2025.

CARRIED 6 : 0

3.4 Declarations of Interest

Nil

4 QUESTION TIME

A maximum of 30 minutes was 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.

QUESTIONS RECEIVED IN WRITING PRIOR TO THE MEETING

Elizabeth Ryan

1. Could Council please provide an update on the proposed safety works for Conns Lane/Cape Otway Road, Birregurra?

Response from General Manager Infrastructure and Environment

Speed reduction signs and a stop sign have been installed on both Conns Lane and Cape Otway Road. Other safety measures will be implemented early in 2026 once it is known whether savings from projects funded under the Safer Local Roads and Streets program will be available. Should surplus grant funds not be available Council will fund these works itself.

2. Could explain why Council has not installed a CROSSROADS sign in Conns Lane to advise road users of the upcoming intersection with the Cape Otway Road, Birregurra? Please note I made this request near 12 months ago. Copy attached.

Response from General Manager Infrastructure and Environment

A crossroad sign is generally installed only on the main road, while a stop and give way sign is installed on the side road, in accordance with Australian Standards. Cape Otway Road has a crossroads sign approaching the intersection indicating the right of way, but a stop sign controls Conns Lane. Under the standards a crossroad sign is not required in Conns Lane.

Norman Marriner

Questions relate to several unprovoked dog attacks in Apollo Bay recently

1. Can Council please tell me how they intend to inform the community of menacing or dangerous dogs?

Response General Manager Infrastructure and Environment

Council does not inform the community of declared dogs within the municipality. Any dog declared Menacing or Dangerous will be required to wear a muzzle and be on lead at all times when off the owner's property.

2. Can Council improve awareness and education in relation to dog attacks by alerting the Community via social media to explain the simple reporting system and the available supportive follow up?

Response General Manager Infrastructure and Environment

Council will continue to provide education and awareness for the community on responsible pet ownership and the importance of dogs being under effective control, and will focus on informing the community of how they can report dangerous dog behaviour to Council.

Bernadette Marriner

Ms Marriner submitted two questions in relation to recent reported dog attacks in Apollo Bay and reported incidences of a declared menacing dog being walked in public without being muzzled.

1. How does Council propose to enforce the owner of this dog to comply with the muzzle restraint requirement when she's blatantly ignoring the request?
2. Is it COS that will be responsible if there is another serious dog attack, considering that COS have been made aware of this infringement through reports and written complaints sent to them regarding this person and their menacing dog?

Response General Manager Infrastructure and Environment

When Council declares a dog as 'Menacing' and information regarding the declaration has been sent to the owner, the owner has 14 days to appeal the declaration. Once the declaration has been finalised, a dog will be required to be muzzled and on a lead when off the owner's property. Council's Local Laws team will investigate any reports from the public of non-compliance of an owner with a 'menacing dog' and can issue infringements where appropriate to enforce these obligations. If non-compliance is occurring regularly Council can prosecute a dog owner under the Domestic Animal Act to apply stronger penalties. Local Laws officers also undertake occasional checks of declared dogs to determine compliance or otherwise with requirements.

Tim Cobb

Mr Cobb submitted a question at the last council meeting about the Friday deadline for submitting questions. Council officers verbally stated the deadline in the governance rules was Sunday. Mr Cobb has posed a question to us regarding meeting minutes being inaccurate.

Similarly, Graham Costin lodged two questions which are very similar to that of Mr Cobbs. As per rule 47.11 of Councils Governance Rules, Council grouped these questions together and provided the following responses.

1. Will council correct the minutes rather than approve something that is clearly wrong?

Response Executive Officer Governance

The question and response were a dialogue and ended with the question being taken on notice. The response in the minutes is the correct answer. There was a change made to the Governance Rules adopted by Council on 28 October 2025 that changed wording from days to weekdays and subsequently moved the deadline for public questions from Sunday 5pm to Friday 5pm. This change was included in the draft version of the Governance Rules put out for consultation and was subsequently adopted by Council.

2. Will Council change the Governance rules to restore the deadline for questions to Monday 9am not Friday 5pm which is what Councillors were led to believe they were approving.

Response Executive Officer Governance

This would be a decision by Council to make. However, Councillors are aware of the issue and are in the process to resolve this. In the meantime, we are providing discretion for questions to be lodged until 5pm on a Sunday evening.

Peter Lucas

Peter Lucas provided detailed correspondence regarding the proposed Planning Scheme Amendment to rezone land and the planning permit applications lodged which would result in the development of 50 social and affordable houses on the vacant former cemetery land in Pound Street Colac. The draft Planning Scheme Amendment and the Planning Permit applications have been submitted to the Minister for Planning by Homes Victoria.

Mr Lucas submitted the following questions:

1. Will the Council be making a submission opposing this amendment?
2. Will the Council continue to support community members in seeking a better outcome for existing residents, a local school, social housing recipients and our loved ones resting at our sacred ground?

Response General Manager Community and Economy

The Minister for Planning has received a request from Homes Victoria under section 96A of the Planning and Environment Act 1987 for a combined zoning of land to become General Residential Zone, and consideration of two planning permits, including one for subdivision of land and one for the development of land for 50 social and affordable dwellings and removal of native vegetation at the Pound Road site.

Whilst Council doesn't have any approval responsibilities, it will consider taking a formal position on this proposal at its 9 December 2025 Council meeting. The Department of Transport and Planning has approved an extension of time for Council to submit to the process considering the Council meeting falls outside of the nominated exhibition dates.

The Minister for Planning has recently exhibited the draft Planning Scheme Amendment and the draft Planning Permit applications, which can be viewed on the Engage Victoria website. Council encourages community members to review the information and lodge submissions to the process, noting that the consultation phase closes on 1 December 2025.

Graham Costin

1. Could Council explain why beaches and foreshores have been removed from its animal management responsibilities, given these areas are the primary public open spaces used by residents and visitors along our coast?
2. Surf Coast Shire has successfully partnered with GORCAPA for shared domestic animal compliance on beaches and foreshores for many years. What has prevented a similar partnership from being developed given that GORCAPA was formed six years ago, and is Council open to exploring such a model?
3. Will Council consider allocating a fair proportion of its coastal rate revenue to assist GORCAPA in proactively enforcing animal compliance on beaches and foreshores, so that issues are prevented rather than addressed by Council only after they occur?

Response General Manager Infrastructure and Environment

The proposed new Domestic Animal Management Plan clearly articulates this Council's intent not to commit its resources to management of dogs off leash in coastal crown land areas. The Great Ocean Road Coast and Parks Authority (GORCAPA) has regulations in place that control dogs and has the ability to enforce these regulations. This continues the approach that has been taken for some years. The proposed plan does highlight Council's intention to work collaboratively with GORCAPA on education of the community concerning this issue.

QUESTIONS RECEIVED VERBALLY AT THE MEETING

Janine Jones

1. We learned that there were contaminants in the soil (at Pound Road) and we don't know what they are. There were containers of contaminants up there and I was just wondering if the Council's aware of what the contaminants are in the soil, so that we can take that further when we have a discussion with them on the 1st of December.

Response General Manager Infrastructure and Environment.

Through you Mayor, Council's aware that in undertaking technical studies of the homes Victoria site, one of those studies was groundwater contamination. We understand that the results of that technical assessment indicated that there was some contamination of the groundwater with fuel-based products. It's unknown where that contamination might be coming from and the government's following that up.

2. What provision for cars parked in the street as an overflow from this proposed social housing is there to be?

Response General Manager Community and Economy

Our Planning team are currently reviewing the application. It is currently out for exhibition. We're working through the assessment of the application from a planning perspective, which does take into consideration car parking as well. We will bring that type of information to the Council meeting on the 9th of December.

Tony Webber

1. My question is in relation to dogs as well, I work for a person and the neighbour's dog is harassing their sheep. They have contacted Council and Council has said it someone else's responsibility. So, what is the process in this situation? I know they have the right to shoot them, but they don't really want to shoot someone else's dog. Is it the Police's responsibility or is it both?

Response General Manager Infrastructure and Environment

Through you Mayor, that does sound like something that our Local Laws team could assist with, if a dog is off an owner's property and harassing/causing an offence for others around them, then that would be contrary to the Domestic Animals Act. I'm happy to take that forward if you want to leave your details with me or contact me outside of this meeting.

2. My second question is about roads. Roads are getting fixed and then they start breaking up within a few years. Skeens Creek Bridge was replaced in 1979 and its now having to be replaced again. Is there a problem with building and repairing roads in that it doesn't last? Should we spend more on roads initially to save having to repair them all the time.

Response General Manager Infrastructure and Environment

I think you are referring to state manage roads and its very difficult for Council to comment on that specific issue. It's more a question that you could direct to the Department of Transport and Planning. I do know with the rain and weather we've had this year, with a prolonged dry period followed by a wet period, it has caused the roads to deteriorate a bit quicker and have more significant impacts than they would otherwise.

As time permitted, the Mayor allowed one further question from Elizabeth Ryan.

Elizabeth Ryan

1. The community expectation is that we have proper engagement with Council. Council requests that the state government give them extra time and extra engagement with projects like Pound Road social housing development. Likewise, why can't the community have the same level of engagement on Meredith Park? I'll do the examples. Meredith Park, the youth club hall, and the signage issue (road related). We've had another incident this morning because of people using roads. They went down 375 Birregurra Deans Marsh Rd, instead of B375 Birregurra Forrest Rd, and got stuck, it was truck that had come over from South Australia.

Response General Manager Community and Economy

In regard to Pound Road, it's a planning matter as you'd be aware. In respect to when we exhibit planning applications, we do take submissions right up until council considers the matter, even though we do say it might be a 14-day exhibition process or period we do accept submissions later than that. We do put dates on consultation periods to encourage people to submit within those dates, but we typically do take feedback from the community outside of those dates as well.

As time permitted, the Mayor allowed one further question from Peter Lucas.

Peter Lucas

1. The Engage Victoria website has a closing date of December the 1st for the community to put feedback in for the government amendment. Am I correct in understanding the council have an extension on that date to put in their submission?

Response General Manager Community and Economy

Through you Mayor, yes that's correct. Because our Council meeting wasn't going to fall within that period, we weren't ready in terms of our assessment to come to this Council meeting. Therefore, we requested the Department of Transport and Planning to provide us with some extra time so we could get a formal position from Council. We do have to take it to a formal Council meeting, being the 9th of December.

2. On 22nd September, Cr McCrickard, Ian Seuren and a community member met with two Homes Victoria representatives via teams to discuss the development at Pound Rd. The representatives (Homes Vic) gave assurances on the number of homes and green spaces based on Council offering up alternative sites. It now appears that those assurances have been completely disregarded. Was that meeting recorded? Is that something the Council can then go back to Homes Victoria and say we've been given these assurances and now you're reneging on them?

Response General Manager Community and Economy

Yes we've had a number of meetings with Homes Victoria, and I think I'm allowed to say that we've seen a number of iterations of potential concepts for that site. Homes Victoria have now lodged with the Minister for 50 social and affordable dwellings which is potentially different to some other plans that we'd seen. So we're going to collect all that information from our meetings, plus the applications lodged and present that to Council to make a formal position.

5 PETITIONS / JOINT LETTERS

Nil reports.

Item: 6.1

Birregurra Structure Plan Review

OFFICER	Simon Clarke
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	<ol style="list-style-type: none">1. Submissions Response Table [6.1.1 - 19 pages]2. Final Birregurra Structure Plan 2025 - updated 11 November 2025 [6.1.2 - 88 pages]

RESOLUTION

Moved Cr Howard, Seconded Cr McCrickard

That Council:

- 1. Considers all submissions received to the draft Birregurra Structure Plan 2025.*
- 2. Considers the recommendations to modify the draft Birregurra Structure Plan as outlined in the Submissions Response Table (Attachment 1).*
- 3. Adopts the Birregurra Structure Plan 2025 (Attachment 2), subject to the inclusion of the land north of Kettle Lane through to the railway line (inclusive of the following properties – 20, 24, 28 and 30 Roadknight Street, Birregurra and 462 Birregurra Road, Birregurra) as a residential growth investigation area.*
- 4. Authorises offices to make the amendment detailed in point 3 to the Birregurra Structure Plan 2025 including any explanatory commentary.*
- 5. Expresses its appreciation to the Birregurra Community Reference Group, and the broader community and stakeholders for their participation in this project, and informs them of the outcome.*

CARRIED 6 : 0



Item: 7.1

Project Budget Adjustments and Cash Reserve Transfers

OFFICER Mikael Blyth

GENERAL MANAGER Doug McNeill

DIVISION Infrastructure and Environment

ATTACHMENTS Nil

RESOLUTION

Moved Cr Potter, Seconded Cr McCrickard

That Council:

6. *That Council approves the project budget adjustments in Table 2 at a net cost of \$300,000.*
7. *That Council approves the project budget adjustments in Table 3 at a net cost of \$80,000.*

CARRIED 6 : 0

Item: 7.2

Domestic Animal Management Plan (DAMP) - Adoption

OFFICER	Fiona Swan
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	<ol style="list-style-type: none">Domestic Animal Management Plan (DAMP) - 2025-2029 [7.2.1 - 37 pages]Summary of Submissions to Draft Domestic Animal Management Plan (DAMP) - 2025-2029 [7.2.2 - 2 pages]

RESOLUTION

Moved Cr Howard, Seconded Cr McCrickard

That Council:

- 1. Considers written and verbal submissions received to the draft Domestic Animal Management Plan.*
- 2. Adopts the amended Domestic Animal Management Plan 2025-2029 as attached except modified as follows:*
 - a) Clarify in the table at Section 5.2 that the proposed amendment to the cat curfew to 24 hours would only apply to cats registered for the first time with Council after 1 April 2026, and that an overnight curfew would continue to apply to all cats registered before 1 April 2026.*
 - b) Change Section 3.4 to remove reference to introducing mandatory on lead requirements for dogs in Township Zones and replace with an action that Council will review the extension of dog onlead areas within towns to be more targeted at specific locations rather than being inclusive of all land within the towns.*

c) *Add an action at Section 3.4 to state that Council will introduce requirements for dogs to be on lead on all township sporting grounds.*

3. *Acknowledges that to implement the 24 hour cat curfew change, there will be another process to consult and adopt an updated Cat Confinement Order, which the community will be invited to provide feedback on.*

4. *Notes that the next formal scheduled review of the Domestic Animal Management Plan in 2029 may result in a strengthening of the rules applying to containment of cats to the effect that all cats would be required to be confined for 24 hours and that the community has time to prepare for this potential outcome.*

5. *Notes that despite potential future changes to the dogs on leash areas in 2b) above, dogs are required under the Domestic Animals Act 1994 to "be under effective control" of the owner, and Council will continue to educate the community concerning this responsibility and to take appropriate enforcement of these requirements to ensure public safety.*

6. *Thanks the community and submitters for their feedback on the draft Domestic Animal Management Plan.*

CARRIED 5 : 1

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

Item: 7.3

Safe Local Roads & Streets Program - Supplementary Funding Potential Projects

OFFICER Kanishka Gunasekara

GENERAL MANAGER Doug McNeill

DIVISION Infrastructure and Operations

ATTACHMENTS Nil

RESOLUTION

Moved Cr Potter, Seconded Cr Howard

That Council:

1. *Notes the opportunity to nominate projects for road safety improvements under the Safer Local Roads and Streets Program supplementary funding round, with the possibility of a maximum of \$1.2 million available to each Council.*
2. *Notes that:*
 - *Council may seek up to \$500,000 in funding per nominated project.*
 - *Co-contributions are permitted, provided the full project can be completed by 30 June 2027.*
3. *Endorses the following projects for submission to the Department of Transport and Planning and the Transport Accident Commission for consideration under the supplementary funding round:*
 - a. *Pascoe Street, Hardy Street and Whelan Street, Apollo Bay – Installation of Raised Priority Crossing and Pedestrian Refuge Islands.*
 - b. *Dean Creek Road, Pound Road and Back Larpent Road, Elliminnyt – Installation of Raised Intersection or Raised Safety Platforms.*
 - c. *Bromfield Street, Colac (Corangamite to Gellibrand Street) – Installation of Raised Pedestrian Crossing.*

4. *Notes that the project listed in item 3b above, is expected to exceed the \$500,000 funding cap and will require a Council co-contribution of \$30,000, which would be funded through the unallocated project funds.*
5. *Notes that an Expression of Interest (EOI) will be submitted via SmartyGrants to the Department of Transport and Planning and the Transport Accident Commission for the endorsed projects, and that projects may not proceed if they are not supported or do not meet eligibility criteria.*

CARRIED 6 : 0

Item: 7.4

Response to Petition - Condition of Sand Road, Glenaire

OFFICER	Kanishka Gunasekara
GENERAL MANAGER	Doug McNeill
DIVISION	Infrastructure and Environment
ATTACHMENTS	Nil

RESOLUTION

Moved Cr Buchanan, Seconded Cr Howard

That Council:

- 1. Notes and acknowledges the petition lodged by the community about the current condition of Sand Road, Glenaire.*
- 2. Notes that urgent maintenance works have not been able to be undertaken on the road until a cultural heritage permit had been obtained from Eastern Maar Aboriginal Corporation due to the sensitive cultural heritage values of land underneath and in the vicinity of the road.*
- 3. Notes that a 12-month permit was issued by Eastern Maar to enable road maintenance activities on 6 November 2025, and Council is currently preparing to implement the necessary road maintenance works.*
- 4. Notes that the need for future resheeting of the road surface will be considered in the 2026-27 budget process.*
- 5. Notes that staff will be negotiating with Eastern Maar early in 2026 to develop a longer term Aboriginal Cultural Heritage Land Management Agreement as a tool to facilitate on-going road maintenance activities.*

6. *Writes to the relevant Ministers and departments of State Government to request an exemption from the need for Council to apply for a cultural heritage permit to undertake minor routine maintenance for safety and to ensure trafficability of the public highway that is consistent with its past management practices.*

CARRIED 6 : 0

Item: 7.5

Proposal to enter into a licence - Colac Municipal Airfield

OFFICER	David Butterfield
GENERAL MANAGER	David Butterfield
DIVISION	Corporate Services
ATTACHMENTS	Nil

RESOLUTION

Moved Cr Howard, Seconded Cr Potter

That Council:

- 1. Authorise the Chief Executive Officer to execute a Licence Agreement between Colac Otway Shire Council and the Department of Energy, Environment and Climate Action (DEECA) for the use of part of the Colac Municipal Aerodrome at 235 McKays Road, Irrewarra, on the following key terms:*
 - a. Licence commencement on 26 November 2025.*
 - b. Term – 1 year, licenced period being between 26 November to 31 March, or as required.*
 - c. Licence fee payable \$1,000.00 per annum (excluding GST) for the term detailed in (b) with a fixed rate with no rental review.*
 - d. DEECA to Indemnify Council for any liability throughout the Licence term*
 - e. Pay all Council rates and other outgoings in respect of the Licensed area*
 - f. Keep licensed area in clean and tidy condition.*
 - g. Adhere to the conditions in a traffic management plan.*
- 2. Authorises the Chief Executive Officer to execute the Licence pursuant to this Resolution.*

3. ***Notes that post execution of this Licence, the terms of the Licence will be made publicly available on Councils Lease and Licence Register.***

CARRIED 6 : 0

Item: 7.6

Meredith Park Future Use and Management - Community Consultation

OFFICER	Stephen Parker
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	<ol style="list-style-type: none">1. Attachment 1 - Meredith Park Community Consultation - Briefing Paper [7.6.1 - 2 pages]2. Attachment 2 - Meredith Park Community Consultation - Hard Copy Survey [7.6.2 - 2 pages]

RESOLUTION

Moved Cr Buchanan, Seconded Cr McCrickard

That Council:

- 1. Notes the results of the community consultation undertaken on the future use and management of Meredith Park and thanks those that have provided feedback through the process.*
- 2. Notes that the petition titled “Save Meredith Park” received at the 25 February 2025 Council meeting has been considered through the process of reviewing the future use and management of Meredith Park.*
- 3. After considering the results of the community consultation process, supports the continued use of Meredith Park for overnight camping, with a maximum stay of 14 days.*
- 4. Allocates \$40,000 from the Unallocated Project Fund to develop a comprehensive Meredith Park Management Plan which includes, but is not limited to, the following considerations:*
 - a. Operational and management responsibilities for Council, emergency services and other relevant authorities.*

- b. Potential infrastructure upgrades prioritising toilets, waste management and designated camping areas, while maintaining the park's natural character and environmental values to ensure a safe and enjoyable experience.*
- c. The level of resourcing required to appropriately manage the use of the park including active monitoring.*
- d. A booking system to monitor and regulate overnight and multi-night stays, especially during peak periods.*
- e. The introduction of a modest overnight booking fee in the medium to long term to partially offset costs, whilst maintaining affordability and equity.*
- f. Implementing a maximum stay of 14 days within a 3-month period including ensuring appropriate enforcement protocols are in place.*

CARRIED 6:0



Item: 7.7

Grant Submission - VicHealth Partners in Place Grant 2025

OFFICER	Ashish Sitoula
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	1. Funding guidelines - Vic Health Partners in Place Grant 2025 [7.7.1 - 16 pages]

RESOLUTION

Moved Cr McCrickard, Seconded Cr Howard

That Council:

- 1. Endorses a funding application being submitted to VicHealth's Partners in Place grant program*
- 2. Authorises the Chief Executive Officer to submit the application on behalf of Council.*
- 3. Notes that the application does not require a financial cash contribution from Council.*
- 4. Authorises the Chief Executive Officer to enter into a funding agreement should the application to VicHealth be successful.*

CARRIED 6 : 0

Item: 7.8

Council and Committee Meeting Schedule 2026

OFFICER Anita Craven

CHIEF EXECUTIVE OFFICER Andrew Tenni

DIVISION Executive

ATTACHMENTS Nil

RESOLUTION

Moved Cr Howard, Seconded Cr Potter

That Council:

1. *Approves the schedule of Council, Planning Committee and Submissions Committee meetings for 2026 as detailed below:*

Month	Council Meeting	Planning Committee Meeting	Submission Committee Meeting
February	24 February 2026	10 February 2026	10 February 2026
March	24 March 2026	10 March 2026	10 March 2026
April	28 April 2026	14 April 2026	14 April 2026
May	26 May 2026	12 May 2026	12 May 2026
June	23 June 2026	9 June 2026	9 June 2026
July	28 July 2026	14 July 2026	14 July 2026
August	25 August 2026	11 August 2026	11 August 2026
September	22 September 2026	8 September 2026	8 September 2026
October	27 October 2026	13 October 2026	13 October 2026
November	24 November 2026	10 November 2026	10 November 2026
December	8 December 2026	1 December 2026	1 December 2026

2. *Schedules additional Council meetings on 10 February 2026 and 13 October 2026.*

3. *Schedules a Council meeting on 17 November 2026, for the sole purpose of the electing a Mayor and Deputy Mayor (including establishing the term of office for each).*
4. *Determines that all Council meetings will commence at 1pm, unless otherwise advertised.*
5. *Determines that all Planning Committee meetings will commence at 1pm, unless otherwise advertised.*
6. *Determines that all Submissions Committee meetings will commence at 2pm, unless otherwise advertised.*
7. *Notes that all Council meetings, Planning Committee and Submission Committee meetings will be held at Colac Otway Performing Arts and Cultural Centre (COPACC), Colac and livestreamed, unless otherwise advertised.*
8. *Holds at least two meetings each calendar year which will be scheduled in Apollo Bay.*

CARRIED 6 : 0

Item: 7.9

Appointments to Committees and External Organisations

OFFICER	Anita Craven
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	Nil

RESOLUTION

Moved Cr McCrickard, Seconded Cr Hudgell

That Council:

1. *Appoints Councillors Phil Howard and Jason Schram to Council's Audit and Risk Committee.*
2. *Appoints Councillor Jason Schram to the G21 Geelong Region Alliance (Board).*
3. *Appoints Councillor Zoe Hudgell to the Great Ocean Road Regional Tourism (Board)*
4. *Geelong Regional Library Corporation representative is Cr Mick McCrickard*
5. *Geelong Regional Library Corporation substitute representative is Cr Chrissy De Deugd*
6. *Australian Local Government Association representative is Cr Chris Potter*
7. *Australian Local Government Association substitute representative is Cr Chrissy De Deugd*
8. *Municipal Association of Victoria representative is Cr Phil Howard*
9. *Colac Municipal Aerodrome Advisory Committee representative is Cr Chris Potter*

10. *Colac Regional Saleyards Advisory Committee representative is Cr Charlie Buchanan*
11. *Lake Colac Advisory Committee representatives are Cr Chrissy De Deugd and Cr Mick McCrickard*
12. *Mooleric Road Consultative Committee representative is Cr Chris Potter*
13. *Ondit Road Quarry Consultative Committee representative is Cr Chris Potter*
14. *Otway Road Safety Group representative is Cr Mick McCrickard*
15. *Rural Councils Victoria representative is Cr Chrissy De Deugd*
16. *Rural Councils Victoria substitute is Cr Charlie Buchanan*
17. *Rural Financial Counselling Service Vic Wimmera South West (RFC) representative is Cr Mick McCrickard*
18. *Geelong City Deals CRG Observers – Apollo Bay Harbour representative is Cr Chris Potter*
19. *Timber Towns Victoria Committee representative is Cr Charlie Buchanan*
20. *Local Housing Taskforce in Apollo Bay representative is Cr Chrissy De Deugd*
21. *Notes that all Councillors are appointed to the Planning Committee, Submissions Committee and Chief Executive Officer Employment Matters Advisory Committee as set out in their respective Terms of Reference.*
22. *Notes that officers will commence the process to close the COPACC Trust as it is no longer operational.*

CARRIED 6 : 0

Item: 7.10

Revocation of Instrument of Authorisation - Scott McKenzie

OFFICER	Belinda Rocka
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. To be Revoked - Instrument of Appointment and Authorisation - Scott Mc Kenzie [7.10.1 - 2 pages]

RESOLUTION

Moved Cr Hudgell, Seconded Cr Potter

That Council revokes the Instrument of Appointment and Authorisation under the Planning and Environment Act 1987 to Scott McKenzie, dated 22 February 2023 (refer Attachment 1).

CARRIED 6 : 0

Item: 8.1

Community Asset Committees 2024-25 Annual Report

OFFICER	Belinda Rocka
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	1. Community Asset Committees Annual Report 2024 25 [8.1.1 - 21 pages]

RESOLUTION

Moved Cr Potter, Seconded Cr Hudgell

That Council notes the 2024-25 Annual Report of the activities and performance of Community Asset Committees in accordance with the requirements of section 47(6) of the Local Government Act 2020.

CARRIED 6 : 0

Item: 8.2

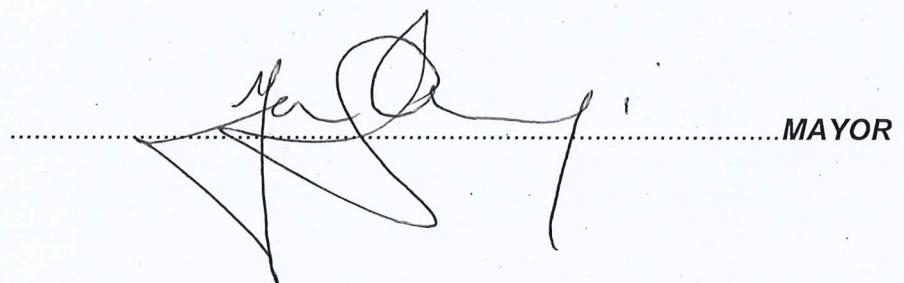
Report of Informal Meetings of Councillors

OFFICER	Council Business
CHIEF EXECUTIVE OFFICER	Andrew Tenni
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. Informal Meeting of Councillors - Pre Council meeting 28 October 2025 [8.2.1 - 3 pages]2. Informal Meeting of Councillors - Councillor Briefing 11 November 2025 [8.2.2 - 2 pages]3. Informal Meeting of Councillors - Pre Planning Committee meeting 11 November 2025 [8.2.3 - 2 pages]4. Informal Meeting of Councillors - Councillor Briefing 18 November 2025 [8.2.4 - 2 pages]

This item did not require a formal decision of Council.

The meeting was declared closed at 2.24pm

CONFIRMED AND SIGNED at the meeting held on 9 December 2025.

A handwritten signature in black ink, appearing to read "Mark O'Brien", is written over a horizontal dotted line. To the right of the signature, the word "MAYOR" is printed in a bold, uppercase font.

MAYOR