



COUNCIL MEETING

AGENDA

Wednesday 25 November 2020

at 4:00 pm

COPACC

95 - 97 Gellibrand Street, Colac

and by videoconference

Next Council Meeting: 16 December 2020



COLAC OTWAY SHIRE COUNCIL MEETING

Wednesday 25 November 2020

TABLE OF CONTENTS

1	Declaration of Opening of Meeting	3
2	Present.....	3
3	Apologies and Leaves of Absence	3
4	Welcome and Acknowledgement of Country.....	3
5	Question Time	4
6	Tabling of Responses to Questions Taken On Notice at Previous Meeting	4
7	Petitions / Joint Letters.....	4
8	Declarations of Interest	4
9	Confirmation of Minutes	5
10	Officer Reports.....	6
10.1	Oath or Affirmation of Office.....	6
10.2	Draft Community Engagement Policy and Community Consultation	16
10.3	Planning Scheme Amendment C109cola - 10 Drapers Road, Colac East	56
10.4	Apollo Bay Early Years Hub	92
10.5	Appointments of Councillors to Internal Committees	100
10.6	Appointments of Councillors to External Committees	105
10.7	Evaluation of performance of Audit Committee	110
10.8	Audit Committee Minutes - 12 August 2020	116
10.9	Assemblies of Councillors and Informal Meetings of Councillors	142

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 25 November 2020 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.

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.

In response to the COVID-19 pandemic and in accordance with the relevant Directions issued by the Chief Health Officer of Victoria that are in place in regional Victoria at the time of publication, Council

advises only Councillors and Council staff are permitted to attend the Council meeting. Strict hygiene and social distancing measures will be in place for those who need to physically attend.

5 QUESTION TIME

Colac Otway Shire encourages community input and integral to this is the opportunity provided to ask questions at Council Meetings. A maximum of 30 minutes is usually allowed for question time however, in response to the COVID-19 pandemic and in accordance with the relevant Directions issued by the Chief Health Officer of Victoria that are in place at the time of publication, only those people who are working are permitted to attend this Council Meeting. Only Councillors and Council staff will be permitted to attend this Council Meeting.

Questions and responses to questions that are submitted in writing by 5pm of the Monday preceding this Council Meeting will be included in the minutes of this meeting.

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

A petition requesting that Colac Otway Shire Council assist the commercial businesses situated at Apollo Bay by reducing their annual Council rates by at least half, due to the impact of COVID-19, has been received from a community member. The petition contained 54 signatures. A report responding to the petition will be tabled at the Council Meeting to be held on 16 December 2020.

A petition requesting that Colac Otway Shire Council provide relief in full of property rates for commercial ratepayers of Apollo Bay levied during the period of COVID-19 lockdown, has been received from a community member on behalf of the Apollo Bay Chamber of Commerce. The petition contains 49 signatures. A report responding to the petition will be tabled at the Council Meeting to be held on 16 December 2020.

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 September 2020
- Special Council Meeting held on 21 October 2020
- Special Council Meeting held on 16 November 2020

RECOMMENDATION

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

That Council confirm the minutes of the Special Council Meeting held on 21 October 2020.

That Council confirm the minutes of the Special Council Meeting held on 16 November 2020.

Item: 10.1

Oath or Affirmation of Office

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Colac Otway Shire - Affirmation of Office - Joseph Mc Cracken - Signed [10.1.1 - 1 page] 2. Colac Otway Shire - Oath of Office - Christopher Potter - Signed [10.1.2 - 1 page] 3. Colac Otway Shire - Affirmation of Office - Graham Costin - Signed [10.1.3 - 1 page] 4. Colac Otway Shire - Affirmation of Office - Catherine Hanson [10.1.4 - 1 page] 5. Colac Otway Shire - Oath of Office - Stephen Hart - Signed [10.1.5 - 1 page] 6. Colac Otway Shire - Affirmation of Office - James Bell - Signed [10.1.6 - 1 page] 7. Colac Otway Shire - Affirmation of Office - Margaret White - Signed [10.1.7 - 1 page]
PURPOSE	To report that the Oath or Affirmation of Office have been taken by Councillors following the declaration by the Victorian Electoral Commission (VEC) of the results of the 2020 Council elections.

1. EXECUTIVE SUMMARY

On 6 November 2020 Cr Joseph John (Joe) McCracken, Cr Christopher John (Chris) Potter, Cr Graham Leslie Costin, Cr Catherine Mary (Kate) Hanson, Cr Stephen Leslie Hart, Cr James Alexander (Jamie) Bell and Cr Margaret Patricia White, took the Oath or Affirmation of Office in accordance with section 30 of the *Local Government Act 2020*.

2. RECOMMENDATION

That Council note that Cr Joseph John McCracken, Cr Christopher John Potter, Cr Graham Leslie Costin, Cr Catherine Mary Hanson, Cr Stephen Leslie Hart, Cr James Alexander Bell and Cr Margaret Patricia White have taken the Oath or Affirmation of Office, in accordance with section 30 of the Local Government Act 2020.

3. KEY INFORMATION

Section 30(1) of the *Local Government Act 2020* states “A person elected to be Councillor is not capable of acting as a Councillor until the person has taken the oath or affirmation of office in the manner prescribed by the regulations.”

Cr Joe McCracken, Cr Chris Potter, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Jamie Bell and Cr Margaret White, took the Oath or Affirmation of Office on 6 November 2020, in accordance with section 30 of the *Local Government Act 2020*.

Oath of Office

“I swear by almighty God that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.”

Affirmation of Office

“I solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the Local Government Act 2020 and any other Act to the best of my skill and judgement.”

The Oaths and Affirmations of Office were signed and dated before the Chief Executive Officer and a copy of them is attached to this report.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 4 - Our Leadership & Management

2. Openness and accountability in decision making.

3. Organisational development and legislative compliance.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable

LEGAL & RISK

Not applicable

FINANCIAL & BUDGETARY

Not applicable

7. IMPLEMENTATION STRATEGY

The swearing in of Councillors has been conducted.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



Colac Otway Shire Council

COUNCILLOR AFFIRMATION OF OFFICE

Joseph John McCracken

Before the Chief Executive Officer,
Peter Brown, on Friday 6 November 2020,

I, Joseph John McCracken solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement.

Signed

Councillor,

Joseph John McCracken

Date: 6 / 11 / 2020

Chief Executive Officer,

Peter Brown

Date: 6 / 11 / 2020



Colac Otway Shire Council

COUNCILLOR OATH OF OFFICE

Christopher John Potter

Before the Chief Executive Officer,
Peter Brown, on Friday 6 November 2020,

I, Christopher John Potter swear by Almighty God that I will undertake the duties of the office of Councillor in best interests of the municipal community.

I will abide by the Councillor Code of Conduct and upholds the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement.

Signed

Councillor,

Christopher John Potter

Date: 6 / 11 / 20.

Chief Executive Officer,

Peter Brown

Date: 6 / 11 / 2020



Colac Otway Shire Council

COUNCILLOR AFFIRMATION OF OFFICE

Graham Leslie Costin

Before the Chief Executive Officer,

Peter Brown, on Friday 6 November 2020,

I, Graham Leslie Costin solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement.

Signed

Councillor,

Graham Leslie Costin

Date: 6 / 11 / 20

Chief Executive Officer,

Peter Brown

Date : 6 / 11 / 2020



Colac Otway Shire Council

COUNCILLOR AFFIRMATION OF OFFICE

Catherine Mary Hanson

Before the Chief Executive Officer,

Peter Brown, on Friday 6 November 2020,

I, Catherine Mary Hanson solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement.

Signed

Councillor,

Catherine Mary Hanson

Date: 6 / 11 / 2020

Chief Executive Officer,

Peter Brown

Date: 6 / 11 / 2020



Colac Otway Shire Council

COUNCILLOR OATH OF OFFICE

Stephen Leslie Hart

Before the Chief Executive Officer,
Peter Brown, on Friday 6 November 2020,

I, Stephen Leslie Hart swear by Almighty God that I will undertake the duties of the office of Councillor in best interests of the municipal community.

I will abide by the Councillor Code of Conduct and upholds the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement.

Signed


.....

Councillor,

Stephen Leslie Hart

Date: 6 / 11 / 2020


.....

Chief Executive Officer,

Peter Brown

Date: 6 / 11 / 2020



Colac Otway Shire Council

COUNCILLOR AFFIRMATION OF OFFICE

James Alexander Bell

Before the Chief Executive Officer,

Peter Brown, on Friday 6 November 2020,

I, James Alexander Bell solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement.

Signed

Councillor,

James Alexander Bell

Date: 6 / 11 / 2020

Chief Executive Officer,

Peter Brown

Date: 6 / 11 / 2020



Colac Otway Shire Council

COUNCILLOR AFFIRMATION OF OFFICE

Margaret Patricia White

Before the Chief Executive Officer,
Peter Brown, on Friday 6 November 2020,

I, Margaret Patricia White solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the municipal community.

I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.

I will faithfully and impartially carry out and exercise the functions, powers, authorities and discretions vested in me under the *Local Government Act 2020* and any other Act to the best of my skill and judgement.

Signed

Councillor,

Margaret Patricia White

Date: 6 / 11 / 2020

Chief Executive Officer,

Peter Brown

Date: 6 / 11 / 2020

Item: 10.2

Draft Community Engagement Policy and Community Consultation

OFFICER	Peter Macdonald
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	<ol style="list-style-type: none">1. Draft COS Community Engagement Policy V 2 [10.2.1 - 7 pages]2. Draft - COS Community Engagement Framework 2020 V 3 [10.2.2 - 26 pages]
PURPOSE	To consider the Draft Community Engagement Policy seeking endorsement to undertake public exhibition.

1. EXECUTIVE SUMMARY

Council's current Community Engagement Policy was adopted in 2013 under the Local Government Act 1989. The new *Local Government Act 2020* (2020 Act), which has substantial changes in relation to the way in which Council is to engage with its community, requires the Council to adopt a Community Engagement Policy on or before 1 March 2021. The objective of this Policy is to formalise Council's commitment to the community on the principles and values that guides its community engagement.

Section 55 of the *Local Government Act 2020* prescribes that a Community Engagement Policy must be developed in consultation with the municipal community, and be adopted by 1 March 2021. Councils must, at a minimum, apply their community engagement policy in the development of the following:

- Community Vision
- Council Plan
- Municipal Health & Well-being Plan
- Financial Plan
- Asset Plan

The *Local Government Act 2020* contains five principles for community engagement based on the internationally accepted International Association of Public Participation (IAP2) core values. Colac Otway Shire Council's Community Engagement Policy will include the five community engagement

principles as described in Section 56. The policy must also be maintained over time, and Colac Otway Shire will review this policy on a bi-annual basis.

The intent of the *Local Government Act 2020* is to encourage Councils to build capacity in deliberative engagement and for it to become usual practice, rather than an exceptional exercise.

The Community Engagement Policy also informs the organisational document – Community Engagement Framework. This Framework will provide guidance to Council on:

- Types and levels of community engagement which may vary according to the requirement, purpose or aim of the work being undertaken.
- Information on the different levels of community engagement; and
- The issues and actions to be considered for each of these different levels.

2. RECOMMENDATION

That Council:

- 1. Endorses the Draft Community Engagement Policy to be placed on public exhibition, seeking feedback from the community for a minimum period of 6 weeks.***
- 2. Receives a report to its February 2021 Ordinary Council Meeting to consider feedback to the Draft Community Engagement Policy and adopt a final Policy.***

3. KEY INFORMATION

Council's current Community Engagement Policy was adopted in 2013 under the *Local Government Act 1989*. The new *Local Government Act 2020* (2020 Act), which has substantial changes in relation to the way in which Council is to engage with its community, requires the Council to adopt a Community Engagement Policy on or before 1 March 2021.

Section 55 of the Local Government Act 2020 describes the requirements of Council relating to community engagement policy.

Section 55 - Community engagement policy

1. A Council must adopt and maintain a community engagement policy.
2. A community engagement policy must—
 - a. be developed in consultation with the municipal community; and
 - b. give effect to the community engagement principles; and
 - c. be capable of being applied to the making of the Council's local laws; and
 - d. be capable of being applied in relation to the Council's budget and policy development; and
 - e. describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required; and
 - f. specify a process for informing the municipal community of the outcome of the community engagement; and
 - g. include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be

capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan and

- h. include any other matters prescribed by the regulations.
3. A Council must adopt the first community engagement policy under this section on or before 1 March 2021.

Furthermore, Section 56 of the *Local Government 2020* details the community engagement principles:

Section 56 - The community engagement principles

The following are the community engagement principles—

- a. A community engagement process must have a clearly defined objective and scope;
- b. Participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- c. Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- d. Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- e. Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

Through the adoption of a new Community Engagement Policy, Colac Otway Shire Council shows its commitment to ensuring that community engagement is integrated into Council core business to support decision making, build relationships, strengthen communities and seek improvement opportunities. The Draft Community Engagement Policy references the five key principles and Council's commitment to how we will implement these principles.

Principle 1: A community engagement process must have a clearly defined objective and scope.

Council will:

- Develop community engagement plans in accordance with this policy.
- Identify and document the purpose of community engagement processes and the benefits sought.
- Allocate appropriate funding and time to community engagement planning and implementation.

Principle 2: Participants in community engagement must have access to objective, relevant and timely information to inform their participation.

Council will:

- Provide accurate and impartial information about intended projects or decisions for consideration.
- Provide information with sufficient notice for community members to consider how they may be affected by proposed decisions or plans and to make arrangements to be involved in engagement processes.
- Provide opportunities, as appropriate, for community members to come together to learn and share information, and have meaningful and informed deliberations.

Principle 3: Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement.

Council will:

- Make reasonable endeavours to identify stakeholders at the commencement of all relevant projects, plans or issues to be considered, and determine the level to which different groups may be affected by decisions or plans.
- Select communication methods which will ensure relevant parties are informed about engagement activities and opportunities to influence council decisions.
- Encourage and support the inclusion of a diverse range of perspectives, and ensure the consideration of all relevant interests including minority groups and those people belonging to socially, culturally and linguistically diverse communities.

Principle 4: Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.

Council will:

- Make reasonable adjustments to remove barriers to participation in engagement processes, including of accessibility needs, information formats, communication channels, language and a variety of engagement methods and opportunities.

Principle 5: Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

Council will:

- Identify the appropriate level of engagement according to the IAP2 Framework.
- State the level of influence available, and highlight the negotiable and non-negotiable elements of any community engagement process.
- Articulate how community perspectives will be incorporated into decision making and the nature of decisions to be made.
- Share what has been learned and what actions or decisions have resulted from an engagement process.

The Draft Community Engagement Policy will be implemented through the Colac Otway Shire's Community Engagement Framework (attached for reference). This Framework provides clear guidance to the organisation on when and how to engage with our community, and will assist Council to:

- Understand local community needs and desires.
- Better meet those needs.
- Tap into local knowledge and expertise.
- Have a more informed community.
- Encourage and enable the community to participate in decision making.
- Develop partnerships with local communities and organisations.
- Meet the requirements of legislation, policies and procedures.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The principles for community engagement refer to deliberative engagement practices (s.55-2g). The Local Government Act 2020 does not prescribe what deliberative engagement practices are however, a broad interpretation should be taken.

Deliberative principles are well documented and are the basis of deliberative processes practiced both in Australia and overseas. Bringing representative groups together with the promise of being influential, access to a high level of information, and time to weigh up options and come to judgement (deliberative), is what makes deliberation very different to more standard engagement activities.

The key characteristics of deliberative engagement are considered to be: **authentic engagement** with the community; **good representation** of the community in engagement activities; clear **demonstration of how all views** have been considered; **accessible and relevant information** available to the community to ensure the decision-making process and the community's **level of influence** is clear in each instance and that participants are fully informed. Transparency is key to an effective process.

Deliberative community engagement seeks to better engage the community to achieve long-term and sustainable outcomes, processes, relationships, discourse, decision-making, or implementation. To be successful, it must encompass strategies and processes that are sensitive to the community-context in which it occurs.

It is recommended that the Draft Community Engagement Policy be placed on public exhibition for a minimum period of six weeks. The Draft Policy will be made available to the community on Council's website and our community will be informed about the opportunity to review and comment through a variety of mediums including:

- Media release
- Social media
- Print media
- Local radio
- Direct contact and meetings with key community organisations and representative groups
- Email to a range of community organisations for sharing with their members and networks.

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

3. Strengthen partnerships with key stakeholders to benefit the whole community.

Theme 2 - Our Places

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

Theme 3 - Our Community

1. Increase social connection opportunities and community safety.
5. Foster an inclusive community.
6. Community planning informs provision of Council services and social infrastructure.

Theme 4 - Our Leadership & Management

1. Effectively manage financial resources.
2. Openness and accountability in decision making.
3. Organisational development and legislative compliance.
5. Communicate regularly with our community and involve them in decision-making.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The Draft Community Engagement Policy will influence all aspects of Council's business in that it:

- It is developed in consultation with the municipal community.
- Gives effect to the community engagement principles.
- Can be applied to the making of the Council's local laws.
- Can be applied in relation to the Council's budget and policy development.
- Describes the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required.
- Specifies a process for informing the municipal community of the outcome of the community engagement.
- Includes deliberative engagement practices which must include and address any matters prescribed by the regulations and be capable of being applied to the development of the:
 - Community Vision
 - Council Plan
 - Financial Plan
 - Budget
 - Asset Plan
- Includes any other matters prescribed by the regulations.

LEGAL & RISK

The adoption of the Community Engagement Policy by 1 March 2021 is mandatory for Council under the Local Government Act 2020.

FINANCIAL & BUDGETARY

There are no financial implications on the development of the Draft Community Engagement Policy has been developed.

7. IMPLEMENTATION STRATEGY

Following consideration of the Draft Community Engagement Policy by Council, officers will undertake a thorough community engagement process seeking feedback from the community. This will include circulating the draft policy widely and communicating Council's request for feedback. Officers will promote the opportunity to meet with community organisations (in accordance with COVID restrictions) to understand their thoughts on the draft policy.

Following the community engagement and public exhibition process, submissions and feedback will be analysed and changes made to the policy where appropriate. A final policy will be brought back to Council for adoption at its February 2021 Council Meeting.

COMMUNICATION

Communication to be undertaken via Council's:

- Website
- Social Media Platform
- Newspaper and community newssheets
- Radio
- Direct correspondence engagement with key community organisations

Targeted information to key community and business groups e.g. Chambers of Commerce, Neighbourhood Houses, Colac Area Health, Great Ocean Road Health, Community/Progress Associations etc.

TIMELINE

- Public exhibition – December 2020/January 2021
- Review submissions – February 2021
- Final Policy presented for adoption – February 2021 Ordinary Council Meeting

8. OFFICER DIRECT OR INDIRECT INTEREST

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



Community Engagement Policy

COUNCIL POLICY

1. PURPOSE

This policy outlines the principles and commitments that underpin Council's approach to community engagement.

Policy Principles

The Local Government Act 2020 Section 56 establishes five community engagement principles applicable to Council. As required by Section 55 of the Act, this policy gives effect to these principles.

Principle 1: A community engagement process must have a clearly defined objective and scope.

Council will:

- Develop community engagement plans in accordance with this policy.
- Identify and document the purpose of community engagement processes and the benefits sought.
- Allocate appropriate funding and time to community engagement planning and implementation.

Principle 2: Participants in community engagement must have access to objective, relevant and timely information to inform their participation.

Council will:

- Provide accurate and impartial information about intended projects or decisions for consideration.
- Provide information with sufficient notice for community members to consider how they may be affected by proposed decisions or plans and to make arrangements to be involved in engagement processes.
- Provide opportunities, as appropriate, for community members to come together to learn and share information, and have meaningful and informed deliberations.

Principle 3: Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement.

Council will:

- Make reasonable endeavours to identify stakeholders at the commencement of all relevant projects, plans or issues to be considered, and determine the level to which different groups may be affected by decisions or plans.
- Select communication methods which will ensure relevant parties are informed about engagement activities and opportunities to influence council decisions.
- Encourage and support the inclusion of a diverse range of perspectives, and ensure the consideration of all relevant interests including minority groups and those people belonging to socially, culturally and linguistically diverse communities.

Principle 4: Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.

Uncontrolled when printed

CM reference		Date of adoption	
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Council will:

- Make reasonable adjustments to remove barriers to participation in engagement processes, including consideration of accessibility needs, information formats, communication channels, language and a variety of engagement methods and opportunities.

Principle 5: Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

Council will:

- Identify the appropriate level of engagement according to the IAP2 Framework.
- State the level of influence available, and highlight the negotiable and non-negotiable elements of any community engagement process.
- Articulate how community perspectives will be incorporated into decision making and the nature of decisions to be made.
- Share what has been learned and what actions or decisions have resulted from an engagement process.

2. OBJECTIVE

The objective of this Policy is to formalise Council's commitment to the community on the principles and values that guides its community engagement.

3. SCOPE

This Policy applies to Councillors, Council Officers, contractors and volunteers.

4. DEFINITIONS

In this Policy, the following words and phrases mean:

"Act" means the *Local Government Act 2020*.

"Chief Executive Officer" includes an Acting Chief Executive Officer.

"Community" means the residents and ratepayers of, and visitors to, the municipal district and may, depending on the context, refer to all of those people or to particular subsets of those people.

"Council" means Colac Otway Shire Council.

"Community Engagement" means the process in which Council and the municipal community connect with each other to exchange views, ideas and information to (i) inform decisions (ii) build capacity and (iii) strengthen relationships.

"Deliberative Engagement" is the process of consulting/engaging with communities by providing them with:

1. the information they need to come to an informed view about the relative merits of potential future; decisions, actions, projects and/or programs that will or may affect them;
2. a forum in which to consider and discuss the issues and options associated with the above;

Uncontrolled when printed

CM reference		Date of adoption	
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3. an opportunity to make their considered views known to the individuals and organisations ultimately responsible for the decisions, actions, projects and/or programs that they have been consulted about.

“International Association for Public Participation Australasia (IAP2)” IAP2 is a leading organisation in public engagement practice and has a series of tools which support the delivery of engagement, specifically core values, public participation spectrum, code of ethics for public participation practitioners, and quality assurance standards.

“IAP2 Spectrum of Participation” defines the level of participation and the public’s role in an engagement process ranging from Inform, Consult, Involve, Collaborate and Empower.

“Municipal District” means the municipal district of Council.

“Officer” means a member of Council staff, and includes the Chief Executive Officer.

5. POLICY STATEMENT

Colac Otway Shire Council is committed to ensuring that community engagement is integrated into Council core business to support decision making, build relationships, strengthen communities and seek improvement opportunities.

The need and scope of community engagement should be assessed at the planning stage of any project or initiative, when:

- A change in service, activities, user group or major infrastructure is considered.
- Consideration of major policy decisions.
- An issue is raised and requires a decision.
- More information or evidence is required.
- There is an opportunity for stakeholders to influence a Council project/initiative or its outcome.

Council will determine the level of community engagement based on a wide range of factors, including but not limited to:

- Who is impacted by the project or decision.
- The extent of the impact on the community.
- Consideration of community concerns and priorities.
- Consideration of project timeframes and resources.
- An identified genuine need to engage.
- Legislative, mandated or regulatory requirements.

Other factors may also influence the level of community engagement undertaken such as budget limitations and need for urgent decisions in times of emergency.

Public Exhibition

A period of six weeks will be the standard public exhibition time for council documents requiring community feedback, unless determined otherwise by Council.

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The implementation of this Policy will be through the Colac Otway Shire's Community Engagement Framework. This framework will assist council to:

- Understand local community needs and desires.
- Better meet those needs.
- Tap into local knowledge and expertise.
- Have a more informed community.
- Encourage and enable the community to participate in decision making.
- Develop partnerships with local communities and organisations.
- Meet the requirements of legislation, policies and procedures.

Deliberative engagement practices

Colac Otway Shire believe that all community engagement should be based on the following principles:

Inform our community

It is essential when engaging our community that they have sufficient information to enable participation. This could include providing specific information about a project or broader information about Council's priorities or responsibilities.

It could also include information on the constraints such as budget impacts or time. Providing this type of information will help our community to understand the reasons Council makes certain decisions in current and future projects.

When informing the community, it is important to write in plain English, without the use of technical terms or jargon.

Consult before decision making

For much of the work Council does it is important to talk to the community before decisions are made.

If decisions have already been made it is important that we inform the community of the reasons why the decision was made. This in turn, will assist the community to understand issues faced by Council when developing or implementing projects.

Don't over-consult

There may be times where sufficient research and consultation has already occurred about the project. In this instance you need to be careful not to over-consult and you need to inform people about the work that was previously undertaken and the findings.

Over-consultation often results in the comment: "we've already told you what we want, why are you asking us again?"

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This can be avoided by utilising existing research and findings of other consultations that Council or other agencies have conducted. It may still be appropriate to confirm the needs or issues you are already aware of.

In many instances it may also be appropriate to undertake joint consultations with other areas of Council or other agencies to minimise repeat consultations.

Be upfront and open

Be clear about intentions, the decision making processes and be open about issues and constraints. Share this information with community members so they can be more involved in the process. A transparent process allows the project to stand up to scrutiny from the community and Council throughout the project.

Ongoing communication

Communicate regularly to keep the community informed on progress with a project: delays, issues or milestones. It is also important to always explain the process and why and how it was decided. In all communication be careful not to create unrealistic expectations.

Provide clear explanations of the nature of the project including constraints and decision making steps.

We are not always the experts

Whilst Councillors and Council staff have a wealth of knowledge and experience on local issues, so does our community. It is important that we respect community experience, views and opinions, and engage community members in our processes.

Provide feedback

It is essential to provide feedback to our community after consulting with them. People have given their time and knowledge and it is important to recognise this by keeping them updated.

Community members appreciate feedback about how input has been used; the next steps of the project and if there is further opportunity for input. This is particularly important when there are vastly different opinions within our community.

In many instances we will need to provide feedback through various stages of the project. To be able to provide feedback to people who have been involved it is essential to keep accurate records of participants and to utilise this information throughout the life of a project.

Evaluate

Evaluation is always important. It allows us to see what we did well and/or what things we could improve for the future. Did we get the information we needed? Did the community feel they were listened to? Did both Council and the community feel it was a positive experience?

Evaluating a project allows us to improve our planning and implementation for future projects. It is always extremely useful to share the evaluation results with other Council staff so we can learn from the experience. This helps to build capacity within the organisation and helps Council to avoid repeating mistakes.

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Be representative

Colac Otway Shire has a diverse population, including large numbers of young families and people from non-English speaking backgrounds. Any work you do with the community should be representative of the total community (unless targeting a specific community / age / gender etc).

Council will undertake deliberative engagement in the following circumstances:

1. Where it has a legislated obligation (including Community Vision, Council Plan, Financial Plan and Asset Plan); or
2. Where it resolves that it wants its decision-making on a matter or initiative to be informed by this model of community engagement.

There is no single design for deliberative public engagement. Therefore, Council's deliberative engagement practices will be tailored in accordance with this policy to meet the:

- Specific aims and objectives of the engagement.
- Needs of participants.
- Needs of the decision or policy-makers.
- Requirements of any relevant regulations.

Once designed, the deliberative engagement elements will be documented in a community engagement plan, and will include the following as a minimum:

- The purpose and objectives of the exercise (why and how);
- The intended outcomes (what will be achieved);
- The people who should be involved (specialists, decision-makers and public participants), and their potentially different needs and aspirations; and
- The context (social, political, historical, policy) into which the process will fit.

Where Council is undertaking deliberative engagement, the community engagement plan will be available on Council's website.

As part of Council's commitment to effective deliberative engagement practices, Council will:

- Provide a clear remit to the deliberative group.
- Ensure participants have access to neutral, balanced information from a range of different sources, to allow in-depth conversation and understanding of this issues involved.
- Ensure the process is representative.
- Allow the time needed to deliberate on complex information, and weigh up options and ideas.
- Give the deliberative group a high level of influence over outcomes or decisions.
- Embed community engagement practices into the organisation and ensure that all Councillors and Council have received appropriate professional development in community engagement

6. REFERENCES

- Local Government Act 2020
- Planning and Environment Act 1987
- Essential Services Commission Act 2001

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CM reference		Date of adoption	
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- Public Health and Wellbeing Act 2008
- Road Management Act 2004
- Victorian Disability Act 2006
- Equal Opportunity Act 2010
- Gender Equality Bill 2018
- Victorian Aboriginal Heritage Act 2006
- Victorian Aboriginal Heritage Amendment Act 2016
- Traditional Owner Settlement Act 2010
- Multicultural Victoria Act 2011
- Department of Premier and Cabinet – Public Engagement Framework (2020)

7. HUMAN RIGHTS CHARTER

This Policy has been assessed against the *Charter of Human Rights and Responsibilities Act 2006* as being consistent with that Act and, in particular, as promoting the rights of members of the Community:

- 13.1 not to have their privacy interfered with (section 13); and
- 13.2 take part in public life (section 18), by having the opportunity to:
 - 13.2.1 participate in the conduct of Council's affairs; and
 - 13.2.2 have access to Council and Council Information.

8. MONITORING, EVALUATION AND REVIEW

Council will review this Policy periodically to ensure that it continues to reflect the expectations of the Community with respect to the availability and accessibility of Council Information.

9. DOCUMENT CONTROL

Policy owner	General Manager	Division	Development and Healthy Active Communities
Adopted by Council	MONTH 2020	Policy Number	
File Number		Review date	August 2024, or sooner if required

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Colac Otway

S H I R E

Community Engagement Framework 2020



Introduction

Community engagement happens whenever a Council employee communicates with one or more members of the community. It includes everyday interactions such as staff speaking with community members in the street or reserve, over the phone, by email, over the counter, in letters and at stalls during community events. Community engagement also includes information on Council's website and in the local newspaper. When we communicate with community members as part of our job, we represent Council. The way we engage with the community reflects on Council.

Community engagement is also about encouraging and supporting local people to participate and be involved in Council decision making processes regarding the development and operation of Council policies, plans, facilities and services.

This framework should also be read in conjunction with the Colac Otway Shire's Community Engagement Policy. This policy states:

Colac Otway Shire Council is committed to ensuring that community engagement is integrated into Council core business to support decision making, build relationships, strengthen communities and seek improvement opportunities.

The need and scope of community engagement should be assessed at the planning stage of any project or initiative, when:

- A change in service, activities, user group or major infrastructure is considered.
- Consideration of major policy decisions.
- An issue is raised and requires a decision.
- More information or evidence is required.
- There is an opportunity for stakeholders to influence a Council project/initiative or its outcome.

Council will determine the level of community engagement based on a wide range of factors, including but not limited to:

- Who is impacted by the project or decision.
- The extent of the impact on the community.
- Consideration of community concerns and priorities.
- Consideration of project time frames and resources.
- An identified genuine need to engage.
- Legislative, mandated or regulatory requirements.

Other factors may also influence the level of community engagement undertaken such as budget limitations and need for urgent decisions in times of emergency.

What is community engagement?

The word 'community' is a very broad term used to define groups of people; whether they are stakeholders, interest groups, citizen groups, etc. A community may be a geographic location (community of place), a community of similar interest (community of practice), or a community of affiliation or identity (such as industry or sporting club).

'Community engagement' is therefore a planned process with the specific purpose of working with identified groups of people, whether they are connected by geographic location, special interest, or affiliation or identity to address issues affecting their well-being. The linking of the term 'community' to 'engagement' serves to broaden the scope, shifting the focus from the individual to the collective, with the associated implications for inclusiveness to ensure consideration is made of the diversity that exists within any community'.

Types and levels of community engagement vary according to the requirement, purpose or aim of the work being undertaken. This Tool Kit provides information on the different levels of community engagement and guidance on the issues and actions to be considered for each of these different levels.

Community engagement can take many forms and the International Association for Public Participation (IAP2) has developed the 'IAP2 public participation spectrum' to help groups define the public's role in any public participation process.

IAP2 Spectrum of Participation" defines the level of participation and the public's role in an engagement process ranging from Inform, Consult, Involve, Collaborate and Empower.

The International Association for Public Participation Australasia (IAP2)" IAP2 is a leading organisation in public engagement practice and has a series of tools which support the delivery of engagement, specifically core values, public participation spectrum, code of ethics for public participation practitioners, and quality assurance standards.

Good community engagement will lead to:

- Better project and service delivery outcomes.
- Improve the quality of policy being developed.
- Build more resilient relationship with the community.
- Enhancing reputation and check council is meeting local needs.
- Increased understanding of community issues.
- Better shared partnerships and networks.
- Deal with complex issues and emerging issues.
- Opportunities for a diversity of voices to be heard.
- Communities are able to identify priorities for themselves and own the solutions.



Why is it important to engage the community?

The Community Engagement Framework will assist Council to:

- Understand local community needs and desires and make informed decisions based on an understanding of these needs.
- Better meet those needs.
- Tap into local knowledge and expertise.
- Have a more informed community.
- Encourage and enable the community to participate in decision making.
- Develop partnerships with local communities and organisations.
- Meet the requirements of legislation, policies and procedures.

Council staff assists Councilors in their decision making by providing:

- Professional advice based on staff qualifications, training and experience.
- Information gained from community engagement processes to provide Councilors with additional information to assist them in their decision making.

Council staff implements the policy positions developed and adopted by Council and Councilors. Community engagement requires Council staff to work in partnership with the community to implement solutions or deliver services together.

Councils are legislatively required to engage with their communities.

Community engagement processes will underpin our work.

Council will undertake our engagement processes in transparent and accountable ways working with communities, residents and stakeholders to determine the best way to communicate and provide timely feedback on our response to their input.

Our commitment to community engagement

We value input and feedback during the planning and delivery of policies, services, strategies and plans. It helps us to ensure our work is relevant, appropriate and effective. We acknowledge that often stakeholders have differing views and needs which need to be considered. It may not be possible to satisfy all of these views but we will take them all into account.

We will provide opportunities for involvement. Effective communication needs to underpin the invitation to provide input and feedback. For people to be involved, they first need to understand the issue, then how their feedback can be made and considered. To do this our engagement needs to be carefully considered and planned.

We will provide community members with feedback in relation to their contributions. Providing feedback is an essential part of the process. All feedback will be considered and participants kept informed on the outcomes of these considerations.

We will make it as convenient as we can. We will attempt to use a range of engagement techniques so that we can maximise the numbers of people who can be involved. This may include multiple events or techniques.

Being involved is an individual's choice and right. We will provide appropriate and accessible mechanisms so the community can participate if they wish.

Our engagement will be based on mutual respect. This will be demonstrated through our engagement processes and the value we place on community involvement. We expect this to be reciprocated and the community to respect the diversity of views raised in any engagement.

Council is a stakeholder too. We recognise that our own officers are key stakeholders whose views also need to be sought. We are committed to ensuring effective internal engagement as well as community engagement.

Community Engagement Tool Kit

This section provides a step by step guide for Council staff when undertaking an engagement process It includes:

- A set of principles to inform Council staff in their engagement.
- A six step process to guide your engagement.
- A list of engagement strategies to choose from.
- A work plan pro form for you to complete when drafting your Community Engagement Plan.
- Principles for Community Engagement.

When you are preparing to engage our community on a project it is important to reflect on the process.

We believe that all community engagement should be based on the following principles:

1. INFORM OUR COMMUNITY

It is essential when engaging our community that they have sufficient information to enable participation. This could include providing specific information about a project or broader information about Council's priorities or responsibilities.

It could also include information on the constraints such as budget impacts or time.

Providing this type of information will help our community to understand the reasons Council makes certain decisions in current and future projects. When informing the community it is important to write in plain English, without the use of technical terms or jargon.

2. CONSULT BEFORE DECISION MAKING

For much of the work Council does it is important to talk to the community before decisions are made.

If decisions have already been made it is important that we inform the community of the reasons why the decision was made. This in turn, will assist the community to understand issues faced by Council when developing or implementing projects.

3. DON'T OVER-CONSULT

There may be times where sufficient research and consultation has already occurred about the project. In this instance you need to be careful not to over-consult and you need to inform people about the work that was previously undertaken and the findings.

Over-consultation often results in the comment: "we've already told you what we want, why are you asking us again?"

This can be avoided by utilising existing research and findings of other consultations that Council or other agencies have conducted. It may still be appropriate to confirm the needs or issues you are already aware of.

In many instances it may also be appropriate to undertake joint consultations with other areas of Council or other agencies to minimise repeat consultations.

4. BE UP FRONT AND OPEN

Be clear about intentions, the decision making processes and be open about issues and constraints. Share this information with community members so they can be more involved in the process. A transparent process allows the project to stand up to scrutiny from the community and Council throughout the project.

5. ONGOING COMMUNICATION

Communicate regularly to keep the community informed on progress with a project: delays, issues or milestones. It is also important to always explain the process and why and how it was decided. In all communication be careful not to create unrealistic expectations.

Provide clear explanations of the nature of the project including constraints and decision making steps.

6. WE ARE NOT ALWAYS THE EXPERTS

Whilst Councillors and Council staff have a wealth of knowledge and experience on local issues, so does our community. It is important that we respect community experience, views and opinions, and engage community members in our processes.

7. PROVIDE FEEDBACK

It is essential to provide feedback to our community after consulting with them. People have given their time and knowledge and it is important to recognise this by keeping them updated.

Community members appreciate feedback about how input has been used; the next steps of the project and if there is further opportunity for input. This is particularly important when there are vastly different opinions within our community.

In many instances we will need to provide feedback through various stages of the project. To be able to provide feedback to people who have been involved it is essential to keep accurate records of participants and to utilise this information throughout the life of a project.

8. EVALUATE

Evaluation is always important. It allows us to see what we did well and/or what things we could improve for the future. Did we get the information we needed? Did the community feel they were listened to? Did both Council and the community feel it was a positive experience?

Evaluating a project allows us to improve our planning and implementation for future projects. It is always extremely useful to share the evaluation results with other Council staff so we can learn from the experience. This helps to build capacity within the organisation and helps Council to avoid repeating mistakes.

9. BE REPRESENTATIVE

Colac Otway Shire has a diverse population, including large numbers of young families and people from non-English speaking backgrounds. Any work you do with the community should be representative of the total community (unless targeting a specific community / age / gender etc).

Steps To Community Engagement

Here is our six step process for engaging our community:

STEP ONE

Understand the project.

Utilise existing research & findings of other consultations that Council or other agencies have conducted. An assessment on whether or not community engagement should take place is made.

STEP TWO

Select the primary type of engagement.

Is it?

- Provision of information
- Consultation
- Involvement
- Collaboration

STEP THREE

Identify the level of impact on the community.

- Who is affected?
- What is the area that is affected?
- Identify the level of impact and who can sign off on your engagement plan.

STEP FOUR

Select the engagement strategy.

Review the range of potential engagement strategies that you might wish to use and select the one best suited to your strategy.

STEP FIVE

Develop your engagement plan.

Develop your engagement plan, discuss with colleagues and present for approval to Manager.

STEP SIX

Provide feedback.

This is undertaken after you have implemented your engagement processes or key stages of your engagement process.

STEP ONE

Understand the project.

In order to select the appropriate engagement processes and tools you need a solid understanding of all elements of the project. This includes utilising existing research and findings of other consultations that Council or other agencies have conducted. At this point an assessment on whether or not community engagement should take place is made. For those projects that fall under legislation staff is required to undertake the process outlined in the legislation and at this stage this legislated process will take precedence over the Tool Kit.

However, there may be some elements of the Tool Kit that can be implemented in conjunction with the legislative requirements. For any project you need to know the following:

WHAT is your project?

What are the objectives of this project?

What is the outcome for council? What is the end result?

You must be clear about what your objective and outcome is because you will need to come back to it to measure the success of your project and the community engagement strategies you have used.

Does your project fall under legislation?

If so, the legislated requirements will take precedence over the Tool Kit. However, where you can, you should use the strategies outlined in the Tool Kit.

Does your Team/Manager/General Manager understand your project objective and outcomes?

Are there political issues you need to be aware of?

Does this need to go to Executive Management Team (EMT) or Council?

Have you made any assumptions that you need to test?

Have you gathered/researched information on previous or similar projects (either at Council or through other search mechanisms)?

WHY are you doing the project?

Is this an action in the Delivery Program/Operational Plan and will you have reporting deadlines?

Is it because of legislation, policy, procedure or another formal requirement?

Is it because it meets a community need, a Council resolution or a request from another organisation?

Is there other information that you need to refer to or take into consideration?

WHEN will you do the project?

What is the appropriate form of community engagement? Does your timeframe take this into account?

Think about the timeframe of your project and when does community engagement come into the process.

Does your timeframe fall into the timeframe of other key projects at Council that you may be able to combine aspects of the work?

Are there key issues that need to be addressed by a certain time, and if so can your project be delivered in stages?

WHERE your project will impact.

Where your project impact? is it a neighbourhood, town, or Shire?

The scope of your community engagement and the types of engagement tools you will use will be determined by the area of impact you determine.

WHO will your project impact?

Will your project impact a particular group in the community, geographic area, a cultural group, an age group, a particular person?

It is important to also note that often people fit into a number of groups in the community.

Do you need to provide interpreters or translated information?

Have you identified all the stakeholders, including resident groups, businesses, other government departments, community/sporting organisations etc.?

Council's on line demographic profiles will allow you to look at population characteristics for the whole shire (or to project ahead by 5, 10 (etc.) years. These can be accessed on the Council Intranet and Internet pages.

HOW does the project link to other projects across Council and the City?

Does your project link to other Council or Community projects, and will you be doubling up (or be able to consult together and minimise impact on the community)?

Could you combine your project with another Council initiative? Check with your Manager and colleagues regarding who you should be liaising with.

It is important that you also recognise and understand legislative requirements and existing Council policies and procedures that need to be adhered to. All Council's policies and procedures are available on Council's Intranet.



STEP TWO

Select the primary type of engagement.

There are a number of types of engagement:

- Provide information
- Consultation
- Involvement
- Collaboration
- Empowerment

Your community engagement process will fall into one or more of these five categories. Community engagement is a fluid process and depending on your project you may need to move between different types of engagement throughout the life of your project.

It is also important that you understand when you should engage. Is it at the concept stage when nothing has been decided and there is little or no information? Or is it at the decision stage when you have some information and you need to work with that information? Or is it at the implementation stage when it is usually just for information purposes only? Informing the community about your engagement processes and the options they have to become involved is important. Therefore, the provide information type of engagement should always be implemented as a first step regardless of the type of engagement selected as the primary type.

Recognising and understanding legislative requirements and existing or upcoming Council policies and procedures that need to be adhered to is important. It is your responsibility to decide on the type of engagement you will undertake for your project. Your decision should be based on the objective of the project and the outcomes you need. By involving the community at an early stage in your project you will address concerns and limit the possibility of problems or issues arising at a later stage.

Provide Information

Letting people know what is happening with a Council project and/or process.

When is it appropriate?

- When Council has a standard design it wishes to use.
- When a decision has been made due to regulations or a project has very limited impact on the community.
- Information flow should occur throughout the life of a project.

Open Space Example.

- Letters are sent to residents in an area advising about a playground being developed by Council in an area.
- A media release is written when the park is completed and opens for use.

Consultation

The community provide comment and input (and their input is taken into consideration)

When is it appropriate?

- When there is an opportunity for the community to be involved and Council has already identified a number of options.
- When consultation time is limited.

Open Space Example.

- A survey is distributed seeking community feedback on alternative sites where playground equipment could be located.
- Following Council's decision participants are advised of the decision and thanked for their participation.

Involvement

The community are involved throughout the whole process to ensure that their concerns and aspirations are consistently understood and considered.

When is it appropriate?

- When no decisions have been made and there is sufficient time and opportunity for the community to be involved.
- At the start of a project before any decisions have been made.
- When there are a number of possible options available.
- When the project is likely to have a significant community impact.

Open Space Example.

- A focus group with local parents is organised to identify the types of playground equipment needed in a new park.
- Draft designs are developed and made available for community comment (for participants involved in earlier parts of the engagement as well as general community). These are displayed in local shopping centre and on line for comment.
- From the feedback received a playground is constructed in the area where the community need it and with the type of equipment that is suitable to that community.

Empower

Placing the final decision making in the hands of the community.

When is it appropriate?

- Where a community wishes to be the decision maker on how a resource is used with council support.

Open Space Example.

- A community's hall requires revitalisation and the community:
 - Plans the community engagement process.
 - Facilitates the community engagement to develop the revitalisation scope and plan.
 - Implements the plan.
- Council provides support and expertise on request.

Collaboration

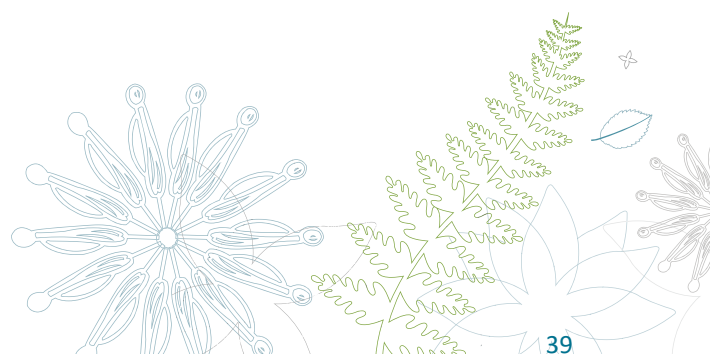
A partnership is formed with the community (and local organisations) in each stage of the decision making process including the development of alternatives and identification of the preferred solution.

When is it appropriate?

- Where the issue is not the sole responsibility of Council (either statutory or in by influence).
- Where there are insufficient resources to undertake a project and the assistance of partnership organisations makes the project more viable.
- Where the development of partnerships will have long term benefits on the operational and maintenance regimes and increased community ownership.

Open Space Example.

- The State Government invites Council to participate in development of a new regional open space area on State Government land within the LGA.
- A meeting of community members and relevant community and Government organisations agencies is called and agrees to work together to oversee the development of the open space area.
- A Partnership Agreement is signed between the partners describing how the partners will work together in the development, operation and maintenance of the open space area.
- Council facilitates local community and stakeholder participation in the planning processes. Community planting days are organised as part of the construction.
- The Community are invited to an official launch and thanked for their involvement and support.



STEP THREE

Identify the level of impact the project has on the community (and if you need to develop a community engagement plan).

In order to know what level of impact your project will have you need to think about two key things:

1. Who is affected? and 2. What is the area that is affected?

The level of impact chosen will have an impact on the level of documentation and method of consultation required (i.e. will a Community Engagement Plan be required).

The table below outlines four levels of impact and a brief description of each:

Level of Impact	Brief Description	Is a Community Engagement Plan Required?
Level 1 (High LGA)	High level of impact on the whole or a large part of the Colac Otway Shire.	Plan Required.
Level 2 (Lower LGA)	Lower level of impact on the whole or a large part of the Colac Otway Shire.	Plan is optional. However, consider the community benefits and economies that a Plan could deliver.
Level 3 (High Local)	High level of impact of a local nature, on a local area, a specific community or target group.	Plan Required.
Level 4 (Lower Local)	Lower level of impact of a local nature, on a local area, a specific community or target group.	Not required. Follow standard practices and work instructions.

An approval sign off processes is required for your Community Engagement Plan.

You may also wish to seek the advice regarding the methodology you have proposed.

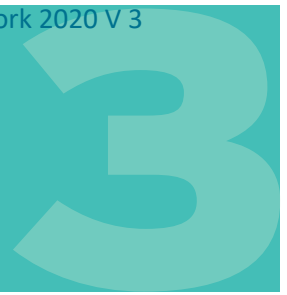
Projects that are being planned at a local level may also impact on projects being run at an LGA level (and vice versa).

If you are unsure on what level of impact your project may have or what other projects you might need to connect with it is suggested that you liaise with your Manager and other relevant staff.

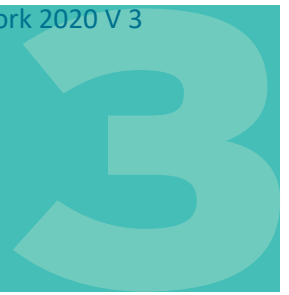
Where legislation requires a particular consultation process to be followed the legislated process will take precedence over this Tool Kit.

Following are the criteria for determining this level of impact, including examples. There may be times when your project meets some of the criteria, but not all. It is up to you to be flexible and use your judgement to decide the most appropriate level.





	Level 1 High LGA High level of impact on the whole or a large part of the Colac Otway Shire.	Level 2 Lower LGA Lower level of impact on the whole or a large part of the Colac Otway Shire.
Criteria for Determining Level of Impact.	<ul style="list-style-type: none"> • A project that impacts a substantial and significant range of the community (area or people). • High level of real or perceived positive or negative impact, or risk across the LGA. • Potential for a high risk controversy and/or conflict across the LGA. • Likely high level of interest from the community. • Any significant impact on attributes that are considered to be of value to the whole of the shire. • Potential high impact on state or regional strategies or directions. • Any impact on the health, safety or wellbeing of the broader community 	<ul style="list-style-type: none"> • Some lower level real or perceived positive or negative impact or risk across the LGA. • Potential for some controversy or conflict across the LGA. • Potential for some (although not significant) impact on state or regional strategies or directions.
Examples of Projects/ Initiatives.	<ul style="list-style-type: none"> • Council's annual budget and its components such as Fees & Charges. • Development or upgrading of district or regional facilities • Changes to Colac Otway Shire wide services or service levels e.g. Resource management • Significant policies/plans/strategies such as: • Council Plan • Municipal Health and Wellbeing Plan • Community Infrastructure Plans • Environment Sustainability Strategy • Recreation and Open Space Strategy 	<ul style="list-style-type: none"> • Revising the Capital Works Program. • Minor modifications to fees and charges. • Minor changes to service delivery.



	Level 3 High Local High level of impact of a local nature, on a local area, as specific community or target group.	Level 4 Lower Local Lower level of impact of a local nature, on a local area, a specific community or target group.
Criteria for Determining Level of Impact.	<ul style="list-style-type: none"> • High level of real or perceived positive or negative impact or risk on a local area, specific community or user groups of a facility or service. • Significant change or loss to any facility or service to a specific community/target group. • Potential for a high risk controversy and/or conflict in the local community. 	<ul style="list-style-type: none"> • Lower level of real or perceived positive or negative impact or risk on a local area, small community or target group of a specific activity or service at a local level. • Slight change or loss to any facility or service to a local community / target group. • Low or no risk of controversy or conflict in the local community.
Examples of Projects/ Initiatives.	<ul style="list-style-type: none"> • Removal or changes to a local facility, service or facility such as public toilets, roads and parks. • Planning for new or upgraded local area facilities and services. • Proposed major works on local facilities or infrastructure 	<ul style="list-style-type: none"> • Implementation of a small localised community project for example developing a new program in a leisure or community centre. • Minor maintenance to a local facility (park, road, footpath)

STEP FOUR

Select the community engagement strategies you wish to use.

Having selected your primary type of engagement (step 3) it is now time to review the range of potential engagement strategies that you might wish to use.

Following is a list of strategies. You are also encouraged to look at published practices elsewhere.

You are required to choose (based on your professional experience) those strategies that will be best engage your communities.

INFORM

To provide the community with balanced and objective information to help them understand a problem, alternatives, opportunities or solutions:

- Add information to Council webpage
- Issue Media Release
- Include in Mayors column
- Include in Shire Newsletter
- Provide information to Council staff (intranet or GM Circular)
- Letter box drop neighbourhood
- Write to key stakeholders / direct mail out
- Place information in „on hold „ telephone message
- Write to key stakeholders / direct mail out
- Place article in community newspapers or new resident kits (new release areas)
- Produce a fact sheet / brochure
- Translate fact sheet
- Develop display - Shopping Centre outreach
- Develop display - Foyer Council buildings
- Develop display - Festival or Event

CONSULT

To obtain community feedback on alternatives/decisions:

- Consult within Council
- Public exhibition, inviting submissions
- Hold public meeting / forum
- Conduct a focus group or workshop (smaller and more interactive than public meeting)
- Community auditing/profiling
- Provide interpreters (if requested) at public meetings or forums
- Invite feedback through networks and e-mail lists
- Make a presentation at existing forums and community organisation meetings and obtain feedback
- Use Council website to obtain feedback, survey or general comments
- Interview (face to face), telephone, shopping centres, listening posts, vox-pops.
- Provide suggestion boxes in foyers of Council buildings
- Interview people at existing events
- Use creative arts consultation techniques (art works, photography, theatre)

INVOLVE

To work directly with the community throughout the process to ensure that community concerns and aspirations are consistently understood and considered:

- Public or neighbourhood meeting
- Community Conference
- Establish an advisory/steering committee
- Develop a partnership agreement/memorandum of understanding with partner agencies
- Attend meetings of appropriate community and business organisations and develop partnerships

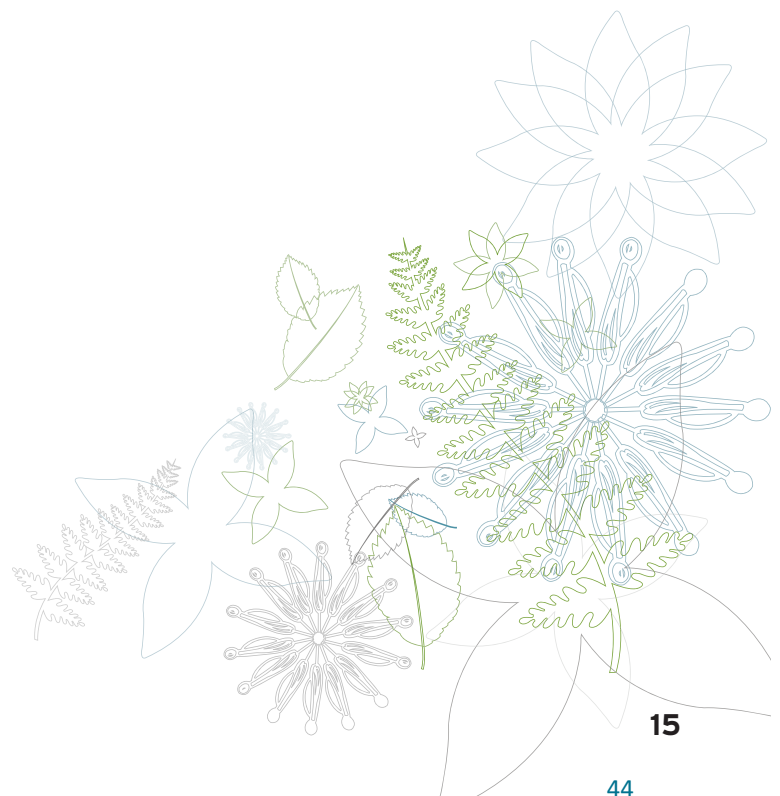
COLLABORATE

To collaborate with the community in each aspect of the decision including the development of alternatives and identification of the preferred solution:

- Public or neighbourhood meeting
- Establish an advisory committee
- Develop a partnership agreement/memorandum of understanding with partner agencies
- Attend meetings of appropriate community and business organisations and develop partnerships
- Undertake design workshop to develop design for park, centre, etc.
- Citizen Panels

EMPOWER

- To place the decision making in the hands of the community
- Council will support the implementation of the community decision



STEP FIVE

Develop your community engagement plan.

This section seeks to assist in the development of your community engagement plan. It is suggested that you discuss it with colleagues before presenting it for approval through your Manager and Council processes.

Colac Otway Shire Community Engagement Plan:

Will need to be completed for all Level 1 and Level 3 projects, is desirable for Level 2 projects and Optional for level 4 projects.

Name of project: _____

File number: _____

Responsible officer: _____

Ext: _____

What other Colac Otway Shire plans, projects or services will your project impact on (and you will need to become familiar with)?

List the key Colac Otway Shire and community stakeholders (people and organisations) you will need to engage: What level and types of community engagement will you use?

Are there any hard to reach community members you will need to engage (and how do you plan to)?

What Colac Otway Shire permissions / policies will you need to use (e.g. Media, Insurance, event)?



Step	Resources Required	Budget	Who is Responsible to Implement	Specific Approvals Required. <i>Eg. Media</i>	Key Milestone (Outcome)
1. Understand the Project.					
2. Select Primary Engagement Type.					
3. Identify Level of Impact.					
4. Select the Engagement Strategy.					
5. Develop Engagement Plan.					
6. Provide Feedback to Community.					

STEP SIX

Provide feedback to your community

This is undertaken after you have implemented your engagement processes or key stages of your engagement process.

It is important when working with the community to provide feedback to those people who have participated in your project.

This will not only increase their understanding of the process and the decisions but will also improve your relationship with the community, which will assist you in future projects.

In order to provide ongoing feedback to the community it is important to maintain accurate records and databases of who participated in the consultation process. This will assist you to make contact with people involved throughout the life of a project.

The most appropriate way to provide feedback to participants is by direct letter or email.

Some other ways you can provide feedback to the community include the following:

- General flyer
- Information on website
- Through the local media
- Holding a meeting
- Newsletter.

Some of the things you may want to provide feedback on, include the following:

- Outcome of the process
- Changes to the agreement or plan
- Date and content of a Council Report
- New information.

IMPLEMENTATION FRAMEWORK

Organisational coordination and delivery

The Community Engagement Framework will be implemented in the following ways:

- All Council staff and teams will have responsibility for delivering community engagement processes.
- Council's Executive Management Team will oversee the process to ensure that the Framework is delivered effectively and cost efficiently.
- Council's Executive Management Team will oversee the delivery and reporting of the Framework. This will be through Council's reporting processes.
- To ensure that there is a whole of organisation approach to implementation, the Executive Management Team will be supported by a cross functional team with representatives drawn from the various units

That the cross functional team will champion community engagement processes by:

- Establishing an Intranet page that provides information on useful contacts within Council, examples of survey forms, reports on previous engagement processes and other resources drawn from each unit.
- An occasional series of training presentations where Council (and other) staff will share their experiences and learnings from community engagement processes.

Council reports where appropriate will include a heading Community Engagement that will describe how the community were engaged in the development of that report, policy, plan, project, facility (etc.). That this will include a description of the engagement processes used and the total number of people engaged (so that a collective total of people engaged across Council can be assessed each year).

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

The following section outlines a broad range of methods and techniques for engagement events - the appropriateness, strengths and weaknesses of each are indicated.

ARTS & CREATIVITY

Some forms of community engagement are particularly good at encouraging participation and generating interest and ideas.

These include:

- Photography: disposable cameras can be given to people of all ages to capture their likes and dislikes in an area. The results can be exhibited to generate further discussion or to promote additional events.
- Vox Pox: short, snappy interviews with people in different locations and at different times (radio or television). Like photographs the results can be displayed and discussed more widely.
- Songs, poems, artwork: invite people to submit (possibly for a prize) a song, poem or art piece which describes their area, changes they would like to see, their ideal home or environment.
- TV game shows: adopt and adapt popular TV game or quiz shows to generate interest and ideas, test local knowledge and/or understanding of project plans and processes.

Strengths

- Suitable for all age groups.
- Interactive and engaging.
- Enables participants to express their creativity.
- Can help develop a common vision.
- Can be exhibited to generate further discussion.

Weaknesses

- Participants confidence in their creative skills.
- Often a large space is required to exhibit or display results.
- It may be difficult to interpret participant's ideas.

Appropriateness

Art and Creative methods are appropriate where you want to involve local people in expressing their views and generating ideas in a participative approach. They are a useful technique for engaging with people of all ages through education or school programmes, local community forums and resident or interest groups. They may be beneficial at the beginning of a community planning process to generate interest and raise awareness of the process.

COMMUNITY MAPPING

Maps and photographs of an area or specific location are used to illustrate how people view their area: What they like or dislike or improvements they would like to see.

Ideas are generated in small group discussions and recorded on 'post-its' or pre-prepared cards. Discussions should be facilitated to help people explore issues, build consensus or identify areas of conflict.

Strengths

- Stimulates discussion.
- Can build a sense of community ownership.
- Can help people see and understand their community in different ways.

Weaknesses

- Can generate ideas which are not possible to implement.
- It may be difficult to interpret participants' ideas.
- Participants need to be familiar with the local area.

Appropriateness

Community mapping is a useful way to engage people of all levels of capability. A variety of aspects can be mapped including land use, community assets, facilities, and transport options to develop a snapshot of an area. Mapping can be carried out using a variety of materials from chalk to sand depending on the situation.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

PUBLIC MEETINGS

Public meetings provide an opportunity to consult large numbers of people. Meetings can be organised to allow for small group discussions with oral feedback.

There are often opportunities for participants to set or influence the agenda and to ask questions. From our experience small groups are an essential element of public meeting to engage people effectively.

Strengths

- Enables large numbers of people to have their say.
- Provides an opportunity to explain processes, give information and gather feedback.
- Demonstrates openness and transparency.
- Can attract publicity or be used as a launch event.
- Enables participants to develop networks.

Weaknesses

- Unlikely to be representative - not everyone has the time or inclination to attend.
- Attendance is often low unless people feel personally or deeply concerned.
- Some people are likely to be inhibited from speaking in a large group.
- Traditional formats can limit audience contribution and lead to conflict.
- If confrontational it may lead to poor media publicity.

Appropriateness

As part of a series of community engagement events they can be a valuable way of sharing information and demonstrating openness and transparency.

WORKSHOPS & FOCUS GROUPS

Workshops and focus groups allow people to discuss their ideas in an open and relaxed atmosphere. Workshops can take a variety of formats.

They can be designed to exchange information; to discuss the strengths, weaknesses, opportunities and threats of an idea or project; to obtain ideas and innovative thinking for a way forward for a project; or they can be specifically geared towards prioritisation and the production of an action plan. Focus groups by contrast are designed to specifically concentrate on a single issue or a programme of topics.

Strengths

- Encourages active discussion in a welcoming environment.
- Time and resource efficient way of identifying and clarifying key issues.
- Conflict can be more easily handled in a small group.
- Can be designed for a specific purpose.
- Can be directly targeted at excluded or 'hard to reach groups' for example young people or ethnic minorities.

Weaknesses

- With small groups, it is difficult to be sure all stakeholders or interests are represented.
- Workshops can be dominated by articulate and confident individuals if not carefully facilitated.
- Requires experienced facilitators.

Appropriateness

Workshops and Focus Groups are useful methods for encouraging discussion among those who may feel less confident in a larger group.

The main benefit is that participants or certain interest groups can be targeted and therefore those often excluded from a wider engagement exercise can be identified and invited to attend this type of event.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

FORUMS

A forum is a regular meeting of people who represent a group or organisation and may be issue or area based.

Those involved typically comprise members of civic, political, professional, economic or social groups from a local area.

Strengths

- Regular events help to maintain momentum, commitment and enthusiasm and encourages wider participation as the activities of the forum develop.
- Can be an effective way of involving excluded or hard to reach groups by creating an arena directed towards the concerns of specific groups.
- Can address specific local concerns.

Weaknesses

- Often comprise representatives from existing groups rather than individuals from the community.
- May become 'talking shops' rather than action-oriented.
- Potential for them to become rule-bound and bureaucratic.
- Potential for confusion or conflict over the respective roles and responsibilities of local representatives.

Appropriateness

Forums can be a useful way of involving groups who are traditionally excluded from decision-making processes, for example young people.

However, it is often the 'usual suspects' or those who are already involved in local groups who will participate.

WEB BASED ENGAGEMENT

There are a variety of web based engagement processes to choose from such as online discussion forums and blogs, Facebook, online surveys, social networking, ratings and voting and digital interactive TV.

Web based activities enable people to choose where, when and for how long they want to participate.

Strengths

- People can choose a convenient time and place to participate.
- Particularly useful for those who may be homebound e.g. carers, elderly people, parents with young children.
- Can create debate and exchange of views.
- Cost Effective
- Can reach large numbers of people.
- Less time consuming than attending a workshop or public meeting.

Weaknesses

- Some techniques may require a moderator to manage comments, this can be expensive and time consuming.
- Excludes those without access to the internet.
- Needs to be publicised to generate interest.
- Some people may feel intimidated.

Appropriateness

Web based processes may work best as part of a package of methods.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

ROUNDTABLE/ CONSENSUS BUILDING

Roundtable discussions can be used as a tool for consensus building.

They have multi-stakeholder involvement, operate by consensus and can generate co-operation to promote the environmental, economic and social sustainability of a community. The basic premise is that all participants, from business interests to the local community, are equal.

There is no leader but there may be a chair or facilitator. The key factors to consider are sectoral representation; selection and duties of members; size (usually between 16 to 24 members); facilitators; budget and the decision-making processes.

Strengths

- People are brought together as equals.
- Encourages open discussion and helps break down barriers.
- Confronts issues rather than people.
- May produce innovative solutions.
- Aims to create 'win-win' situations, rather than 'win-lose' scenarios.

Weaknesses

- Their composition normally precludes wider participation e.g. academics and professionals.
- Requires considerable preparation.
- Requires highly-skilled facilitators.
- Open to dominance by powerful elites or social groups.

Appropriateness

Roundtables benefit from bringing people together as equals who engage in open discussions.

STREET STALLS

Street Stalls consist of outdoor displays such as idea or graffiti walls which can be used to capture the views and comments of large numbers of people.

Maps and plans for an area or project can be displayed and passer-by's asked to comment on particular issues and themes, generate ideas or vote for particular activities or facilities.

Strengths

- Can collect the views of large numbers of people.
- Interactive.
- Engages and generates interest.
- Can reach people who may not normally participate.

Weaknesses

- Can generate a large amount of data.
- Requires advance planning and preparation.
- Requires several facilitators to engage with people.
- Event may be affected by weather conditions.

Appropriateness

Choosing a busy public location can help to achieve high levels of participation and generate interest in the project from those who may not otherwise get involved. The approach can be organised to coincide with other events e.g. community festival.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

COMMUNITY SURVEYS

Questionnaire surveys can be undertaken to identify the needs and views of a large number of people in a standard format.

The main stages involved are:

- Defining the sample size and the type of information required.
- Deciding on the type of survey to be used (postal, drop and collect, telephone or interview).
- Survey design.
- Piloting the survey.
- Undertaking the survey.
- Post-completion analysis of the results.

It is often best to use a short and concise questionnaire where people's views on an issue are being sought. Increasingly email and SMS (text) are being used to provide a variety of ways for people to engage. These work best when a small number of questions are used and when views on a specific proposal or issue are being sought.

Strengths

- Can gain the views of a large number of people.
- Useful for obtaining quantitative data.
- In principle data can be compared over time or with results from elsewhere.
- Useful for identifying and evidencing need.

Weaknesses

- Need to be well designed and coded to get 'usable' answers.
- Large questionnaire surveys are time consuming and labour intensive.
- Information may be limited
- Do not offer any real sense of community engagement or provide an opportunity for people to exchange views.
- Typical response rates are between 10- 20%

Appropriateness

Surveys are best used as part of a programme of other methods- by themselves they can be limited in scope and provide little meaningful community engagement.

ADVISORY COMMITTEES

These Committees can serve an important role in providing specialist advice to Council.

Advisory Committees are made up of community members and are guided by Terms of Reference that specify the role of the committee. Advisory Committees operate under Council's corporate policy framework, including the Code of Conduct.

Strengths

- A formal structure with terms of reference that meets regularly.
- Has long term membership
- Useful for identifying and evidencing need.
- Is part of councils strategic intent.

Weaknesses

- Typically not representative of the broader community.
- A preference for being involved in an ongoing consultation process rather than something short term.
- It can be difficult to attract people.
- Lack of professionalism.

Appropriateness

As well as directly participating in consultations an Advisory Committees can assist to develop and tailor the Community Engagement Framework.

SOME METHODS AND TECHNIQUES FOR COMMUNITY ENGAGEMENT

SCENARIO PLANNING

Scenario planning is a technique that tests out a number of “future scenarios” for the development of a community or neighbourhood.

TRANSLATIONS

Remember that the people Colac Otway Shire speak a range of languages. Do you need to provide interpreters or translated information?

Strengths

- They do not describe just one future, but that several realisable or desirable futures are placed side by side.
- Open up the mind to possibilities and challenge long-held internal beliefs
- An appropriate way to recognise ‘weak signals’, technological discontinuities or disruptive events and include them into long-range planning.
- Scenarios can lead to the creation of a common language for dealing with strategic issues.
- The aims, opportunities, risks, and strategies are shared between the participants which supports the coordination and implementation of actions.
- Scenarios are very flexible and can be adjusted to the specific task/ situation.

Weaknesses

- Scenario planning is very time-consuming.
- Puts a strong emphasis on the selection of suitable participants/ experts.
- An understanding and knowledge of the field under investigation is absolutely necessary.
- It could be difficult not to focus on black and white scenarios or the most likely scenario (wishful thinking) during the scenario building process.

Appropriateness

By looking into the future, scenario planning can help communities or organisations explore the impact of decisions. These are usually quite specific scenarios such as school closures or the building of a new road.





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Item: 10.3

Planning Scheme Amendment C109cola - 10 Drapers Road, Colac East

OFFICER	Erin Sonego
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. C109cola - 10 Drapers Road COLAC EAST - Proponent Letter [10.3.1 - 3 pages] 2. C 109 cola - 10 Drapers Road Colac East - Confirmation of signage details - Pylon Sign - Lacey A - R [10.3.2 - 6 pages] 3. C 109 cola - 10 Drapers Road Colac East - Proposed Incorporated Document - Lacey A [10.3.3 - 4 pages] 4. c 109 cola - 10 Drapers Road Colac East - Proposed SCO [10.3.4 - 1 page] 5. C109cola - 10 Drapers Road COLAC EAST - Proposed SCO Map [10.3.5 - 1 page] 6. C 109 cola - 10 Drapers Road COLAC EAST - Planning Permit by Consent Order- Council Meeting Report A [10.3.6 - 10 pages] 7. C 109 cola - 10 Drapers Road Colac West - Photos of Site for Council Report [10.3.7 - 5 pages]
PURPOSE	For Council to resolve to seek authorisation to prepare an amendment to the Colac Otway Planning Scheme.

1. EXECUTIVE SUMMARY

Council has received a request from the landowner of 10 Drapers Road in Colac East to amend the planning scheme. The amendment would allow the display of business identification signage associated with the approved service station (which has not yet been constructed). The land is in the Farming Zone and, under the provisions of this zone and Clause 52.05 (Signs), the required signage is prohibited.

The amendment would introduce the Specific Controls Overlay (SCO) and associated Incorporated Document, allowing the signage depicted in the Incorporated Document to be displayed lawfully and without need for further planning permits. Officers support this approach as a means to facilitate advertising signage which would normally be expected for a service station of this nature, whilst

ensuring that the siting and design of the signs would be respectful of the site's significant location at the eastern entrance to Colac.

Council must resolve to seek authorisation to prepare the amendment from the Planning Minister before the amendment may be progressed.

2. RECOMMENDATION

That Council:

- 1. Resolve to seek authorisation from the Planning Minister to prepare and exhibit the amendment; and***
- 2. Allow Council officers, in consultation with the landowner and/or representative, to make minor changes to the amendment documentation prior to exhibition.***

3. KEY INFORMATION

Council has received a private request to amend the planning scheme (see Implementation below for process), to allow the display of business identification signage associated with the approved service station at 10 Drapers Road, Colac East.

The amendment request was submitted by the landowner's representative, Pierrepont Planning, on 16 September 2020. Consideration of the request by Council has been delayed due to the election period. It is desirable that the amendment be progressed at the earliest opportunity in order to give the proponent certainty around the signage proposed for the service station.

The amendment is required to permit the installation and display of business identification signage associated with the use of land for the service station allowed by planning permit PP106/2018-1. The proposed signage is currently prohibited as the land is within the Farming Zone, where the total display area of business identification signage that can be granted a planning permit is limited to a maximum of 3m² per premises.

The proposed changes to the planning scheme would:

- Amend the schedule of Clause 45.12 (Specific Controls Overlay) to list the Incorporated Document 'Colac East Service Station Advertising Signage, August 2020'.
- Amend the schedule to Clause 72.04 (Documents Incorporated in this Planning Scheme) to list the Incorporated Document.
- Amend the planning scheme map 9SCO and apply SCO4 to the land.

A Specific Controls Overlay enables specific controls to override other requirements in the planning scheme. In this case, signage provisions in the Farming Zone.

Signage as Proposed in Incorporated Document

A total of 95.72sqm of signage is proposed for the whole site. This includes a double-sided pylon sign which, as proposed, would have a total signage area of 40.4sqm and a large painted sign on the southern elevation of the service station with a total area of 32.2sqm. The various other smaller signs would have a total area of 23.12sqm.

A summary of the proposed signage, as currently depicted in the draft Incorporated Document, is as follows (refer to attachment for details):

North Elevation (facing Princes Highway)

- 5 x internally illuminated signs, affixed to the building and canopies.

South Elevation

- BP Ultimate non-illuminated sign (7m x 4.6m).

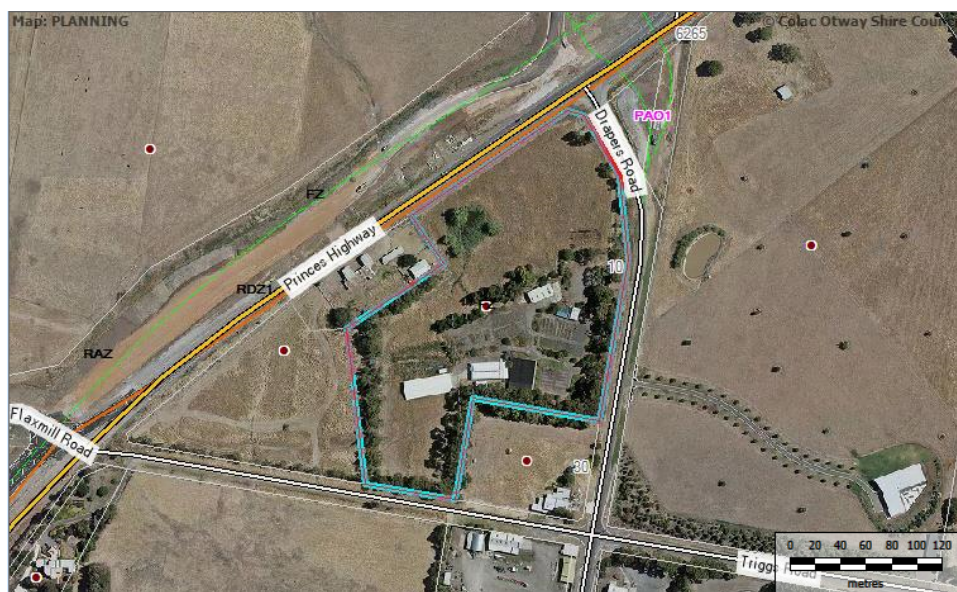
East Elevation

- 2 x internally illuminated signs; one per canopy.
- 1 x non-illuminated sign affixed to the building.

Price Sign: Located at Drapers Road vehicle entrance – double sided and floodlit.

Pylon Sign: Located north-east corner of site – 8.89m high, double sided and internally illuminated. The applicant has confirmed that the sign will be constructed at the natural ground level, being the existing ground level currently without any fill.

Officers are currently in discussions with the owner and owner's representative to resolve minor details of the positioning and size of signage, and other minor administrative matters. Any resultant changes will not impact the substance of the amendment.



Planning Permit Background

The planning permit (PP106/2018-1) for a service station on the land was issued on 13 February 2020, following a Consent Order being issued by the Victorian Civil and Administrative Tribunal (VCAT). This was based on agreement reached between the parties – Colac Otway Shire, VicRoads, and the applicant - about the development of the site. Council had refused to grant a permit for the application as originally submitted, as the proposal included a prohibited convenience restaurant with drive-thru and there were some concerns about the visual impact of the development within this significant approach to Colac. Following negotiations after the VCAT appeal was lodged, amendments were made to the proposal. Notably, the convenience restaurant component was removed from the proposal. Various other changes were made to the layout of the site, to address concerns about the visual appearance, including increased landscaping, alterations to the truck canopy, and the relocation of the truck parking bays. The Consent Order was signed by the relevant parties and a planning permit was issued.

An application is currently under consideration by Council for a number of minor amendments to the plans, which generally comprise relatively small changes to parking/access areas and building layouts. Other than endorsing amended plans, no changes to the planning permit are required. Council officers will continue to work towards issuing endorsed plans for the development based on these changes.

4. COMMUNITY CONSULTATION & ENGAGEMENT

The amendment will be required to be exhibited publicly prior to approval and adoption. In the event that submissions are received, the amendment may need to be reviewed independently by a Planning Panel.

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.

Theme 2 - Our Places

3. Towns and places are welcoming and attractive.

Theme 4 - Our Leadership & Management

2. Openness and accountability in decision making.

A service station is a Section 2 (permit required) use in the Farming Zone. Therefore, Council was able to consider the proposal (with the convenience restaurant component removed) and ultimately grant a planning permit.

There is a tension in the Farming Zone whereby the signage restrictions are arguably out of step with the discretion afforded to certain land uses. In this case, although the service station was able to be approved, the normal extent of signage for such a use was not, as the Farming Zone limits business identification signage to 3sqm to each premises. The use of the SCO and Incorporated Document is the mechanism to allow the necessary signage to be displayed, effectively over-riding the restrictions of the underlying zoning.

The adoption of the Incorporated Document would allow the proposed signage to be displayed without the need for a planning permit, meaning that the proposal effectively would avoid having to go through the normal assessment process set out under the *Planning and Environment Act 1987* (the Act). Prior to adoption of the amendment, Council must therefore be satisfied that the proposal would result in an acceptable outcome with regard to the relevant planning policy, including the local planning policies.

Relevant policies under the Colac Otway Planning Scheme have been considered and include:

Clause 11.03-6L – Colac

The **objective** of the policy is:

“To manage the growth of Colac consistent with its role as the major urban centre of the Shire.

Relevant **strategies** include:

- *Encourage the removal of excessive roof top, above verandah and free-standing signs, and other visually dominant signs.*
- *Encourage planting on properties along the eastern and western entrances to Colac, particularly where it has potential to screen industrial activities.*
- *Improve town entrances with new landscaping, framing views to Lake Colac, improved visibility to the Visitor Information Centre and emphasis on reducing the visual clutter of signs.”*

Clause 12.05-2L – Landscapes

A relevant **strategy** includes:

- Retain open and rural views, particularly from main road corridors and tourist routes.

It is considered that the proposed signage would generally result in an acceptable outcome having regard to the above strategies.

The applicant has confirmed that the pylon sign chosen, at 8.8m height, is one of three standard signs that the company produces – the other options being either 7m, or 10m in height. The 8.8m sign is considered acceptable in this location for the following reasons:

- The signage is typical of a highway service station. Most of the individual signs would be affixed to the building and therefore their visual dominance in the landscape would be minimised.
- The land on which the sign will be situated is substantially lower than the road, which has been built-up as part of the recent Highway upgrade works.
- The landform and vegetation around the site is relatively significant and will mitigate the visual dominance of the sign. It will be further mitigated by the landscaping required under the planning permit for the service station.
- The scale of the signage is consistent with its surroundings – the highway environment and its associated furnishings are substantially larger scale than a typical finer-grained urban environment. For comparison purposes, the Coles pylon sign fronting Queen Street is 13m high. The Liberty service station pylon sign in Colac West is 7m high.

It is acknowledged that this is an important entrance to Colac that requires improvement, and arguably the construction of the service station will help to achieve some level of improvement. However, the signage will be a critical component of the overall development, and reliance on the 3sqm of signage allowed by the zone would undermine the viability of the development.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

The service station allowed by planning permit PP106/2018-1 is expected to generate significant positive economic benefits to Colac. The proposed signage is an integral part of the overall development. Therefore, the amendment is required to support the development of the service station. The development of this land will potentially lead to an improvement of the aesthetic appearance of surrounding sites, which effectively form part of the entrance to Colac.

LEGAL & RISK

Prior to the Minister authorising the preparation of the amendment, Council on behalf of the proponent must demonstrate that the amendment makes appropriate use of the Victorian Planning Provisions, and consistency with the relevant Ministerial Directions. Preliminary discussions with Government officers suggest that the amendment does this. These matters will be set out in more specific terms in the explanatory report to be submitted with the request for authorisation.

FINANCIAL & BUDGETARY

As a privately driven amendment, the proponent is required to cover all statutory costs relating to the processing of the amendment, including any Panel costs.

7. IMPLEMENTATION STRATEGY

PROCESS

Planning scheme amendments can be undertaken by Council or requested privately. The first part of the process is to seek a resolution from Council to request authorisation from the Minister of Planning to proceed with the amendment.

The Minister decides whether the amendment can proceed further or to refuse authorisation. If the Minister refuses authorisation the amendment proceeds no further.

Following authorisation, the planning scheme amendment is placed on exhibition for a period of 6 weeks. If submissions are received, an Independent Panel can be established to review submissions. Council then considers the amendment, submissions and any recommendations of the panel before referring the amendment back to the Minister for approval and final gazettal.

COMMUNICATION

The amendment request will be formally exhibited for a period of 6 weeks, by way of a notice in the Colac Herald, and letters to adjoining and nearby landowners.

TIMELINE

The amendment request will be lodged with the Minister for authorisation to prepare the amendment, if it is resolved by Council to do so. This is likely to occur with minimal delay.

In the event that authorisation is granted prior to Christmas, exhibition would occur over the Christmas/January holiday period. Whilst this would normally be avoided if possible, the 6 week notification period would be longer than the 4 week statutory timeframe that applies under the Act, and should be sufficient to ensure that interested members of the community are made aware of the proposal and have opportunity to make a submission.

8. OFFICER DIRECT OR INDIRECT INTEREST

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



Location: 271 Pierrepoint Rd Tarrington Vic 3301
All Correspondence: P.O. Box 5003 Tarrington Vic 3301
Mobile: 0429 439 083 **Phone:** 03 5572 5558
Fax: 03 5572 5558 **Email:** alacey@pierrepointplanning.com
Web: www.pierrepointplanning.com

Our Ref: PPP 2020-19

19th August 2020

Mr. Peter Brown
Chief Executive
Colac Otway Shire Council
PO Box 283
COLAC,
VIC. 3250.

Dear Peter,

ATTENTION: ERIN SONEGO

**PLANNING SCHEME AMENDMENT REQUEST
PLANNING SCHEME AMENDMENT C109cola
SERVICE STATION ADVERTISING SIGNAGE
10 DRAPERS ROAD COLAC EAST**

On behalf of the registered proprietor of the land I wish to request that Council prepare a Planning Scheme Amendment, under the provisions of the Planning and Environment Act 1987, to the Colac Otway Planning Scheme, to facilitate advertising signage associated with the service station being developed on land known as 10 Drapers Road Colac East.

The amendment applies to land known as 10 Drapers Road Colac East, located on the south west corner of Drapers Road and the Princes Highway Colac East, being part of Lot 1 TP 115302R.

The draft Amendment has been lodged within the Amendment Tracking System (ATS) and has been assigned Planning Scheme Amendment No. C109cola.

The land is to be developed in accordance with Planning Permit PP106/2018-1 issued under the Colac Otway Planning Scheme on the 13 February 2020, which allows the "Use and development of a service station, access to a road in a Road Zone Category 1 and removal of native vegetation in accordance with the endorsed plans".

The amendment is required to facilitate the display and installation of business identification signage in excess of 3^m associated with the approved use of the land under Planning Permit PP106/2018-1 for a Service Station that would otherwise be prohibited under the applicable Category 4 advertising controls of the Farming Zone.

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ANDREW LACEY PRINCIPAL Grad Dip. U & R Planning. B. App. Sci. Planning. M.P.I.A.
www.pierrepointplanning.com
A.B.N. 98 259 084 197

Summary of the Proposed Advertising Signage

The advertising signage proposed for the service station is very modest and is summarised as follows:

North Elevation (facing the Princes Highway)

- “BP Colac East (white lettering) internally illuminated, centered over the entrance to the building
- BP (Helios) Logo internally illuminated (1370mm x1370mm) located on the north elevation (east side of the windows) (x1)
- Coolibah Tree Café internally illuminated (1500mm x 1500mm) located on the north elevation (west side of windows) (x1)
- BP (Helios) Logo internally illuminated (900mm x 914mm) located on Truck and Car refueling canopies (x 1 per canopy)

South Elevation (rear of building)

- BP Ultimate Sign (7000mm x 4600mm) (x1)

East Elevation

- BP (Helios) Logo internally illuminated (900mm x 914mm) located on Car refueling canopy (x 1)

West Elevation

- BP (Helios) Logo internally illuminated (900mm x 914mm) located on Truck and Car refueling canopies (x 1 per canopy)
- Coolibah Tree Café non illuminated (1500mm x 1500mm) located on the south side of the entrance

Price Sign

- Location: Drapers Road Vehicle Entrance to the property
- Dimensions: 3000mm x 2050mm
- Double Sided
- Flood Lit

Pylon Sign

- Location: North East corner of the property
- Dimensions: 10000mm x 2290mm
- Double Sided
- Internally illuminated

Please note that plans of the proposed advertising signs are included within the attached Incorporated Document and are also provided as a separate pdf.

Proposed Changes to the Colac Otway Planning Scheme

The Planning Scheme Amendment makes the following changes to the Colac Otway Planning Scheme:

- Amends the schedule of Clause 45.12 to insert the Incorporated Document titled “Colac East Service Station Advertising Signage, August 2020” (incorporated document) to allow the development of the land for the installation and display of advertising signage in accordance with the Incorporated document.
- Amends the Schedule to Clause 72.04 by referencing the Incorporated Document.
- Amends Planning Scheme Map 9SCO and applies SCO4 to the land

Planning Scheme Amendment Documentation

The following planning scheme documents are attached in support of this planning scheme amendment request:

- **EXPLANATORY REPORT**
- **INCORPORATED DOCUMENT: COLAC EAST SERVICE STATION ADVERTISING SIGNAGE 10 DRAPERS ROAD COLAC EAST**
- **SCHEDULE TO CLAUSE 45.12 SPECIFIC CONTROLS OVERLAY**
- **SCHEDULE TO CLAUSE 72.04 DOCUMENTS INCORPORATED IN THIS PLANNING SCHEME**
- **PLANNING SCHEME MAP 9SCO WHICH APPLIES SCO4 TO THE LAND**
- **COPY OF PLANNING PERMIT PP106/2018-1**

Planning Scheme Amendment Request Fee

My client will be responsible for paying the Planning Scheme Amendment Request fee, being \$3050.86. Please contact me when the fee is payable, and I will contact my client and make appropriate arrangements for the fee to be paid.

Please contact me if you have any questions in relation to the above or if you require any further information.

Yours sincerely



**ANDREW LACEY
PRINCIPAL**

Encl.



Location: 271 Pierrepoint Rd Tarrington Vic 3301
All Correspondence: P.O. Box 5003 Tarrington Vic 3301
Mobile: 0429 439 083 **Phone:** 03 5572 5558
Fax: 03 5572 5558 **Email:** alacey@pierrepointplanning.com
Web: www.pierrepointplanning.com

Our Ref: PPP 2020-19

21st October 2020

Ms. Erin Sonogo
Senior Strategic Planner
Colac Otway Shire Council
PO Box 283
COLAC,
VIC. 3250.

Dear Erin,

**ADVERTISING SIGNAGE
PLANNING SCHEME AMENDMENT C109cola
SERVICE STATION 10 DRAPERS ROAD COLAC EAST**

I refer to your emails to me dated the 8th of October 2020 and the 21st of October 2020 and to our recent phone conversation in relation to the signage proposed to be approved as part of Planning Scheme Amendment C109cola.

I wish to confirm that the proponent wishes to achieve a pylon sign located in the north corner of the application site having an overall height of 8.825 metres which is lower than the 9 metre dimensioned on the signage plans which form part of the planning scheme amendment documentation.

The service station is branded as BP and the proposed pylon sign is a standard BP pylon sign, which includes the required corporate signage panels.

In assessing the height of the proposed pylon signs, I request that the following matters be taken into consideration:

1. Landform

The service station sites effectively forms a bowl in the context of the broader landform. Drapers Road rises up the the hill to the south of the application site; and the Princes Highway approach into Colac also rises to the south west of the application site.

The location of the pylon site has an existing ground level of 150m ahd and the intersection of Drapers Road and Triggs Road immediately to the south of the application site has an existing ground level of 168m ahd. The natural landform therefore rises approximately 18 metres behind the service station. A feature survey of the application site and immediate surrounds, incorporating contours and spot levels, is attached. Refer to **Appendix A**.

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The following file photographs of the application site (which were taken on the 10 June 2020) provide an indication of the relationship of the existing service station site levels with the finished road pavement levels of the Princes Highway and Drapers Road.



Photograph 1 – View from the intersection of the Princes Highway and Drapers Road across the service station site to the south west



Photograph 2 – View from Drapers Road to the west across the service station site towards the Princes Highway

2. Department of Transport

The signage scheme for the service station has been considered by the Department of Transport who have advised as follows:

"The signage appears to be pretty much industry standard. Hence DoT would have no objection to this proposal"

A copy of the Department of Transport email advice is attached. Refer to **Appendix B**.

3. Landscaping

The landscape plan included in the suite of plans submitted to Council as part of our Secondary Consent Application includes clusters of native vegetation as a back drop to the pylon sign, incorporating Swamp Gums (*Eucalyptus Ovata*), Manna Gum (*Eucalyptus Viminalis*) and Lightwood (*Acacia Implexa*), all of which which at maturity will exceed 9 metres in height.

4. Perspective of the Service Station Site

Please find attached to this submission a perspective of the service station site which includes the pylon sign in the context of the overall development. Refer to **Appendix C**. (Please note that the perspective has not been prepared to address the height of the Pylon Sign and should be considered in a conceptual context).

Signage of the South Elevation of the Service Station Building

The proponent is agreeable in principle to removing the signage on the southern elevation of the service station building from the plans.

Flexibility for Signage Content within the Incorporated Document

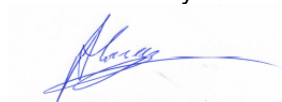
The proponent is agreeable to the incorporated document including a clause to provide a degree of flexibility with respect to providing for changes in signage content, without requiring a future planning scheme amendment. Please contact me to discuss this matter further.

Site Visit

A site visit and the erection of a temporary pole or use of another method to demonstrate the height of the proposed Pylon Sign is problematic in that the site is low lying and the ground is currently very wet and boggy. However, if this approach is deemed necessary I will liaise further with you to determine how to best achieve this.

Please contact me if you have any questions in relation to the above or if you require any further information.

Yours sincerely



**ANDREW LACEY
PRINCIPAL**

Appendix B – Department of Transport Email

From: Peter Gstrein [Redacted]
Sent: Tuesday, 22 September 2020 3:33 PM
To: [Redacted]
Subject: RE: [External] FW: Advertising Signage Service Station 10 Drapers Road Colac East

Sorry for the delay, Andrew.

The signage appears to be pretty much industry standard. Hence, DoT would have no objection to this proposal.

Regards,

Peter Gstrein
Senior Statutory Planning Officer
Regional Surface Transport, Department of Transport
29 Jamieson Street Warrnambool
T [Redacted]
E [Redacted]
W transport.vic.gov.au regionalroads.vic.gov.au

I acknowledge the Traditional Aboriginal Owners of Country throughout Victoria and pay my respect to Elders past and present and to the ongoing living culture of Aboriginal people.

From: [Redacted] [Redacted]
Sent: Thursday, 13 August 2020 4:40 PM
To: 'Peter Gstrein' [Redacted]
Subject: Advertising Signage Service Station 10 Drapers Road Colac East

Hi Peter,

I wish to seek the Department of Transport's approval or support for advertising signage proposed for the service station to be constructed at 10 Drapers Road (Cnr Princes Highway) East Colac.

The use and development of the land for a Service Station is allowed by Planning Permit PP106/2018-1, issued on the 13th Feb 2020. A copy of the Planning Permit is attached.

However, a Planning Scheme Amendment request is being made to Colac Otway Shire to facilitate advertising signage associated with the service station.

The amendment is required to facilitate the display and installation of business identification signage in excess of 3m² that would otherwise be prohibited under the applicable Category 4 advertising controls of the Farming Zone.

Please see attached locality Map.

Please also see attached suite of plans of the proposed service station development (including signage details) prepared by JR Design Australia Pty. Ltd.

I look forward to receiving your feedback.

Please phone me if you wish to discuss or if you require any further information.

Regards

Andrew Lacey B.App. Sci. Planning. Grad. Dip. URP.
Principal
Pierrepoint Planning
PO Box 5003
Tarrington Vic 3301
[Redacted]

DISCLAIMER

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Appendix C – Perspective of Service Station



COLAC OTWAY PLANNING SCHEME

Colac East Service Station Advertising Signage 10 Drapers Road Colac East

Incorporated Document

August 2020

1. INTRODUCTION:

This document is an Incorporated Document in the Colac Otway Planning Scheme and is made pursuant to section (6)(2)(j) of the Planning and Environment Act 1987.

The land identified in the document may be developed in accordance with the specific controls contained in the document. The specific controls may exclude other controls in the Scheme.

If there is any inconsistency between the specific controls and the general provisions of the Scheme, the specific controls will prevail.

2. LAND TO WHICH THE INCORPORATED DOCUMENT APPLIES

The control in this document applies to the land shown as SCO4 on the planning scheme maps forming part of the Colac Otway Planning Scheme.

3. CONTROL

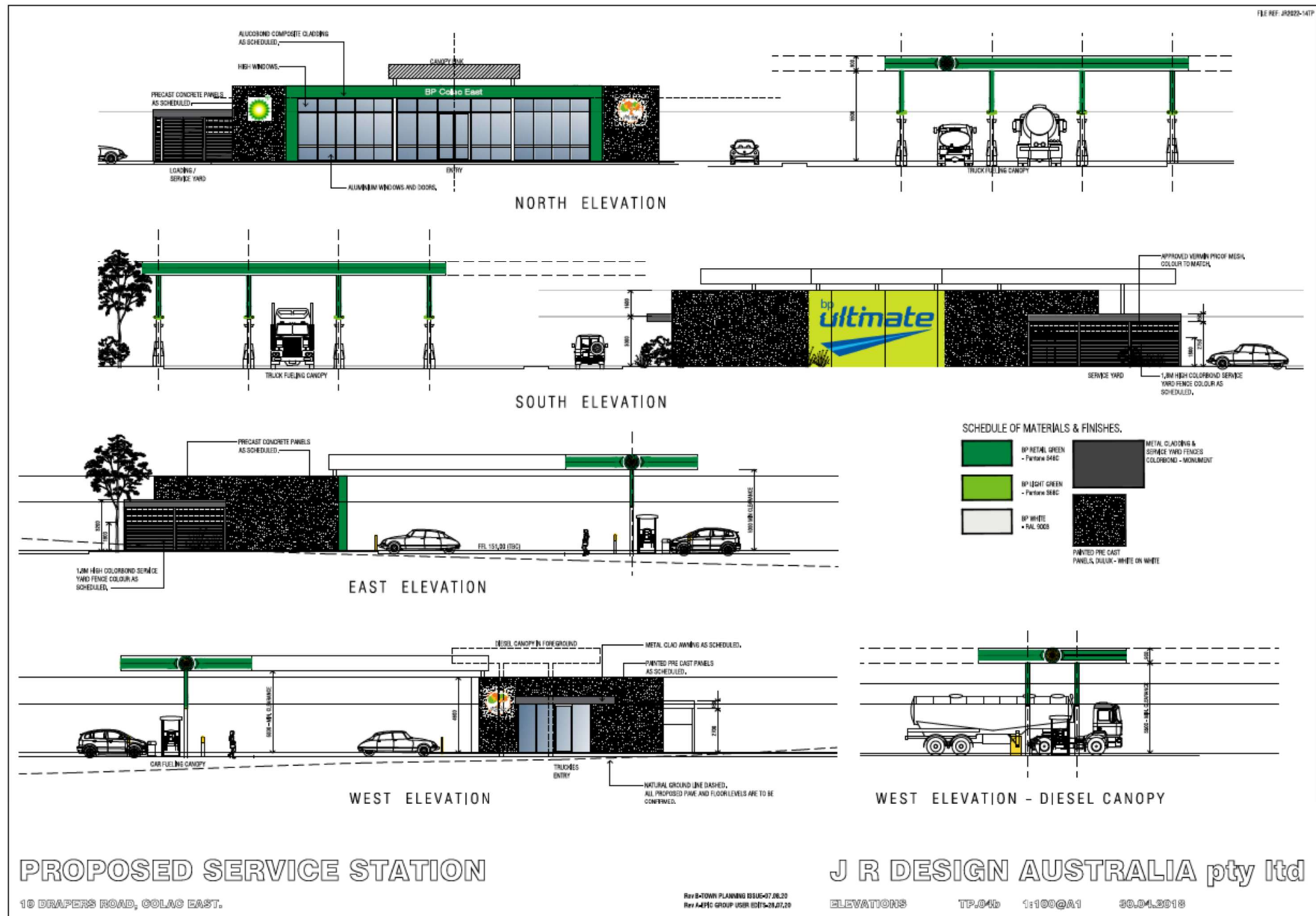
The development of the land for the installation and display of signage generally in accordance with signage plans prepared by JR Design Australia Pty. Ltd. comprising of drawings TP04a and TP06a, Rev B Town Planning Issue 07 Aug 2020.

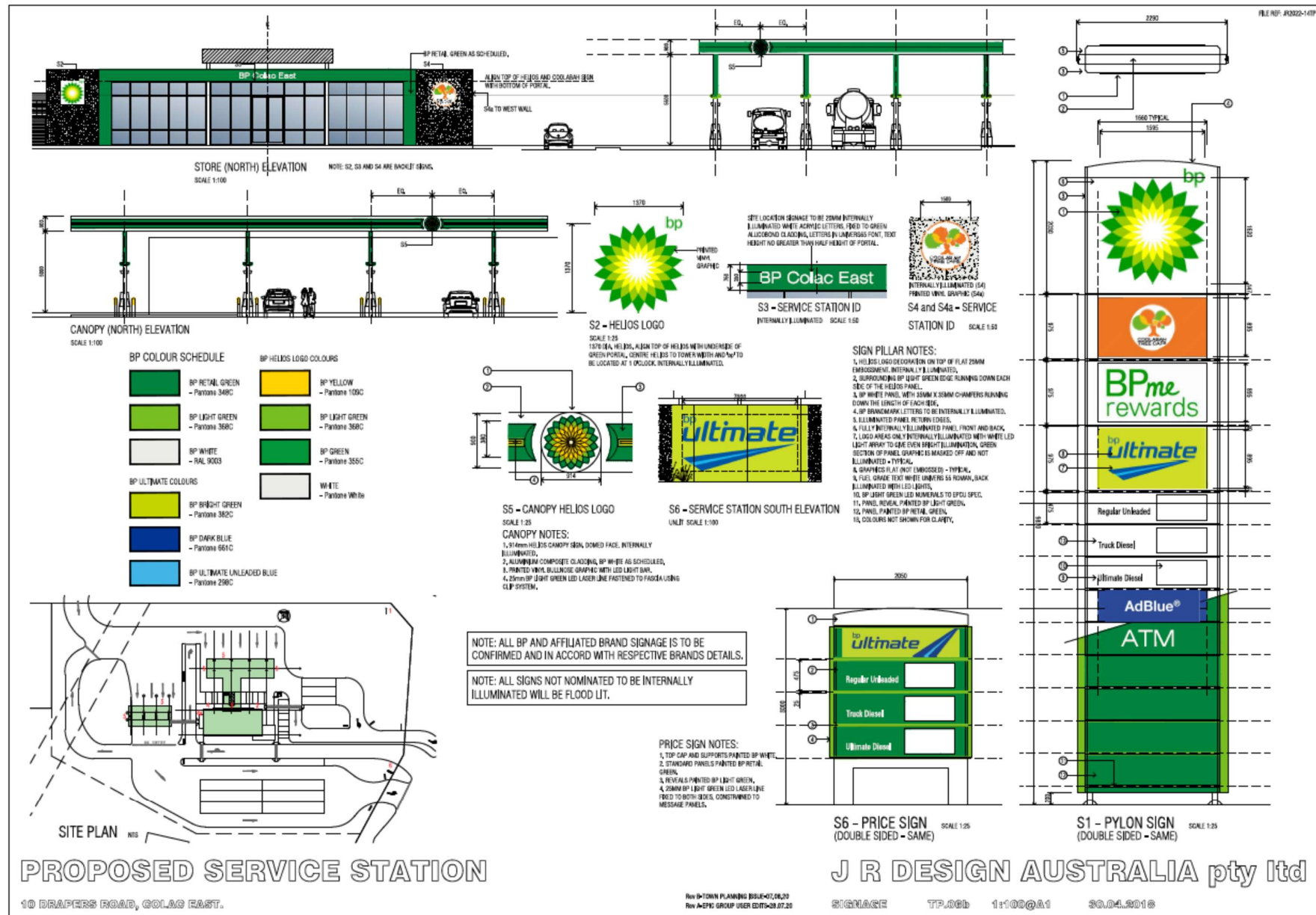
The signage plans form part of this document.

4. CONDITIONS

1. The development, including the location, size, material of construction, colours, wording and degree of illumination of the signs, must be carried out generally in accordance with the Incorporated Document and associated plans.
2. The location, size, material of construction, colours, wording and degree of illumination of the signs, must not be altered or modified in any way without the written consent of the responsible authority.
3. The signs hereby permitted must not be animated or contain any flashing light.
4. All signs must be constructed to the satisfaction of the responsible authority and maintained to the satisfaction of the responsible authority.

END OF DOCUMENT





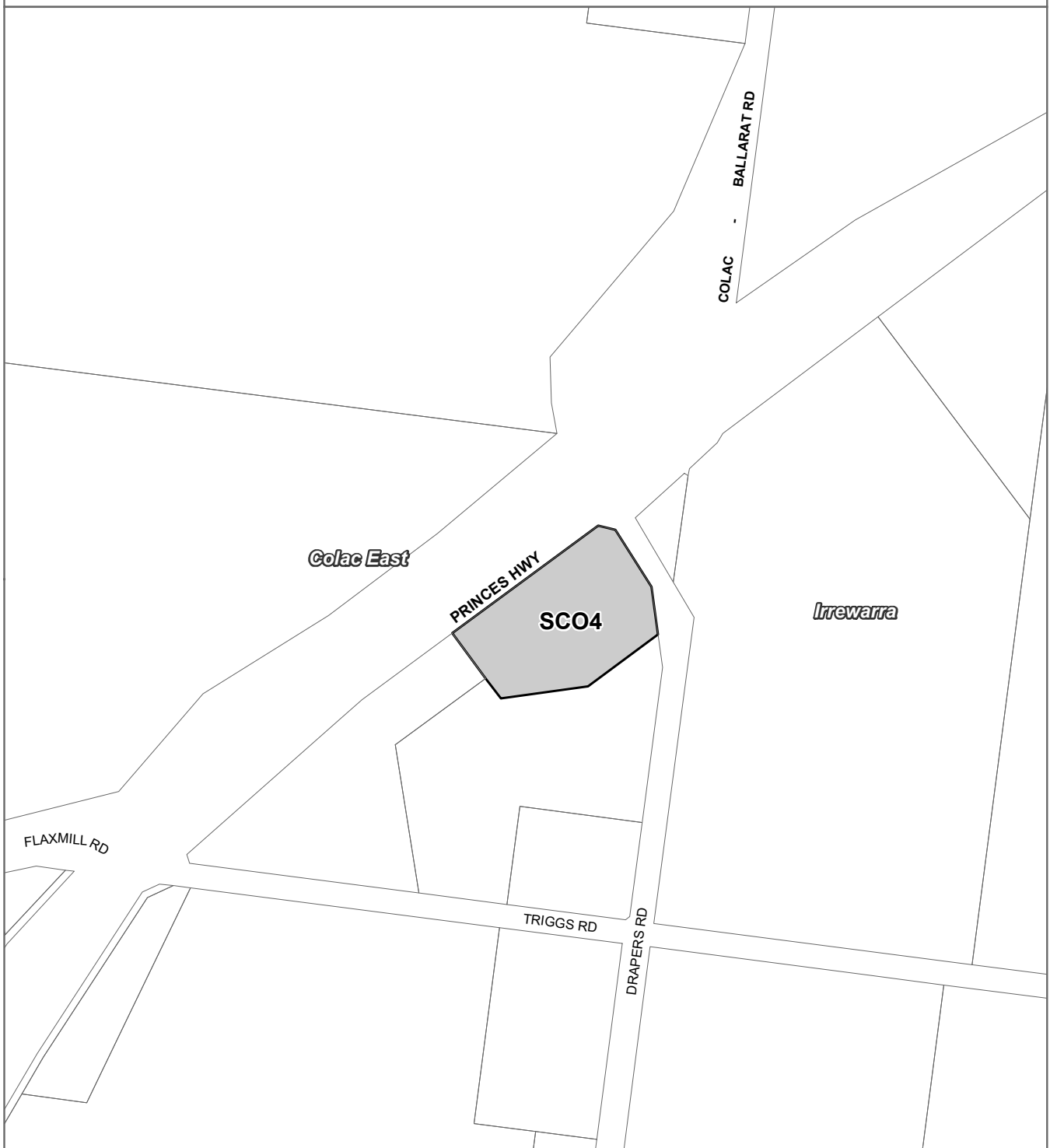
COLAC OTWAY PLANNING SCHEME

24/12/2019



SCHEDULE TO CLAUSE 45.12 SPECIFIC CONTROLS OVERLAY**1.0****Specific controls**--/---
Proposed
C109cola

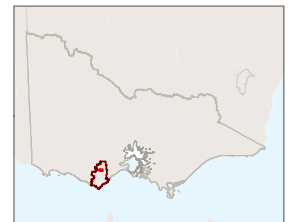
PS Map Ref	Name of incorporated document
SC02	Warrnambool Line Upgrade – Incorporated Document December 2019
SC03	Whiskey Distillery Colac, 265-281 Murray Street, Colac, November 2019
SC04	Colac East Service Station Advertising Signage 10 Drapers Road Colac East

COLAC OTWAY PLANNING SCHEME - LOCAL PROVISION AMENDMENT C109cola



LEGEND

-  SCO4 - Specific Controls Overlay - Schedule 4
-  Local Government Area



Part of Planning Scheme Map 9SCO

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Planning Group
Print Date: 19/08/2020
Amendment Version: 2

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Metres



Environment,
Land, Water
and Planning

PLANNING PERMIT

Assessment No – 9597
Permit No – PP106/2018-1
Planning Scheme – Colac Otway Scheme
Responsible Authority - COLAC OTWAY SHIRE

ADDRESS OF THE LAND:

10 Drapers Road COLAC EAST
Lot: 1 TP: 113302 V/F: 9625/463 Parish of Irrewarra

THE PERMIT ALLOWS:

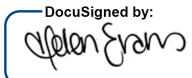
Use and development of a service station, creation of access to a road in a Road Zone Category 1, and removal of native vegetation in accordance with the endorsed plans.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT

- 1 Prior to commencement of the use and/or development, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with Site Plan TP.01C, Floor Plan TP.03C, Elevations TP.03C and Landscape Plan TP.04C, all dated 9/12/19 Rev C and prepared by J R Design Australia Pty Ltd, but modified to show:
 - (a) The 1:500 site plan amended to include the whole of the site, i.e. the south-east section of the site adjacent to Drapers Road
 - (b) The 1:500 site plan amended to include dimensions and setbacks
 - (c) A 1:50 scale floor plan of the service station building
 - (d) The Princes Highway duplication and the kerb extension from the Princes Highway to the site entrance on Drapers Road
 - (e) The length of the truck parking spaces reduced to reflect the turning movements in the submitted Traffic Impact Assessment, to ensure the parking spaces allow trucks to exit
 - (f) Warning signage, alerting westbound vehicles travelling past the truck fuelling area after entering from Drapers Road of turning vehicles ahead
 - (g) Left turn only exit from caravan/trailer parking
 - (h) Left turn only from car park exit

Date Issued 13 February 2020

**Signature for the
Responsible Authority**

DocuSigned by:

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Delegate

CONDITIONS CONTINUED FOR PERMIT NO. PP106/2018-1

- (i) 'Reverse parking only' sign at the loading zone
- (j) Kerb locations and types, to direct traffic and to prevent vehicles

Endorsed Plans

- 2 The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
- 3 The removal of native vegetation must be in accordance with the endorsed plan to the satisfaction of the Responsible Authority.

Reticulated Sewer

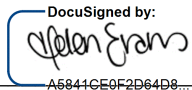
- 4 Prior to the commencement of the use, the site must be connected to reticulated sewer to the satisfaction of Barwon Water and the Responsible Authority.

Construction Environmental Management Plan

- 5 Prior to commencement of the development hereby permitted, a Construction Environmental Management Plan (CEMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The CEMP must include, but not be limited to, the following:
 - (a) overall environmental objectives for the construction and techniques for their achievement;
 - (b) procedures to ensure that no significant adverse environmental impacts occur as a result of the development and use;
 - (c) site plan showing phases of construction, siting of waste, fuel and materials storage, etc.;
 - (d) details, including details of any staging, of when the landscaping shown on the endorsed landscape plan will be provided, to ensure landscaping is established as soon as practicable;
 - (e) the time for the removal of those existing trees in the northeast section of the site identified for removal on the endorsed landscape plan, being a time as late in the sequence of development as practicable;
 - (f) information on how vehicle hygiene and vehicle wash-down areas will be maintained;
 - (g) information on the use of clean fill;
 - (h) information on how noxious weeds that may establish post-construction will be managed through spraying with herbicide or hand-removal;
 - (i) information on how a zoologist or DELWP accredited wildlife handler would recover any wildlife from trees prior to their removal;
 - (j) identification of possible risks and response measures to be implemented, including:
 - i Water Quality, Stormwater, Sediment and Erosion Control
 - ii Flora and Fauna Protection

Date Issued 13 February 2020

**Signature for the
Responsible Authority**

DocuSigned by:

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Delegate

CONDITIONS CONTINUED FOR PERMIT NO. PP106/2018-1

- iii Measures to prevent the growth, spread and establishment of weeds and pathogens, including vehicle, machinery and equipment hygiene and the use of material such as sand, soil or gravel that is weed and pathogen free
- iv Cultural Heritage
- v Air Quality
- vi Noise and Vibration
- vii Land and Groundwater Contamination Management
- viii Waste Management and Minimisation
- ix Storage and Handling of Fuels and Chemicals
- x Neighbourhood Management and Communication
- xi Traffic and Parking Control

All works must be carried out in accordance with the approved CEMP to the satisfaction of the responsible authority or as otherwise approved by the responsible authority.

Drainage Report

- 6 Prior to the commencement of the development, a drainage report and design for the proposal, including calculations, must be prepared by a suitably qualified engineer to the satisfaction of the Responsible Authority. The design must show the impact of the overland runoff on the surrounding areas during a 100 year ARI storm event. The report and design must highlight the potential impact on neighbouring properties/roads and the subject property, once the development is completed. The design and report must also highlight how the runoff from the site would be discharged into a Council or VicRoads drainage asset.

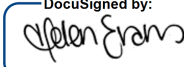
Stormwater

- 7 All runoff from stormwater, including overflow from water storage, must be taken to a legal point of discharge to the satisfaction of the Responsible Authority.
- 8 Prior to commencement of any works associated with the development, a Stormwater Management Plan, including details of paving, to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will form part of the planning permit. The plans must contain all the relevant information and be drawn to scale with dimensions.

The stormwater and paving infrastructure must be constructed in accordance with the endorsed plan.

Date Issued 13 February 2020

**Signature for the
Responsible Authority**

DocuSigned by:

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Delegate

CONDITIONS CONTINUED FOR PERMIT NO. PP106/2018-1

- 9 Prior to the commencement of any works associated with the development, a stormwater detention system designed by a qualified engineer must be submitted to and approved by the Responsible Authority. The design must provide for a maximum site discharge rate equal to the pre-development 5 year storm (20% AEP) and detain the post development 10 year storm (10% AEP). The stormwater detention system must be implemented as part of the development in accordance with the approved plan.

Within one week of the installation of the stormwater detention system, notice of its installation must be given to the Responsible Authority, an inspection must be requested and the written approval of the Responsible Authority must be obtained.

- 10 The site must be developed and managed to ensure there is no stormwater pollution through the contamination of runoff by chemicals, sediments, wastes or pollutants in accordance with 'Best Practice Environmental Management Guidelines for Stormwater Management and Construction Techniques for Sediment Pollution Control' (EPA) at any time during construction or operation, to the satisfaction of the Responsible Authority.
- 11 All stored wastes must be kept in designated areas as identified on the endorsed plans and/or in covered containers to prevent escape into the stormwater system to the satisfaction of the Responsible Authority.

Drapers Road Investigation Report

- 12 Prior to the commencement of development, an investigation into the potential impact of the proposed development on the integrity and longevity of Drapers Road between the Princes Highway and 5 metres south of the proposed site entry/exit to Drapers Road must be carried out, and a report outlining the findings and recommendations of that investigation must be prepared, by a suitably qualified engineer and to the satisfaction of the Responsible Authority. The report must be submitted to and approved by the Responsible Authority prior to the commencement of any works. The investigation and report must assess matters including, but not limited to:

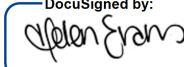
- (a) Existing conditions;
- (b) Required construction standards to accommodate traffic generated by the use, such as road width, pavement and road base standards, and drainage;
- (c) Any required upgrades to Drapers Road.
- (d) The recommendations of this report must be implemented at the direction, and to the satisfaction, of the Responsible Authority prior to the commencement of the use.

Access

- 13 Prior to commencement of the development, vehicular access from the roadway to the property boundary must be constructed to the satisfaction of the Responsible Authority.

Date Issued 13 February 2020

**Signature for the
Responsible Authority**

DocuSigned by:

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Delegate

CONDITIONS CONTINUED FOR PERMIT NO. PP106/2018-1

Construction of Parking and Access Areas

- 14 Prior to the commencement of the use hereby permitted, the area/s set aside for the parking of vehicles and as access ways, including all areas around the bowzers, as shown on the endorsed plans must be:
- (a) Constructed;
 - (b) Properly formed to such levels that they can be used in accordance with the plans;
 - (c) Surfaced with an all-weather seal coat to the satisfaction of the Responsible Authority;
 - (d) Drained;
 - (e) Line-marked to indicate each car space and all access lanes;
 - (f) Clearly marked, by signage and line-marking, to show the direction of traffic along access lanes and driveways;
 - (g) Properly illuminated with lighting, including lighting at the Drapers Road entrance, which is designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land;

to the satisfaction of the Responsible Authority.

The areas must be constructed, and drained to prevent diversion of flood or drainage waters, and maintained in a continuously useable condition to the satisfaction of the Responsible Authority.

All designated parking spaces and access lanes must be kept available for these purposes at all times.

Loading Bay

- 15 The loading bay must remain available, without obstruction, for the purpose of loading and unloading at all times.

Off-site Contamination

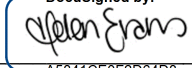
- 16 The site must be developed and managed to ensure that no contaminants, including but not limited to chemicals, sediments, wastes or pollutants, are deposited by vehicles on the abutting roads when vehicles are leaving the property, to the satisfaction of the Responsible Authority.

Filling of Dam

- 17 Prior to the commencement of use, a Certificate of Compliance from a suitably qualified person must be submitted to the Responsible Authority. The certificate must approve the filling of the dam, in accordance with the relevant Australian Standards.
- 18 Any fill material brought onto the subject land must meet the specifications contained in EPA publication IWRG621, 'Soil Hazard Categorisation and Management', 2009 or as amended.

Date Issued 13 February 2020

**Signature for the
Responsible Authority**

DocuSigned by:

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Delegate

CONDITIONS CONTINUED FOR PERMIT NO. PP106/2018-1

Native Vegetation

- 19 Before the vegetation removal starts, the boundaries of all vegetation to be removed and retained must be clearly marked on the ground with tape or temporary fencing to the satisfaction of the Responsible Authority.
- 20 Vegetation removal and disposal must not cause damage to vegetation stands to be retained, to the satisfaction of the Responsible Authority. To prevent damage to remaining vegetation, there must be no temporary or permanent storage of any materials, vehicles or equipment within areas of native vegetation identified to be retained in accordance with the endorsed plans. Storage sites must not adversely impact upon native vegetation, including the root zones of existing trees. Such sites must not be located on or near erodible surfaces, surface water runoff areas or areas infested with weeds.

Native Vegetation Offset

- 21 To offset the removal of 0.69 hectares of native vegetation the permit holder must secure a native vegetation offset, in accordance with *the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)* as specified below:

A general offset of 0.020 general habitat units:

- located within the Corangamite Catchment Management Authority boundary or Colac Otway Shire municipal district;
- with a minimum strategic biodiversity score of at least 0.408.

- 22 Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provided to the satisfaction of Responsible Authority. This evidence is one or both of the following:

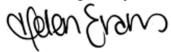
- an established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10 year management actions and ongoing management of the site, and/or
- credit extract(s) allocated to the permit from the Native Vegetation Credit Register.

A copy of the offset evidence will be endorsed by the Responsible Authority and form part of this permit.

- 23 In the event that a security agreement is entered into, the applicant must provide the annual offset site report to the Responsible Authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

Date Issued 13 February 2020

Signature for the
Responsible Authority

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CONDITIONS CONTINUED FOR PERMIT NO. PP106/2018-1

Landscaping

- 24 Prior to commencement of the development, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions. The landscape plan must be generally in accordance with the landscape concept plan dated 9/12/19 Rev C prepared by J R Design Australia Pty Ltd, except that the plan must show:
- (a) The planting of trees and other vegetation at sufficient quantity to ameliorate the impact of the built development and to screen the truck parking area.
 - (b) The temporary retention of existing trees in the northeast section of the site until the time set out in the Construction Environmental Management Plan, or such other time as agreed by the Responsible Authority in writing.
 - (c) The staging of the landscaping, if required, to ensure larger trees and the planting in the north-eastern and western sections of the site is undertaken at the earliest opportunity during the construction phase.
 - (d) Details of the planting heights of T1, T2, T3, S1 and S2 at planting, which must be at a minimum height of 2m.
 - (e) A written commitment that if T1, T2, T3, S1 or S2 require replacement, any such replacement plants will be to at least the original planting height.
 - (f) The use of semi-mature plantings where possible to provide screening when planted.
 - (g) Details of any water sensitive urban design measures such as rain gardens or filtration systems and proposed drainage lines in accordance with the Stormwater Management Plan.
 - (h) A visual representation of the developed site when landscaped, from the northeast, north and west, with tree quantities and heights at maturity accurately represented, together with building heights and scale.
 - (i) Details of the maintenance schedule of the landscaping for the first 5 years.
 - (j) Confirmation that the use of noxious species during any landscaping of the property will be avoided.

All species selected must be to the satisfaction of the Responsible Authority. The location of canopy trees must not conflict with the drainage requirements.

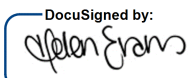
- 25 Prior to commencement of the use, or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. The landscaping must thereafter be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

General Amenity

- 26 All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and must be connected to a security service.

Date Issued 13 February 2020

**Signature for the
Responsible Authority**

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CONDITIONS CONTINUED FOR PERMIT NO. PP106/2018-1

- 27 No external sound amplification equipment or loudspeakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose.
- 28 External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land, to the satisfaction of the Responsible Authority.

EPA conditions

- 29 Odours offensive to the senses of human beings must not be discharged, emitted or released beyond the boundaries of the premises.
- 30 Nuisance dust and/or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises.
- 31 Effective noise levels from the use of the premises must not exceed the recommended levels as set out in Noise from Industry in Regional Victoria (NIRV; EPA Publication 1411, 2011) or as amended.
- 32 A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard, in accordance with the EPA Publication 347.1 Bunding Guidelines 2015 or as amended.
- 33 The permit holder must not contaminate land or groundwater.
- 34 Surface water discharge from the premises must not be contaminated with waste.
- 35 Construction and post-construction activities must be in accordance with EPA Publication 275 Construction Techniques for Sediment Pollution Control 1991 or as amended.
- 36 Displaced petrol fumes must be collected with a vapour recovery system.
- 37 Petroleum storage tanks must be designed, installed and operated in accordance with the Guidelines on the Design, Installation and Management Requirements for Underground Petroleum Storage Systems (UPSSs) (EPA Publication No. 888.4, August 2015).

Powercor conditions

- 38 The applicant shall:
- (a) Provide an electricity supply to the development in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor.

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Responsible Authority**

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CONDITIONS CONTINUED FOR PERMIT NO. PP106/2018-1

- (b) Where buildings or other installations exist on the land and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor and provide to Powercor Australia Ltd a completed Electrical Safety Certificate in accordance with Electricity Safe Victoria's Electrical Safety System.
- (c) Any buildings must comply with the clearances required by the Electricity Safety (Installations) Regulations.
- (d) Any construction work must comply with Energy Safe Victoria's 'No Go Zone' rules.

VicRoads condition

39 Before the use approved by this permit commences, the following roadworks on the Princes Highway must be completed at no cost to and to the satisfaction of the Roads Corporation:

- (a) Left turn lane
- (b) Street lighting
- (c) Signage

Prior to works commencing, the applicant must enter a works agreement with VicRoads, confirming design plans and works approvals processes, including the determination of fees and the level of VicRoads service obligations.

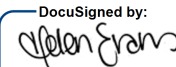
Barwon Water conditions

Potable Water

- 40 The provision and installation of a potable water supply to the development.
- 41 An additional potable water connection(s) is to be provided to service the proposed development. A dimensioned plan showing location of all new connections relative to the allotment boundaries is to be submitted, where a meter is not being fitted. Note that tappings and service lines are not to be located under existing or proposed driveways.
- 42 Individual potable water supply meters are required for each lot or building as part of water connection works.
- 43 The payment of a standardised New Customer Contribution is required for any new connection or any upsize to an existing connection. The number of standardised charges applied will be determined on the basis of an equivalent lot calculation and is based on potable domestic water meter size or water service size (where a meter is not being fitted). An equivalent lot is a measure of the additional demand a connection will place on the infrastructure in terms of the water consumption and sewage discharge for an average connection utilising a 20mm tapping and/or meter. If there is more than one meter within a single meter assembly, the size of the largest meter (excluding the fire service meter) will determine the number of equivalent connections. If there is a combined fire and domestic meter

Date Issued 13 February 2020

**Signature for the
Responsible Authority**

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CONDITIONS CONTINUED FOR PERMIT NO. PP106/2018-1

assembly proposed (incorporating a low flow meter), whereby the meter size is largely dictated by the fire service requirements, the developer is required to submit to Barwon Water the proposed peak “(probable simultaneous demand) associated with the domestic supply in accord with AS/NZS 3500. Barwon Water will then assess the equivalent number of connections.

Expiry


44 This permit will expire if one of the following circumstances applies:

- (a) The development has not commenced within two years of the date of this permit.
- (b) The development and vegetation removal works are not completed, and the use has not commenced, within four years of the date of this permit.

In accordance with section 69 of the *Planning and Environment Act 1987*, an application may be made to the Responsible Authority to extend the periods referred to in this condition.

Date Issued 13 February 2020

Signature for the
Responsible Authority

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Delegate

Planning Scheme Amendment C109cola - 10 Drapers Road COLAC EAST – Site Photos

The following photos are intended to show the height of the proposed pylon sign. Note that the pole in the following photos is fixed to the boundary fence. This was required to provide bracing for the pole. The sign will be set back 2m from the boundary.



Photo captured from Marriner Street intersection.



Photo captured from Drapers Road



Viewing across site from Drapers Road



View from roadside, westbound lane, Princes Highway



View from westbound lane, Princes Highway



View from roadside, eastbound lane of round-about



View from Colac-Ballarat Road entry



View from eastbound lane – captured adjacent Marriner Street intersection

Item: 10.4

Apollo Bay Early Years Hub

OFFICER	Ian Seuren
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	Nil
PURPOSE	To consider a funding contribution to the development of the Apollo Bay Early Years Hub.

1. EXECUTIVE SUMMARY

For many years the Apollo Bay community, in partnership with Council, have advocated for the need for an Early Years Hub. In part this has been due to the poor condition and lack of capacity of the existing Apollo Bay Kindergarten (located at 69 McLachlan Street, Apollo Bay), as well as additional early years needs including day care and health services such as Maternal and Child Health.

In 2019, the Victorian Government announced the development of a 2 room, 66 place kindergarten facility at the Apollo Bay P-12 College site to replace Council's current facility located at 69 McLachlan Street, Apollo Bay. This development will be fully funded by the Victorian School Building Authority and will house both 3-year-old and 4-year-old kinder.

Council has identified thorough community consultation a need for an integrated early years facility that would house additional services such as Maternal & Child Health (M&CH), Long Day Care and Playgroup. In early 2019, Council undertook an extensive consultation project to determine the early years needs of the community and prepare concept plans for an integrated early years hub.

In the 2020/21 budget Council has committed \$500,000 to the new kindergarten facility from the proceeds of the sale of the existing kindergarten, to contribute to M&CH and consulting space only. Further funds would be required to develop facilities for childcare.

An opportunity has arisen for Council to consider providing funds to the project through its recent allocation from the Federal Government Local Roads and Community Infrastructure Program.

This project is a current Priority Project for Council.

2. RECOMMENDATION

That Council:

- 1. Allocates up to \$1M from the second round of the Local Roads and Community Infrastructure Program (LRCI) to the Apollo Bay Early Years Hub, subject to the project's eligibility being approved by the Federal Government.***
- 2. Confirms that the allocation from the LRCI Program is in addition to the \$500,000 allocated in Council's 2020/21 budget.***
- 3. Requests a report be presented to a future Council meeting to consider the allocation of the balance of the LRCI Program funding.***

3. KEY INFORMATION

For many years, the Apollo Bay community in partnership with Council, have advocated for the need for an Early Years Hub. In part this has been due to the poor condition and lack of capacity of the existing Apollo Bay Kindergarten (located at 69 McLachlan Street, Apollo Bay), as well as additional early years needs including day care and health services such as Maternal and Child Health.

Whilst the cohort of preschool aged children has not been identified as increasing significantly over the next 20 years there are several key drivers for the provision of an Early Years Hub in Apollo Bay. These drivers include:

- The worsening condition of the current pre-school building. It was assessed by a certified engineer in 2018 as requiring major rectification works within the next 5 years.
- The current facility does not meet the new ratios of a 33-place kindergarten and will have limited capacity to cater for the introduction of 3-year-old kinder in 2021.
- A consolidation of early years services in one location.
- Co-location of services will significantly increase integration with the Apollo Bay P-12 College.
- A permanent M&CH space that is linked to the provision of early years services.
- Space required for early years health specialists.
- The need to find an alternative place for childcare in Apollo Bay to enable Great Ocean Road Health to reclaim an area currently dedicated to childcare, for its core service delivery.

In early 2019, Council engaged a consultant to undertake a thorough community engagement process with stakeholders in Apollo Bay about the concept of an Early Years Hub. This consultation identified:

- That an integrated early years facility would best benefit the Apollo Bay community.
- That it would be preferable that the Early Years Hub be located on the Apollo Bay School site.
- Several early childhood services were under threat of ceasing if an alternative location was not secured.
- Apollo Bay Childcare is a privately run 42 place long day care service. The service is currently located in buildings owned by Great Ocean Road Health Service. These buildings are part of a proposed redevelopment which will potentially result in no site for childcare within the

current precinct into the future. This childcare service currently provides childcare to 66 families within the current area and employs 16 qualified staff. The service has been unable to secure appropriate and affordable accommodations for the childcare service within Apollo Bay.

- M&CH services were in office space within the Great Ocean Road Health precinct until January 2019 due to the redevelopment of the health facilities. M&CH service has been relocated to a vacant meeting room at the Apollo Bay Senior Citizen Centre for the time being. M&CH services are provided by a single nurse, one day a week.
- Apollo Bay Playgroup has relocated to the Apollo Bay Senior Citizens Centre due to the Kindergarten building no longer meeting their needs. It caters for approximately 16 families and operates every Monday.

The development of an Early Years Hub is a priority project of Council, and the organisation has been advocating for funding for some time.

In 2019, the Victorian Government announced the development of a 2-room, 66 place kindergarten at the Apollo Bay P-12 College. This project will be fully funded and delivered by the Victorian School Building Authority (VSBA) and will accommodate both 3-year-old and 4-year-old kinder. The VSBA will fund the development of the kindergarten facilities only, with no provision for other early years services such as childcare.

In the 2020/21 budget, Council committed \$500,000 to the new kindergarten facility from the proceeds of the sale of the existing kindergarten, to contribute to M&CH and consulting space only. Further funds would be required to develop facilities for childcare. If Council believes that the provision of childcare in Apollo Bay is justified, and should be provided through an integrated early years hub, it will be required to provide funds to the project. It is estimated that the inclusion of childcare services would require an additional contribution of \$1M.

An opportunity has arisen for Council to consider an additional funding contribution to the project to enable the development of a full integrated Early Years Hub including childcare. Council has recently received notification from the Federal Government that it will receive \$1.7M through the Local Roads and Community Infrastructure (LRCI) Program. 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.

The funding will be available from 1 January 2021 and must be expended by 31 December 2021.

Council officers have contacted the Federal Government regarding the eligibility of the project through the LRCI Program. The feedback stated that the project would appear to be eligible, subject to the facility being generally accessible to the public and Council having sufficient oversight of the project. Both these requirements can certainly be accommodated and addressed.

The VSBA has committed to having the new kindergarten facility open and operating by the start of the 2022 school year. The VSBA has commenced the design process with concept plans due to be completed by December 2020. Construction is scheduled to commence in early 2021. The VSBA is designing the facility so that it could be phased, with the addition of childcare in the future should funding become available. However, it would be much more cost-effective to build the overall facility in one stage, and result in less compromise to the overall designs. Advice received suggests that due to the challenge of securing appropriate commercial builders in the area, overhead project costs would significantly increase the overall cost should the construction be in two stages.

The VSBA has advised that it will manage the project including the full design and construction. Should Council determine to add components to the project eg: childcare, it will need to contribute to the design on a percentage basis of overall floorspace. The construction will comprise of permanent modular buildings that will blend with the existing P-12 College buildings already onsite.

The VSBA has also advised that it is supportive of Council contributing to the project to develop a more extensive early years facility which would include additional elements to cater for M&CH and childcare. However, Council would need to contribute to the design costs of the facility, on a percentage basis, as well as the full construction cost of the additional spaces required for needs in addition to kindergarten. In addition, the VSBA has advised that their funding will not cover off-street parking except for disabled parking. Any additional parking would need to be covered by Council.

Options

1. Commit up to \$1M from the LRCI Program to develop a fully integrated Early Years Hub.

There is much research that demonstrates the benefits of integrated Early Years Hubs. They represent linked practices, places and people and the roles each play in the integration of services for children and their families. Early Years Hubs represent a shift in thinking and practice to the provision of services in increasingly inclusive ways. They act as a vehicle for joint planning of activities across sectors, enabling parents, children and community members to join together to plan, develop and be part of activities that are local, friendly, welcoming, non-judgemental and, most importantly, engaging.

A fully integrated Early Years Hub is the preferred option based on consultation with the community and providing a fully integrated service for early years. This would include:

- 3-year-old and 4-year-old kindergarten
- M&CH and consulting rooms for visiting specialists
- Childcare for a range of ages
- Provision for playgroup

Childcare in Apollo Bay is provided by a private operator currently using facilities at Great Ocean Road Health. This is an historical arrangement as Great Ocean Road Health originally operated childcare for the community due to increased demand and a lack of service in the town. The Apollo Bay Childcare is licensed for 42 children per day, and accommodates on average around 28 children per day. They operate five days per week.

Great Ocean Road Health is in the process of developing a master plan for its site due to the need to better accommodate services. The provision of space for childcare is not a consideration for the health service into the future, meaning the current operator will be required to find an alternative location. The operator has been investigating other sites to purchase or lease however hasn't been able to find a suitable location due to the significant cost of real estate in Apollo Bay.

Ideally a childcare facility would have three rooms each with individual play space, toilets and storerooms. However, there are opportunities through appropriate programming to share the kindergarten spaces, which would provide for a more viable and well utilised space.

2. *Support a modified Early Years facility that does not include childcare, but is inclusive of kindergarten services, M&CH, other consulting health services, and allocate funding received from LRCI Program to other projects.*

Council has committed to contributing \$500,000 to the project to facilitate the inclusion of M&CH and other consulting health services. This would provide good integration between M&CH and the kindergarten programs. However, there would still be a disconnect between other early years services, particularly childcare.

This option would not provide a solution to the future provision of childcare which is currently utilising space at the Great Ocean Road Health precinct. As detailed previously, whilst Great Ocean Road has been very accommodating in providing facilities for childcare, this is not sustainable. It is likely in the short-to-medium-term that the childcare provider will need to vacate its facilities at Great Ocean Road Health.

There are many local projects that Council could deliver using the LRCI. Should Council not allocate \$1M to the Apollo Bay Early Years Hub, it could provide this funding to a range of other infrastructure projects within the shire.

Future Management

Council will need to undertake further work with the Department of Education and Training (DET), the Apollo Bay Kindergarten Committee and the current childcare providers to determine a future management model that suits the services being delivered. Council will act as the lessee of the facility and be required to determine the most appropriate management of the facility and services. DET has advised that should the management of the children's services be outsourced, it is likely that there would only be provision for one operator. As an example, Council current has an agreement with an Early Years Management Service to operate kindergartens at a number of venues in Colac. A similar type arrangement would be required to ensure the best management model in the future, and enable the facility to be most appropriately utilised for all purposes including kindergarten and childcare.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Council has partaken in an extensive consultation process regarding the Apollo Bay Early Years Hub. An Apollo Bay Early Years Hub Working Party was established in 2018 and included the following stakeholders:

- Apollo Bay P-12 College (Principal and School Council rep)
- Great Ocean Road Health
- Apollo Bay Kindergarten
- Apollo Bay Childcare Service
- Council officers including Maternal and Child Health nurses and Family and Children's officers

In addition, Council engaged a consultant to conduct community engagement work in March 2019. The consultant met with stakeholders and community members through community meetings, focus groups and one on one interviews regarding early childhood needs within the Apollo Bay community and what they see as important for early years. During this process the consultant asked the community what early childhood facilities were needed in Apollo Bay and what the facility could look like. Two concept plans were drafted and costings prepared for each.

This formed the basis of the initial work in seeking external funding and contributed to successfully securing funding from the VSBA for the kindergarten component of the Apollo Bay Early Years Hub.

Council will continue to engage with relevant stakeholders in determining the future management model for operation of the Apollo Bay Early Years Hub.

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.
4. Improve strategic planning and coordination of the Great Ocean Road.

Theme 2 - Our Places

1. Assets and infrastructure meet community needs.
5. Delivery of our capital works program.

Theme 3 - Our Community

1. Increase social connection opportunities and community safety.
3. Opportunities for the community to participate in lifelong learning.
6. Community planning informs provision of Council services and social infrastructure.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

This project will have a major impact on how the Apollo Bay community interacts with Early Years Services. It is anticipated that the facility will link to the environmental philosophy of the Apollo Bay community and its residents including Environmentally Sustainable Design elements.

The facility will be a social hub and link for families to come together and create a learning environment in which children can be active participants in their community and the world around them. Having a fully integrated early years hub will provide better access to a broader range of children's services and education.

The provision of early years services, including childcare services, is an important element of a strong local economy. The take up of childcare in recent years clearly shows the demand in Apollo Bay which has assisted with many parents' return to work. There are significant challenges with attracting a suitable workforce in Apollo Bay and the provision of stable childcare options is vital in helping to address this issue.

LEGAL & RISK

The existing childcare service is currently housed at Great Ocean Road Health on a temporary arrangement. Great Ocean Road Health is in the process of redeveloping the facilities at their Apollo Bay site and it's likely that they will require the childcare space to achieve this. The Apollo Bay Childcare service has been unable to find alternative accommodation and are not in a financial position to build a new facility.

Therefore, if childcare is not included in the Apollo Bay Early Years Hub the community is at risk of losing its only childcare service. This service currently provides childcare to 66 families and employs 16 staff. This service also provides before and after school care to children attending Apollo Bay P-12 College.

Providing an integrated early years' service including M&CH in Apollo Bay is a high priority due to the high levels of vulnerability for families living in and around Apollo Bay, according to the latest Australian Early Development Census data. If this service is not included in the Apollo Bay Early Years Hub, mothers and their young infants are at risk of becoming developmentally vulnerable and unsupported.

FINANCIAL & BUDGETARY

Cost estimates have been provided by the VSBA based on a square meter rate used for the development of school facilities. The project is already in its concept design phase and officers are continuing to work out the exact space required to be able to accommodate community needs, and the cost for this.

Council has already committed through the 2020/21 budget to make a contribution of \$500,000 to the project. This contribution will be offset by the sale of the current kindergarten property which has been valued at the same amount.

Normally Council would seek a federal contribution for the project to match the State Government and Council contributions. The Building Better Regions Fund (BBRF) was considered to be a likely source of funding. The BBRF Round 5 has just been announced but is yet to open for applications. Therefore, even if Council submitted an application and was successful, it would likely be early to mid-2021 before the outcome was known. This timing wouldn't align to the construction of the facility in one phase.

7. IMPLEMENTATION STRATEGY

Round Two of the Local Roads and Community Infrastructure (LRCI) Program will be open for project nominations in the near future. The new Program Guidelines are currently being prepared as is the new Project Nomination Form which will streamline the process for Round Two. Funds under Round Two will be available for Councils to access from 1 January 2021. Council will submit a Project Nomination Form for the project as soon as it is available.

Council will continue to work with the VSBA as part of the Project Control Group for the Apollo Bay Kindergarten Development project, to ensure designs meet the needs of the community.

COMMUNICATION

The decision will be communicated to the relevant stakeholders and community immediately.

TIMELINE

The VSBA has committed to having the new kindergarten facility open and operating by the start of the 2022 school year. The VSBA has commenced design of the facility and are anticipating having concept plans finalised by the end of 2020. Construction is anticipated to commence in early 2021.

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.5

Appointments of Councillors to Internal Committees

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	Nil
PURPOSE	To appoint Councillors to Internal Committees

1. EXECUTIVE SUMMARY

The *Local Government Act 2020* acknowledges the need for various committee to enable Council to conduct its business effectively.

The Committees of Council as set out below are recommended in dealing with the business of Council.

2. RECOMMENDATION

RECOMMENDATION 1

That Council until determined otherwise, appoints the following Councillors to the corresponding committees, with the Mayor as ex-officio:

Committee	Council appointed representative/s
<i>Planning Committee of Council</i>	<i>all Councillors</i>
<i>Submissions Committee of Council</i>	<i>all Councillors</i>
<i>CEO Employment Matters Advisory Committee</i>	<i>all Councillors</i>
<i>Audit and Risk Committee</i>	<i>Cr Graham Costin and Cr Stephen Hart</i>
<i>Colac Municipal Aerodrome Advisory Committee</i>	<i>Cr Joe McCracken</i>

Committee	Council appointed representative/s
<i>City Deals Project – Colac Otway Shire Executive Steering Committee</i>	<i>Cr Stephen Hart</i>
<i>Colac Regional Saleyards Advisory Committee</i>	<i>Cr Jamie Bell</i>
<i>Friends of the Colac Botanic Gardens Advisory Committee</i>	<i>Cr Margaret White</i>
<i>Lake Colac Co-ordinating Committee</i>	<i>Cr Jamie Bell and Cr Margaret White</i>

RECOMMENDATION 2

That Council:

- 1. dissolve the Colac Otway Roads Advisory Committee; and***
- 2. thank all members of the Colac Otway Roads Advisory Committee for the valuable input they provided to the committee and to the community.***

3. KEY INFORMATION

The *Local Government Act 2020* acknowledges the need for various committees that involve Councillor representation.

The Committees of Council as set out below are recommended in dealing with the business of Council.

- Planning Committee of Council
- Submissions Committee of Council
- CEO Employment Matters Advisory Committee
- Audit and Risk Committee
- Colac Municipal Aerodrome Advisory Committee
- City Deals Project – Colac Otway Shire Executive Steering Committee
- Colac Regional Saleyards Advisory Committee
- Friends of the Colac Botanic Gardens Advisory Committee
- Lake Colac Co-ordinating Committee

In forming the committees, the following guidelines apply to meetings of the committees to ensure communication and accountability to the full Council:

- Mayor to be ex-officio to all committees; and
- All Councillors are able to attend but voting rights are for appointed committee members only.

As part of the process of appointing Councillors to committees, the committees are reviewed by the relevant officers for their performance and relevance against the Council Plan and each committee's objectives. This approach ensures that committees do not operate in perpetuity beyond achieving their purpose. Following this review, it has been determined that Council will not be making appointments to the following committees:

CEO Recruitment Special Committee

At the 28 November 2018 Ordinary Council Meeting, Council resolved to form a Chief Executive Employment Matters Advisory Committee. The CEO Recruitment Special Committee has been replaced by the function of the CEO Employment Matters Advisory Committee, therefore there is no longer any reason to appoint Councillors to the CEO Recruitment Special Committee.

Central Reserve Advisory Committee

The purpose of the Councillor appointment to the Central Reserve Advisory Committee was to support the implementation of the Central Reserve Master Plan, which is now largely complete. Council officers will continue to represent Council on the Central Reserve Advisory Committee to ensure appropriate liaison between Council and the reserve's user groups. This is consistent with the management of other Council Recreation Reserves.

Special Committee

The Submissions Committee of Council was formed under the *Local Government Act 2020* to replace the function and purpose of meetings previously conducted under the auspices of the Special Committee. Therefore, there is no longer any need to appoint Councillors to the Special Committee.

Audit Committee

The Audit and Risk Committee was established under the *Local Government Act 2020* at the 28 August 2020 Ordinary Council Meeting to replace the purpose and function of the Audit Committee. As the Audit Committee has ceased to exist, no Councillors will be appointed to it.

The following table outlines the purpose of each committee and its required representation. It is noted that Council Officers attend a number of the committees either as a member of the committee or as an administrative resource person.

Committee	Required representative/s	Details
Planning Committee of Council	all Councillors	The Planning Committee of Council was established as a Delegated Committee under section 63 of the <i>Local Government Act 2020</i> and section 188 of the <i>Planning and Environment Act 1987</i> . The committee comprises all Councillors and has the power to determine on planning matters as set down in the Instrument of Delegation.
Submissions Committee of Council	all Councillors	The Submissions Committee of Council was formed under the <i>Local Government Act 2020</i> to replace the function and purpose of meetings previously conducted under the auspices of the Special Committee. This committee meets as required to hear submissions.
CEO Employment Matters Advisory Committee	all Councillors	The Chief Executive Officer Employment Matters Advisory Committee is a formally appointed Advisory Committee of the Colac Otway Shire. The Committee's role is to report to the Council and provide recommendations, appropriate

Committee	Required representative/s	Details
		advice, information and feedback on matters relating to the Chief Executive Officer recruitment, contractual matters, remuneration and regular performance reviews including the setting of key performance indicators.
Audit and Risk Committee	2 Councillors	The Audit and Risk Committee was established under section 53 of the <i>Local Government Act 2020</i> . The purpose of the committee is to provide a structured, systematic oversight of Council's governance, risk management and internal control practices. It consists of 2 Councillors and 3 independent members, with an independent member to be chairperson.
Colac Municipal Aerodrome Advisory Committee	1 Councillor	The purpose of this committee is to provide input, advice and support to Council in the ongoing sustainability, planning, development and maintenance of the Colac Municipal Aerodrome.
City Deals Project – Colac Otway Shire Executive Steering Committee	1 Councillor	The purpose of this committee is to provide community engagement, strategic directions, guidance and support and to discuss status and critical issues.
Colac Regional Saleyards Advisory Committee	1 Councillor	Purpose is to provide advice on the operations of the centre and make recommendations to Council.
Friends of the Colac Botanic Gardens Advisory Committee	1 Councillor	Purpose is to undertake voluntary projects and to act as an advisory committee for Council.
Lake Colac Co-ordinating Committee	2 Councillors	Purpose is to be a forum to assist Council in the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan. To advise Council on the revitalization and development of Lake Colac.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

3. Strengthen partnerships with key stakeholders to benefit the whole community.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable

LEGAL & RISK

Not applicable

FINANCIAL & BUDGETARY

Not applicable

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Following the November 2020 Council Meeting, officers will advise the committee (where appropriate) of the Council representative.

TIMELINE

Not applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.6

Appointments of Councillors to External Committees

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	Nil
PURPOSE	To appoint Councillors to External Committees.

1. EXECUTIVE SUMMARY

Council has Councillor and officer representation on a number of committees associated with a variety of interests. This includes managing Council owned or managed facilities, advising Council on issues and representing Council views on regional and state-wide matters.

A number of the committees are not managed by Council and operate under their own charter and determine their procedures, policies and practices. Council involvement is to participate and influence the activities of those external groups where those activities are in the public's interest.

Further to the appointment of Councillors to committees, it is intended that Councillor representation on the following committees ceases:

- S.86 Old Beechy Rail Trail Committee
- Community Hub Inc.
- Tirrengower Drainage Scheme Committee of Management

2. RECOMMENDATION

That Council, until determined otherwise, appoints the following Councillor/s to the corresponding committee.

Committee	Councillor representative/s
<i>Apollo Bay Harbour Precinct Redevelopment Project Control Group</i>	<i>The Mayor and Cr Graham Costin</i>
<i>Australian Local Government Association (ALGA)</i>	<i>Cr Chris Potter</i>
<i>Barwon South West Waste and Resource Recovery Local Government Forum</i>	<i>Cr Graham Costin</i>
<i>Barnard Trust Committee</i>	<i>Cr Stephen Hart</i>
<i>Colac Community Library and Learning Centre Joint Use Committee</i>	<i>Cr Stephen Hart</i>
<i>Colac Road Safety Group</i>	<i>Cr Chris Potter</i>
<i>COPACC Trust</i>	<i>Cr Joe McCracken and Cr Margaret White</i>
<i>Corangamite Regional Library Corp</i>	<i>Cr Stephen Hart</i>
<i>Geelong Regional Library Corporation</i>	<i>Cr Stephen Hart</i>
<i>G21 Board</i>	<i>Cr Kate Hanson</i>
<i>Lavers Hill Swimming Pool Committee of Management</i>	<i>Cr Stephen Hart</i>
<i>Mooleric Road Quarry Consultative Committee</i>	<i>Cr Jamie Bell</i>
<i>Municipal Association of Victoria</i>	<i>Cr Stephen Hart</i>
<i>Municipal Emergency Management Planning Committee</i>	<i>Cr Chris Potter</i>
<i>Municipal Fire Management Planning Committee</i>	<i>Cr Chris Potter</i>
<i>Ondit Quarry Consultative Committee</i>	<i>Cr Jamie Bell</i>
<i>Port of Apollo Bay Consultative Committee</i>	<i>Cr Chris Potter</i>
<i>Rural Councils of Victoria</i>	<i>Cr Margaret White</i>
<i>Rural Financial Counselling Service Vic – Wimmera Southwest (RFC)</i>	<i>Cr Kate Hanson</i>
<i>Timber Towns Victoria Committee</i>	<i>Cr Chris Potter</i>
<i>Weeds Consultative Committee</i>	<i>Cr Jamie Bell</i>
<i>G21 Pillar Membership – Arts and Culture</i>	<i>Cr Kate Hanson</i>
<i>G21 Pillar Membership – Economic Development</i>	<i>Cr Chris Potter</i>
<i>G21 Pillar Membership – Education and Training</i>	<i>Cr Joe McCracken</i>
<i>G21 Pillar Membership – Environment</i>	<i>Cr Stephen Hart</i>
<i>G21 Pillar Membership – Health and Well Being</i>	<i>Cr Margaret White</i>
<i>G21 Pillar Membership – Planning and Services</i>	<i>Cr Graham Costin</i>
<i>G21 Pillar Membership – Sports and Recreation</i>	<i>Cr Chris Potter</i>
<i>G21 Pillar Membership – Transportation</i>	<i>Cr Jamie Bell</i>

3. KEY INFORMATION

At intervals determined by Council, Councillors are appointed to various Committees encompassing a broad variety of interests that affect the community. At some Committees, Councillors are supported by the involvement of Council officers.

The table below summarises for each committee the required Councillor representative/s.

Committee	Required Councillor Representative/s
Apollo Bay Harbour Precinct Redevelopment Project Control Group	The Mayor and the Deputy Mayor as proxy
Australian Local Government Association (ALGA)	1 Councillor
Barwon South West Waste and Resource Recovery Local Government Forum	1 Councillor
Barnard Trust Committee	1 Councillor
Colac Community Library and Learning Centre Joint Use Committee	1 Councillor
Colac Road Safety Group	1 Councillor
COPACC Trust	2 Councillors
Corangamite Regional Library Corp	1 Councillor
Geelong Regional Library Corporation	1 Councillor
G21 Board	1 Councillor
Lavers Hill Swimming Pool Committee of Management	1 Councillor
Mooleric Road Quarry Consultative Committee	1 Councillor
Municipal Association of Victoria	1 Councillor
Municipal Emergency Management Planning Committee	1 Councillor
Municipal Fire Management Planning Committee	1 Councillor
Ondit Quarry Consultative Committee	1 Councillor
Port of Apollo Bay Consultative Committee	1 Councillor
Rural Councils of Victoria	1 Councillor
Rural Financial Counselling Service Vic – Wimmera Southwest (RFC)	1 Councillor
Timber Towns Victoria Committee	1 Councillor
Weeds Consultative Committee	1 Councillor
G21 Pillar Membership – Arts and Culture	1 Councillor
G21 Pillar Membership – Economic Development	1 Councillor
G21 Pillar Membership – Education and Training	1 Councillor
G21 Pillar Membership – Environment	1 Councillor
G21 Pillar Membership – Health and Well Being	1 Councillor
G21 Pillar Membership – Planning and Services	1 Councillor
G21 Pillar Membership – Sports and Recreation	1 Councillor
G21 Pillar Membership – Transportation	1 Councillor

Cessation of Councillor Appointment to the S.86 Old Beechy Rail Trail Committee

At the 28 August 2020 Ordinary Council Meeting a resolution was passed that noted; that as a result of the introduction of the *Local Government Act 2020*, the Old Beechy Rail Trail Committee Section 86 Special Committee would cease to exist as a Section 86 Special Committee as at 1 September 2020. It was also resolved to work towards an agreed and endorsed development of a Memorandum of Understanding between Council and the Friends of the Old Beechy Rail Trail to ensure ongoing

community input into Council's management, maintenance and the ongoing development of the Old Beechy Rail Trail.

Cessation of Councillor Appointment to Community Hub Inc

Councillor appointment to Community Hub Inc. Committee will cease. Councillor representation on this committee is not required as Council officers are connected to the Community Hub Inc. through regular engagement activities.

Cessation of Councillor Appointment to the Tirrengower Drainage Scheme Committee of Management

The Tirrengower Drainage Scheme does not require a Councillor representative, at this stage it is yet to be determined what the governance structure will be as a result of officer consultation with the current committee. Once this has been determined and agreed, the necessity for a Councillor representative will be decided and advised to Council.

4. COMMUNITY CONSULTATION & ENGAGEMENT

Not applicable

5. ALIGNMENT TO COUNCIL PLANS, POLICIES OR STRATEGIES

Alignment to Council Plan 2017-2021:

Theme 1 - Our Prosperity

3. Strengthen partnerships with key stakeholders to benefit the whole community.

The Council Plan states that Council is strongly committed to engaging with and listening to the community. Councillor involvement in various internal committees demonstrates this commitment.

6. CONSIDERATIONS

ENVIRONMENTAL, SOCIAL & CULTURAL, & ECONOMIC

Not applicable

LEGAL & RISK

Not applicable

FINANCIAL & BUDGETARY

Not applicable

7. IMPLEMENTATION STRATEGY

COMMUNICATION

Following the November 2020 Council meeting, the committees will be advised of their Councillor representative/s.

TIMELINE

Not applicable

8. OFFICER DIRECT OR INDIRECT INTEREST

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

Item: 10.7

Evaluation of performance of Audit Committee

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	1. Audit Committee Performance Survey template - 2020 [10.7.1 - 3 pages]
PURPOSE	To provide a summary of the review that was conducted in September 2020 of the Audit Committee's effectiveness.

1. EXECUTIVE SUMMARY

The Audit Committee members are required to evaluate the effectiveness of the Committee each year to ensure they are demonstrating a high level of performance and best practice processes.

A summary of the results from the 2019 – 2020 survey is below.

Of the 31 items in the survey:

- 15 items (48%) obtained a median score of 5, 5.5 or 6 (more than adequate)
- 16 items (52%) obtained a median score of 4.5 (between adequate and more than adequate)
- 0 items (0%) obtained a median score of 3 or 4 (adequate)
- 0 items (0%) obtained a median score of 1 or 2 (less than adequate).

In addition to this, five items gained an individual score of 3.

These results indicate that the Audit Committee considers that it is functioning adequately or more than adequately across all areas. While the Annual Audit Committee Plan works to address these areas by ensuring a well-planned work program is in place that meets legislative and better practice requirements while working within the resource constraints of the organisation, lower scoring items and items where the spread of results is significant, may warrant consideration by the Audit Committee.

2. RECOMMENDATION

That Council receives for information the evaluation of the performance of the Audit Committee for 2019-2020.

3. KEY INFORMATION

Since 2003 it has been mandatory for councils to establish an audit committee as an advisory committee under section 139 (2) of the *Local Government Act 1989*. Furthermore, a Council must establish an Audit and Risk Committee and undertake an annual assessment of its performance against the Audit and Risk Committee charter, under sections 53 (1) and 54 (4) (a) respectively, of the *Local Government Act 2020*.

The 'self-assessment of performance against the Committee Charter' was provided to all current Audit Committee Members for completion:

- Cr Jason Schram
- Cr Stephen Hart
- Mr Mike Said
- Mr Brian Keane

Committee Members completed the review document, returning it to Council in September.

DATA ANALYSIS

To facilitate a discussion for potential areas of improvement, the results were analysed by applying the following two tests:

1. any individual result of 3 or less
2. any median result of 4 or less.

Items with individual scores of 3 or less

No item had an individual score of less than 3. The following five items each had an individual result of 3 in their scores.

D. The Audit Committee has:

- (c) Reviewed the accountability of Council's corporate governance arrangements.
The median score for this item is 4.5, with individual scores of 3, 4, 5 and 5.

F. The Audit Committee has reviewed reports outlining:

- (a) Developments and changes in the various rules, regulations and laws which relate generally to Council's business operations.
The median score for this item is 5, with individual scores of 3, 5, 5 and 6.

H. General:

- (d) Meetings have been conducted to allow for full participation by all members.
The median score for this item is 5.5, with individual scores of 3, 5, 6 and 6.
- (e) Meetings have allowed Committee members to raise any issue they believe is relevant.
The median score for this item is 5.5, with individual scores of 3, 5, 6 and 6.

- (f) Meetings have been conducted to allow for open, frank and robust discussion of all matters raised.

The median score for this item is 5, with individual scores of 3, 5, 5 and 6.

Items with a median score of 4 or less

No items had a median score of 4 or less.

Remaining items

All remaining items obtained a median score of 4.5, 5, 5.5 or 6.

Other comments

Audit committee members were given the opportunity to make additional comments on any other matters that they believed should be raised.

The comments that were received are listed below.

- *Excellent cooperation with Executive Management Team.*
- *Papers are delivered in sufficient time to allow members to consider papers.*
- *All members were well prepared for all meetings and actively involved in discussion of items on the agenda.*
- *It is important to ensure the Committee acknowledges improvements as well as shortfalls. Sometimes this isn't the case.*
- *At times, discussion drops into highly operational matters that would be best resolved by management with a clear set of principles to work with.*

4. OFFICER DIRECT OR INDIRECT INTEREST

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



A review of the Audit Committee's Effectiveness

2019 - 2020

Self-Assessment of Performance against Committee Charter	Audit Committee Performance has been:					
	Less than Adequate		Adequate		More than Adequate	
	1	2	3	4	5	6
A. The Audit Committee has monitored and reported on the systems and activities of Council in ensuring:						
(a) Reliable financial reporting and management information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) High standards of corporate governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Appropriate applications of accounting policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Compliance with applicable laws and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Effective and efficient internal audit functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Effective and efficient external audit functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Measures to provide early warning of any issues affecting the organisation's financial well-being	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) The level and effectiveness of appropriate Business Continuity and Disaster Recovery Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Maintenance and fostering an ethical environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The Audit Committee has received whatever information, presentations or explanations it considers necessary to fulfil its responsibilities						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The Audit Committee has worked with management and Internal Audit to develop a framework for monitoring the multi-dimensional elements of corporate governance						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The Audit Committee has:						
(a) Gained a level of assurance that systems are in place within Council to identify high risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Scheduled audit reviews in accordance with risk assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Reviewed the accountability of Council's corporate governance arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Self-Assessment of Performance against Committee Charter	Audit Committee Performance has been:					
	Less than Adequate		Adequate		More than Adequate	
	1	2	3	4	5	6
(d) Reviewed the effectiveness of internal control systems in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Made recommendations to address control deficiencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. The Audit Committee has reviewed the effectiveness of management information including financial controls and reporting						
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. The Audit Committee has reviewed reports outlining:						
(a) Developments and changes in the various rules, regulations and laws which relate generally to Council's business operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Measures to ensure Council's compliance with legislation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. The Audit Committee has:						
(a) Reviewed the performance of internal audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Reviewed the effectiveness of the annual external audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Recommended internal audit appointments to Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Provided a structured reporting line for internal and external audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Annually approved the Internal Audit Program and rolling three year plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Reviewed and approved the Audit Committee Annual Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. General:						
(a) Committee members have attended meetings on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Meetings have been conducted in accordance with the agenda issued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Meeting agendas and supporting papers have been well structured and well written.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Meetings have been conducted to allow for full participation by all members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Meetings have allowed Committee members to raise any issue they believe is relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Meetings have been conducted to allow for open, frank and robust discussion of all matters raised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Other Comments:

Are there any other matters you believe should be raised as part of this assessment of the performance of the Audit Committee for the 2019/2020 financial year?

1. _____
2. _____
3. _____
4. _____
5. _____

Name _____

Date _____

Please return to [Redacted] by Friday 11 September 2020 either by hard copy or electronically to [Redacted].

Item: 10.8

Audit Committee Minutes - 12 August 2020

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	1. Audit Committee Meeting - Minutes - Signed -12 August 2020 [10.8.1 - 25 pages]
PURPOSE	To receive for information the Colac Otway Shire Audit Committee minutes dated 12 August 2020.

RECOMMENDATION

That Council receives for information the Colac Otway Shire Audit Committee minutes dated 12 August 2020.



AUDIT COMMITTEE MEETING

MINUTES

Wednesday 12 August 2020

at 9:00 am

By videoconference



COLAC OTWAY SHIRE AUDIT COMMITTEE MEETING

Wednesday 12 August 2020

TABLE OF CONTENTS

1 Declaration of Opening of Meeting	4
2 Present	4
3 Apologies	4
4 Declarations of Interest	4
5 Confirmation of Minutes	5
6.1 Business arising from the previous meeting	5
6.2 Internal Audit and Reporting Responsibilities	5
7 Officer Reports	6
7.1 Chief Executive Statement of Compliance	6
7.2 Internal Control - Consider the effectiveness of Council's internal control system, including IT security and control and any significant changes to procedures	7
7.3 Internal Control - Contract 1803 - T3 Digital Mobile Radio Network Managed Service - Procurement Process	8
7.4 Fraud & Corruption Prevention/Awareness - Review instances of fraud or corruption	10
7.5 Internal Audit - Review Internal Audit Policy and Audit Committee Charter	11
7.6 Internal Audit - Review & approve Internal Audit scopes and progress	13
7.7 Internal Audit - Review completed Internal Audit reports, recommendations & management responses	14
7.8 Compliance - Road Management Plan Compliance	15
7.9 Compliance - Review Relevant Policies, Procedures and Delegations	16
7.10 Policy Review - Draft Communications Policy	17
7.11 Policy Review - 18.2 Information Privacy	18
7.12 Policy Review - Acquisition and Disposal of Council Property	19
7.13 Policy Review - 16.4 Guarantee of Community Loans	20

7.14 Policy Review - 20.1 Environmental Sustainability Policy.....	21
7.15 Policy Review - Procurement Card Operating Policy and Procedure.....	22
7.16 Other - Review Audit Committee Plan.....	23

COLAC OTWAY SHIRE AUDIT COMMITTEE MEETING

MINUTES of the *AUDIT COMMITTEE MEETING OF THE COLAC OTWAY SHIRE* held by videoconference on
Wednesday 12 August 2020 at 9:00 am.

MINUTES

1 DECLARATION OF OPENING OF MEETING

2 PRESENT

Mike Said (Chair)
Brian Keane
Cr Stephen Hart
Cr Jason Schram

Peter Brown, Chief Executive
Errol Lawrence, General Manager, Corporate Services
Tony McGann, General Manager, Infrastructure & Leisure Services
Ian Seuren, General Manager, Development & Community Services
Sarah McKew, Manager, Governance & Communications
Lyndal McLean, Governance Coordinator
Alison Martin, Coordinator, Communications
Jason Clissold, Manager, Financial Services
Nick Howard, Finance Coordinator
Madeleine Bisits, Manager, Assets & project Delivery
Buddhima Edi, Asset Management Coordinator
Steven Crawford, Manager, Information Services
Mark McLennan, Strategic Property Coordinator
Dora Novak, Environment Coordinator
Andrew Zavitsanos, Crowe (Internal Auditor)

3 APOLOGIES

Christopher Kol, McLaren Hunt (External Auditor)

4 DECLARATIONS OF INTEREST

Cr Stephen Hart	Item 7.1 – only one item within CEO Statement of Compliance. TWO WAY RADIO LEASE
Nature of Disclosure	Indirect Interest
Type of interest	Section 78A
Nature of interest	Own Bank of Queensland shares. Bank of Queensland has a direct interest in the "TWO WAY RADIO LEASE". That gives me an indirect interest.

Cr Stephen Hart	Item 7.3 – Internal Control – Contract 1803 – T3 Digital Mobile Radio Network Managed Service – Procurement Process
Nature of Disclosure	Indirect Interest
Type of interest	Section 78A
Nature of interest	Own Bank of Queensland shares. Bank of Queensland has a direct interest in the TWO WAY RADIO LEASE. Contract 1803. This gives me an indirect financial interest.

5 CONFIRMATION OF MINUTES

- Audit Committee Meeting held on 13 May 2020.

RESOLUTION

MOVED Brian Keane, SECONDED Cr Stephen Hart

That the Audit Committee confirm the minutes from the Audit Committee Meeting held on 13 May 2020.

CARRIED 3 : 0

[Cr Jason Schram had not yet attended the meeting.]

6.1 BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil

6.2 INTERNAL AUDIT AND REPORTING RESPONSIBILITIES

Audit Committee Plan

- Item 8.6 (G) Meet separately with Internal Auditor
- Item 8.6 (H) Review the performance of the Internal Auditor

A Closed Session meeting of the Audit Committee members took place on 12 August from 8.30am – 9.00am to consider the items listed immediately above. Officers Errol Lawrence and Jason Clissold attended this meeting in part, as did Andrew Zavitsanos, of Crowe, Council's Internal Auditor.

Audit Committee Plan

- Item 8.9 (C) Six (6) monthly reports of Audit Committee to Council

Mike Said (Audit Committee Chair) attended the Councillor Briefing on 12 August 2020 to deliver the six (6) monthly reports of Audit Committee to Council.



Item: 7.1

Chief Executive Statement of Compliance

OFFICER	Peter Brown
CHIEF EXECUTIVE	Peter Brown
DIVISION	Corporate Services
ATTACHMENTS	1. Capital Works Progress Report - June 2020 - for Audit Committee [7.1.1 - 2 pages]
PURPOSE	To update the Audit Committee on compliance matters across the municipality

Cr Stephen Hart declared a conflict of interest for part of this item, however, was not required to leave the meeting as the subject matter regarding the declared conflict of interest was not discussed.

Cr Stephen Hart	Item 7.1 – only one item within CEO Statement of Compliance. TWO WAY RADIO LEASE
Nature of Disclosure	Indirect Interest
Type of interest	Section 78A
Nature of interest	Own Bank of Queensland shares. Bank of Queensland has a direct interest in the "TWO WAY RADIO LEASE". That gives me an indirect interest.

RESOLUTION

That the Audit Committee notes the Chief Executive Statement of Compliance.

CARRIED 4 : 0

Cr Jason Schram attended the meeting at 9.04am.
 Madeleine Bisits attended the meeting at 9.05am.
 Lyndal McLean left the meeting at 9.08am.
 Lyndal McLean returned to the meeting at 9.09am.
 Steven Crawford attended the meeting at 9.14am.
 Ben McLaughlin attended the meeting at 9.17am.
 Madeleine Bisits left the meeting at 9.21am.



Item: 7.2

Internal Control - Consider the effectiveness of Council's internal control system, including IT security and control and any significant changes to procedures.

OFFICER	Steven Crawford
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	Nil
PURPOSE	To report on the progress of the effectiveness of Council's internal control system, including IT security and control and report significant changes to procedures.

RESOLUTION

MOVED Cr Jason Schram, SECONDED Cr Stephen Hart

That the Audit Committee note the Internal Control report on the effectiveness of Council's internal control system.

CARRIED 4 : 0

Steven Crawford left the meeting at 9.24am.



Item: 7.3

Internal Control - Contract 1803 - T3 Digital Mobile Radio Network Managed Service - Procurement Process

OFFICER	Ben McLaughlin
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Contract 1803 - Timeline of Events [7.3.1 - 1 page] 2. Contract 1803 - Commsite - Financial Check [7.3.2 - 23 pages]
PURPOSE	To provide the Audit Committee detail on the procurement and contract processes undertaken for Contract 1803 – T3 Digital Mobile Radio Network Managed Service

Having declared a conflict of interest, Cr Stephen Hart left the meeting at 9.24am and did not take part in debate nor vote on the matter.

Cr Stephen Hart	Item 7.3 – Internal Control – Contract 1803 – T3 Digital Mobile Radio Network Managed Service – Procurement Process
Nature of Disclosure	Indirect Interest
Type of interest	Section 78A
Nature of interest	Own Bank of Queensland shares. Bank of Queensland has a direct interest in the TWO WAY RADIO LEASE. Contract 1803. This gives me an indirect financial interest.

RECOMMENDATION

That the Audit Committee notes the report on the procurement and contract processes undertaken for Contract 1803 – T3 Digital Mobile Radio Network Managed Service.

ALTERNATIVE MOTION

MOVED Brian Keane, **SECONDED** Cr Jason Schram

That the Audit Committee:

- 1. notes the report on the procurement and contract processes undertaken for Contract 1803 – T3 Digital Mobile Radio Network Managed Service; and*
- 2. recommends the policies related to procurement, tenders and contract management be presented at the December 2020 Audit Committee Meeting for review, to ensure that the learnings from this issue have been satisfactorily resolved.*

CARRIED 3 : 0

Brian Keane left the meeting [due to technical difficulties] at 10.05am.

Cr Stephen Hart returned to the meeting at 9.50am.

Ben McLaughlin left the meeting at 9.50am.



Item: 7.4

Fraud & Corruption Prevention/Awareness - Review instances of fraud or corruption

OFFICER	Nick Howard
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	1. Fraud Control Program - 01 February 2020 - 30 April 2020 [7.4.1 - 2 pages]
PURPOSE	To monitor our internal controls and processes in order to assist in the detection and prevention of fraud.

RECOMMENDATION

That the Audit Committee receives the Fraud Control Program Report for the period 1 February 2020 to 30 April 2020.

ALTERNATIVE MOTION

MOVED Cr Stephen Hart, SECONDED Cr Jason Schram

That the Audit Committee:

- 1. receives the Fraud Control Program Report for the period 1 February 2020 to 30 April 2020; and*
- 2. recommends that further information be provided in future reports regarding reducing the number of non-compliant occurrences.*

CARRIED 3 : 0

Madeleine Bisits returned to the meeting at 9.58am.
Buddhima Edi attended the meeting at 9.59am.



Item: 7.5

Internal Audit - Review Internal Audit Policy and Audit Committee Charter

GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. 16.1 Internal Audit [7.5.1 - 12 pages] 2. Audit and Risk Committee Charter Final Draft for ARC meeting August 2020 [7.5.2 - 12 pages] 3. Internal Audit Control Final Draft for ARC meeting August 2020 20 July 2 [7.5.3 - 5 pages]
PURPOSE	To review Council Policy #16.1 Internal Audit Committee Policy and Audit Committee Charter.

Brian Keane rejoined the meeting at 10.15am.

RECOMMENDATION

That the Audit Committee:

1. endorses the Audit and Risk Committee Charter and recommends it for adoption by Council.
2. endorses the Internal Audit Control and recommends it for adoption by Council.

ALTERNATIVE MOTION

MOVED Cr Stephen Hart, SECONDED Brian Keane

That the Audit Committee:

1. notes that the Audit and Risk Committee Charter is required to be adopted by Council by 1 September 2020, in response to the enactment of the Local Government Act 2020;
2. endorses the Audit and Risk Committee Charter and recommends it for adoption by Council; and
3. endorses the Internal Audit Control and recommends it for adoption by Council.

CARRIED 4 : 0

Alison Martin attended the meeting at 10.14am.
Cr Stephen Hart left the meeting [due to technical difficulties] at 10.16am.
Mark McLennan attended the meeting at 10.17am.
Cr Stephen Hart rejoined the meeting at 10.18am.



Item: 7.6

Internal Audit - Review & approve Internal Audit scopes and progress

GENERAL MANAGER Errol Lawrence

DIVISION Corporate Services

ATTACHMENTS

1. Road Management Plan draft MAP v 2.2 [7.6.1 - 6 pages]
2. Crowe Internal Audits - Progress Report as at 15 July 2020 [7.6.2 - 2 pages]
3. Crowe Publications of Interest - April - June 2020 [7.6.3 - 10 pages]

PURPOSE To Review and Approve Internal Audit Scopes and Progress

RESOLUTION

MOVED Cr Jason Schram, **SECONDED** Cr Stephen Hart

That the Audit Committee:

1. *notes the Internal Audit Progress Report as at 15 July 2020;*
2. *approves the Memorandum of Audit Plan for the internal audit of the Road Management Plan to be conducted during September to November 2020; and*
3. *notes receipt of Crowe's publication "Curious Eyes".*

CARRIED 4 : 0

Dora Novak attended the meeting at 10.32am.



Item: 7.7

Internal Audit - Review completed Internal Audit reports, recommendations & management responses

OFFICER	Maree Powell
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Final Document - Audit of Contract Management - Response from Crowe to Management Responses [7.7.1 - 39 pages] 2. Colac Otway Shire Internal Penetration test report 2019 - 2020 - Managers response - Audit Attachmen [7.7.2 - 6 pages] 3. Trusted Impact Response to Management Response - Cyber Security Audit [7.7.3 - 1 page]
PURPOSE	To present the Contract Management and Cyber Security internal audit reports for the consideration of the ARC

RECOMMENDATION

That the Audit Committee receives:

1. *the Internal Infrastructure and WiFi Penetration Test (Cyber Security) Internal Audit Report.*
2. *the Contract Management Internal Audit Report.*

ALTERNATIVE MOTION

MOVED Brian Keane, SECONDED Cr Jason Schram

That the Audit Committee:

1. *receives the Internal Infrastructure and WiFi Penetration Test (Cyber Security) Internal Audit Report;*
2. *receives the Contract Management Internal Audit Report; and*
3. *recommends that the references in terms of maturity model and an understanding of maturity model be provided to relevant officers.*

CARRIED 4 : 0



Item: 7.8

Compliance - Road Management Plan Compliance

OFFICER	Buddhima Edi
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	Nil
PURPOSE	To report on Council's compliance with its Road Management Plan obligations.

RESOLUTION

MOVED Cr Stephen Hart, SECONDED Brian Keane

That the Audit Committee receives the Road Management Plan Compliance Report for the period of 1 July 2019 to 30 June 2020.

CARRIED 4 : 0

Buddhima Edi left the meeting at 10.49am.



Item: 7.9

Compliance - Review Relevant Policies, Procedures and Delegations

OFFICER	Sarah McKew
GENERAL MANAGER	Peter Brown
DIVISION	Executive
ATTACHMENTS	Nil
PURPOSE	To update the Audit Committee of relevant policies, procedures and delegations

RESOLUTION

MOVED Cr Jason Schram, SECONDED Cr Stephen Hart

That the Audit Committee notes this update on the review of Policies, Procedures and Delegations.

CARRIED 4 : 0



Item: 7.10

Policy Review - Draft Communications Policy

OFFICER	Alison Martin
GENERAL MANAGER	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. 20200715 Draft Communications Policy [7.10.1 - 7 pages] 2. C-01 Media Relations Policy w 8 z Qs Dxwu Umqj Ci W Q 5 Gr Q [7.10.2 - 7 pages] 3. 2.7- Social- Media- Policy (3) [7.10.3 - 7 pages] 4. C-02 Web Content Policy [7.10.4 - 8 pages]
PURPOSE	For the Audit Committee to review the draft Communications Policy

RECOMMENDATION

That the Audit Committee:

1. *reviews and provides feedback on the draft Communications Policy;*
2. *subject to the consideration and incorporation of any suggestions, recommends to Council the endorsement of the exhibition of the draft Communications Policy in line with Council's Community Engagement Policy, for a period of six weeks to seek community feedback.*

ALTERNATIVE MOTION

MOVED Brian Keane, SECONDED Cr Jason Schram

That the Audit Committee notes the draft Communications Policy.

CARRIED 4 : 0

Alison Martin left the meeting at 10.56am.



Item: 7.11

Policy Review - 18.2 Information Privacy

OFFICER	Sarah McKew
GENERAL MANAGER	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Draft - 18.2 Information Privacy Policy - 2020 Review - TC version [7.11.1 - 6 pages] 2. Draft - 18.2 Information Privacy Policy - 2020 Review [7.11.2 - 4 pages] 3. 18.2 Information Privacy [7.11.3 - 5 pages] 4. 18.2 Information Privacy Guidelines - DRAFT [7.11.4 - 11 pages] 5. 18.2 Information Privacy Guidelines [7.11.5 - 14 pages]
PURPOSE	To review draft revisions to the Information Privacy Policy and the Information Privacy Guidelines

RECOMMENDATION

With regards to the draft revised Information Privacy Policy, the Audit Committee:

1. *reviews and provides feedback to officers on the draft revised policy;*
2. *reviews and provides feedback on the draft revised guidelines, an operational document only; and*
3. *recommends the draft revised policy to Council for adoption, subject to the incorporation and/or consideration of feedback from the Audit Committee members.*

ALTERNATIVE MOTION

MOVED Cr Stephen Hart, SECONDED Brian Keane

That the Audit Committee notes the draft revised Information Privacy Policy.

CARRIED 4 : 0



Item: 7.12

Policy Review - Acquisition and Disposal of Council Property

OFFICER	Mark McLennan
GENERAL MANAGER	Tony McGann
DIVISION	Infrastructure & Leisure Services
ATTACHMENTS	<ol style="list-style-type: none">1. Attachment 1 4 3 Acquisition and Disposal of Council Property Policy DRAFT [7.12.1 - 5 pages]2. Attachment 2 - 4.3 Sale and Exchange of Council Land Policy [7.12.2 - 5 pages]
PURPOSE	To present the revised Acquisition and Disposal of Council Property Policy for the endorsement of the Audit Committee.

RECOMMENDATION

That the Audit Committee recommend the revised Acquisition and Disposal of Council Property Policy to Council.

ALTERNATIVE MOTION

MOVED Cr Jason Schram, SECONDED Cr Stephen Hart

That the Audit Committee notes the revised Acquisition and Disposal of Council Property Policy.

CARRIED 4 : 0



Item: 7.13

Policy Review - 16.4 Guarantee of Community Loans

OFFICER	Jason Clissold
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	1. Council Policy 16.4 Guarantee of Community Loans (amended) [7.13.1 - 4 pages]
PURPOSE	To review Council Policy 16.4 Guarantee of Community Loans

RECOMMENDATION

That the Audit Committee endorse the updated Council Policy 16.4 - Guarantee of Community Loans, and recommend to Council that it be adopted.

ALTERNATIVE MOTION

MOVED Brian Keane, SECONDED Cr Jason Schram

That the Audit Committee notes the updated Council Policy 16.4 - Guarantee of Community Loans and following discussion, recommends that this updated policy be presented to a future Councillor Briefing for further input.

CARRIED 4 : 0

Mark McLennan left the meeting at 11.01am.
Madeleine Bisits left the meeting at 11.04am.



Item: 7.14

Policy Review - 20.1 Environmental Sustainability Policy

OFFICER	Dora Novak
GENERAL MANAGER	Ian Seuren
DIVISION	Development & Community Services
ATTACHMENTS	<ol style="list-style-type: none"> 20.1- Environmental Sustainability Policy- Colac Otway (current- adopted 20130724) [7.14.1 - 4 pages] 20.1- Environmental- Sustainability - Colac Otway - 2020 Review with tracked changes [7.14.2 - 7 pages] 20 1 Environmental Sustainability Policy Colac Otway Reviewed Final 2020 [7.14.3 - 5 pages]
PURPOSE	To provide the Audit Committee with the recently reviewed and updated Council Policy 20.1 - Environmental Sustainability Policy.

RECOMMENDATION

That the Audit Committee:

- notes the attached updated Council Policy 20.1 - Environmental Sustainability Policy; and*
- recommends to Council that the updated Council Policy 20.1 - Environmental Sustainability Policy be adopted once reviewed and considered by Council.*

ALTERNATIVE MOTION

MOVED Cr Stephen Hart, SECONDED Brian Keane

That the Audit Committee notes the attached updated Council Policy 20.1 - Environmental Sustainability Policy.

CARRIED 4 : 0

Dora Novak left the meeting at 11.07am.



Item: 7.15

Policy Review - Procurement Card Operating Policy and Procedure

OFFICER	Nick Howard
GENERAL MANAGER	Errol Lawrence
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none"> 1. Corporate Procurement Card Operational Policy [7.15.1 - 4 pages] 2. Corporate Procurement Card Procedure [7.15.2 - 8 pages] 3. Corporate Procurement Card Statement of Compliance Form [7.15.3 - 1 page] 4. Corporate Procurement Card Request Form [7.15.4 - 1 page] 5. FI N-01 Business Credit Cards 2014 [7.15.5 - 7 pages]
PURPOSE	To present the Corporate Procurement Card Operational Policy & Corporate Procurement Card Procedure for review.

RECOMMENDATION

That the Audit Committee notes and provides feedback on the attached Corporate Procurement Card Operational Policy and Corporate Procurement Card Procedure.

ALTERNATIVE MOTION

MOVED Cr Jason Schram, SECONDED Cr Stephen Hart

That the Audit Committee:

1. *notes the attached Corporate Procurement Card Operational Policy and Corporate Procurement Card Procedure; and*
2. *recommends officers revisit the Corporate Procurement Card Operational Policy and Corporate Procurement Card Procedure, taking on board today's feedback and comments, particularly those of the Internal Auditor, and present the documents at the December 2020 Audit Committee meeting to be further strengthened.*

CARRIED 4 : 0



Item: 7.16

Other - Review Audit Committee Plan

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Audit Committee Plan 2020 - printed 14 July 2020 [7.16.1 - 2 pages] 2. Audit Committee Plan 2021 - draft as at 28 July 2020 [7.16.2 - 2 pages] 3. Policy Review Plan - Audit & Risk Committee - Draft as at 24 July 2020 [7.16.3 - 1 page]
PURPOSE	To review the Audit Committee Plans and consider the dates and times for 2020-2021 Audit Committee meetings.

RECOMMENDATION

That the Audit Committee:

1. *notes the updated 2020 Audit Committee Plan;*
2. *notes the Audit Committee Plan for 2021;*
3. *confirms the Audit Committee dates as:*
 - *Wednesday 14 October 2020 (to replace 9 September 2020 meeting)*
 - *Wednesday 2 December 2020*
 - *Wednesday 10 February 2021*
 - *Wednesday 12 May 2021*
 - *Wednesday 11 August 2021*
 - *Wednesday 8 September 2021.*

ALTERNATIVE MOTION

MOVED Brian Keane, **SECONDED** Cr Stephen Hart

That the Audit Committee:

1. *notes the updated 2020 Audit Committee Plan;*
2. *notes the Audit Committee Plan for 2021;*
3. *confirms the Audit Committee dates as:*
 - *Wednesday 2 December 2020*
 - *Wednesday 10 February 2021*
 - *Wednesday 12 May 2021*
 - *Wednesday 11 August 2021*
 - *Wednesday 8 September 2021;*
4. *grants the Chair of the Audit Committee the authority to set the date, in consultation with management, for the Audit Committee meeting to review the annual statements and to consider audit findings (to replace the previously scheduled 9 September 2020 meeting) once timelines are better known, as advised by Council's External Auditor, as a consequence of COVID-19 pandemic-related delays; and*
5. *recommends that the Audit Committee Plan be updated accordingly to reflect the outcome of point 4.*

CARRIED 4 : 0

Cr Jason Schram left the meeting at 11.36am.

The meeting was declared closed at 11.51am

CONFIRMED AND SIGNED at the meeting held on 14 October 2020.

A handwritten signature in black ink, appearing to read 'D. J. Sand', is written over a dotted line.

.....CHAIR

Item: 10.9

Assemblies of Councillors and Informal Meetings of Councillors

OFFICER	Lyndal McLean
CHIEF EXECUTIVE	Peter Brown
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Assembly of Councillors Councillor Briefing 9 September 2020 CB 20200 [10.9.1 - 3 pages] 2. Assembly of Councillors - Council Meeting Preparation - 16 September 2020 - OCM 20200916 [10.9.2 - 2 pages] 3. Assembly of Councillors Colac Regional Saleyards Advisory Committee M [10.9.3 - 1 page] 4. Assembly of Councillors - Councillor Briefing - 23 September 2020 - CB 20200923 [10.9.4 - 1 page] 5. Assembly of Councillors - Councillor Briefing - 30 September 2020 - CB 20200930 [10.9.5 - 1 page] 6. Assembly of Councillors - Councillor Briefing - 7 October 2020 - CB 20201007 [10.9.6 - 1 page] 7. Assembly of Councillors - Councillor Briefing - 14 October 2020 - CB 20201014 [10.9.7 - 1 page] 8. Assembly of Councillors - Special Council Meeting Preparation - 21 October 2020 - SCM 20201021 [10.9.8 - 1 page]
PURPOSE	To report the Assemblies of Councillors and 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.

Please note: Pursuant to section 80A of the *Local Government Act 1989* that was in force prior to 24 October 2020, such meetings of Councillors were referred to as Assemblies of Councillors and appear as such in the attachments for reporting purposes.

2. REPORTING

The Assemblies of Councillors and Informal Meetings of Councillors are reported herewith:

- | | |
|--|--------------------------|
| • Councillor Briefing | 9 September 2020 |
| • Ordinary Council Meeting Preparation | 16 September 2020 |
| • Colac Regional Saleyards Advisory Committee | 18 September 2020 |
| • Councillor Briefing | 23 September 2020 |
| • Councillor Briefing | 30 September 2020 |
| • Councillor Briefing | 7 October 2020 |
| • Councillor Briefing | 14 October 2020 |
| • Special Council Meeting Preparation | 21 October 2020 |

3. KEY INFORMATION

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

- | | |
|---|-------------------|
| • Councillor Briefing | 9 September 2020 |
| • Ordinary Council Meeting Preparation | 16 September 2020 |
| • Colac Regional Saleyards Advisory Committee | 18 September 2020 |
| • Councillor Briefing | 23 September 2020 |
| • Councillor Briefing | 30 September 2020 |
| • Councillor Briefing | 7 October 2020 |
| • Councillor Briefing | 14 October 2020 |
| • Special Council Meeting Preparation | 21 October 2020 |

4. OFFICER DIRECT OR INDIRECT INTEREST

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

**Councillor Briefing****Meeting Room 1, COPACC and by videoconference****Wednesday, 9 September 2020****12:45pm****Assembly of Councillors****INVITEES:**

Cr Crook, Cr Hanson, Cr Hart, Cr McCracken, Cr Potter, Cr Schram, Cr Smith, Peter Brown, Errol Lawrence, Tony McGann, Ian Seuren, Sarah McKew

ATTENDEES:

PHYSICAL ATTENDANCE: Cr Crook, Cr Potter, Peter Brown, Ian Seuren, Sarah McKew

BY VIDEOCONFERENCE: Cr Hanson, Cr Hart, Cr McCracken, Cr Schram, Errol Lawrence, Tony McGann, Tamzin McLennan, James Myatt, Katrina Kehoe, Stewart Anderson, Simone Robertson, Doug McNeill, Nicole Frampton, Paul Austin

EXTERNAL ATTENDEES:

BY VIDEOCONFERENCE: Shaun Cumming (General Manager Infrastructure and Technology, Barwon Water)

APOLOGIES:

Jo Murdoch (General Manager Customers and Community, Barwon Water)

ABSENT:

Cr Smith

Meeting commenced at 12:45pm

Declarations of Interest		Item	Reason
Cr Chris Potter	Cr Potter declared a conflict of interest but was not required to leave the meeting.	1.1 - Colac Otway Shire Grants Program 2020-2021 – Round 2 Allocation of Funds.	Colac RSL was an applicant for a grant. I am a board member of the RSL.
Cr Brian Crook	Cr Crook declared a conflict of interest but was not required to leave the meeting.	1.1 - Colac Otway Shire Grants Program 2020-2021 – Round 2 Allocation of Funds.	My wife is a member (past President) of Rotary Club Colac West.



Councillor Briefing		
Time	Item	Attendees
12:45pm – 12:58pm	Colac Otway Shire Grants Program 2020-2021 – Round 2 Allocation of Funds Cr Potter attended the meeting at 12:49pm. Cr Potter declared a conflict of interest but was not required to leave the meeting. Cr Crook declared a conflict of interest but was not required to leave the meeting.	Tamzin McLennan James Myatt Katrina Kehoe
12:58pm – 1:14pm	Waste Management – Hard Waste report	Simone Robertson Paul Austin
1:14pm – 1:22pm	General Business: ▪ COVID-19 update	
1:22pm – 1:30pm	Break	
1:30pm – 1:54pm	Renewable Organics Network Project Update - Barwon Water Presentation	Shaun Cumming Stewart Anderson Simone Robertson
1:54pm – 2:02pm	General Business: ▪ Power infrastructure ▪ Notices of Motion for September Ordinary Council Meeting	
2:02pm – 2:05pm	Port of Apollo Bay Delegations	
2:05pm – 2:18pm	Building Compliance Policy – Review of Submissions	Doug McNeill
2:18pm – 2:26pm	Sport and Recreation Victoria Local Sports Infrastructure Fund	Nicole Frampton



Councillor Briefing (continued)		
Time	Item	Attendees
2:26pm – 2:34pm	General Business: <ul style="list-style-type: none"> ▪ Erosion in Apollo Bay ▪ Communication with Councillors during Election Period 	
2:34pm	Meeting closed	



**Pre-Council Meeting Preparation**

Meeting Rooms 1 and 2, COPACC and by videoconference

Wednesday 16 September 2020

2:00pm

Assembly of Councillors**INVITEES:**

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Lyndal McLean

ATTENDEES:

PHYSICAL ATTENDANCE: Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Lyndal McLean, Doug McNeill

BY VIDEOCONFERENCE: James Myatt, Katrina Kehoe, Darren Graham, Paul Austin, Simone Robertson

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Nil

ABSENT:

Cr Smith

Meeting commenced at 2:44pm

Declarations of Interest		Item	Reason
Cr Crook	Cr Crook declared a conflict of interest however was not required to leave the meeting.	Item 10.1 Colac Otway Shire Grants Program 2020 – 2021 Round 2 – Allocation of Funds	Indirect interest – Section 78 My wife is on the Board of Rotary Club Colac West. Colac West Rotary is an applicant to the Small Grants consideration.
Cr Potter	Cr Potter declared a conflict of interest however was not required to leave the meeting.	Item 10.1 Colac Otway Shire Grants Program 2020 – 2021 Round 2 – Allocation of Funds Recommendation 4	Indirect interest – Section 78A I am a Committee Member of the RSL Colac who applied for a grant.



Time	Item	Attendees
2:44pm – 3:56pm	<p>Ordinary Council Preparation Meeting commenced at 2:44pm.</p> <p>Ordinary Council Preparation Meeting suspended due to technical issues at 2:48pm.</p> <p>Ordinary Council Preparation Meeting resumed at 2:58pm.</p> <p>Cr Hart attended the meeting at 3:38pm (due to technical difficulties leading to necessary travel for physical attendance).</p>	<p>James Myatt Katrina Kehoe Darren Graham Paul Austin Simone Robertson Doug McNeill</p>
3:56pm	Meeting closed	





Assembly of Councillors Record

This form must be completed by the attending Council Officer and saved in the current Assembly of Council Records folder in Content Manager. A copy of the completed form must be provided to Governance for reporting at the next Ordinary Council Meeting. (Please refer to Assembly of Councillors Record - Explanation / Guide Notes.)

Assembly Details

Advisory committee name:Colac Regional Saleyards Advisory Committee.....

Date:18.... /09... / ...20.....

Time:8:30 am

Assembly Location:Via Vidyo Conference

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

In Attendance

Councillors: ...Cr Smith..... / / /
..... / / /

Officer/s: Tamzin McLennan.... / Eliza Withall..... / Miles Hazel..... / Laurie Sharp.....

..... / / /

Matter/s Discussed: ..General Saleyards Operations, Changes to operations Due to covid-19 circumstances, OH&S

(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.)

Conflict of Interest Disclosures: (refer to page 5 of Assembly of Councillors Record – Explanation / Guide Notes)

Councillors:nil..... / / /
..... / / /

Officer/s:nil..... / / /
..... / / /

.....left meeting at: am / pm; returned to meeting at am / pm.

Completed by:Eliza Withall

**Councillor Briefing**

By videoconference

Wednesday 23 September 2020

3:00pm

Assembly of Councillors**INVITEES:**

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Stewart Anderson

ATTENDEES:

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr Crook, Peter Brown, Tony McGann, Errol Lawrence, Sarah McKew, Stewart Anderson, Tamzin McLennan, Paul Austin, Mark Robinson, Cameron Duthie

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Cr McCracken, Ian Seuren

ABSENT:

Cr Smith

Declarations of Interest	Item	Reason
Nil		

Councillor Briefing

Time	Item	Attendees
3.00pm – 3.09pm	COVID-19 Update	
3.09pm – 3.27pm	Outdoor Dining Grant	Tamzin McLennan
3.27pm – 3.43pm	Grey-headed Flying Fox	Paul Austin Cameron Duthie Mark Robinson
3.43pm	Meeting closed	

**Councillor Briefing**

By tele / videoconference

Wednesday 30 September 2020

3:00pm

Assembly of Councillors**INVITEES:**

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Frank Castles, Stewart Anderson, Sarah McKew

ATTENDEES:

Cr Schram, Cr Crook, Cr Hart, Ian Seuren, Errol Lawrence, Frank Castles, Stewart Anderson, Sarah McKew

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Peter Brown, Tony McGann, Cr Potter, Cr McCracken, Cr Hanson

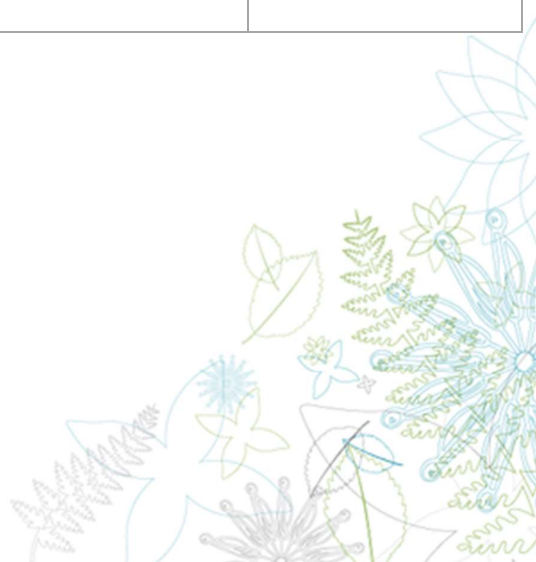
ABSENT:

Cr Smith

Declarations of Interest	Item	Reason
Nil		

Councillor Briefing

Time	Item	Attendees
3.00pm – 3.28pm	General business: <ul style="list-style-type: none"> ▪ COVID-19 Update ▪ Velodrome ▪ Eastern Reserve ▪ Ratepayer valuation query. 	
3.28pm	Meeting closed	





Councillor Briefing
By tele / videoconference
Wednesday 7 October 2020

3.00pm

Assembly of Councillors

INVITEES:

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew

ATTENDEES:

Cr Hanson, Cr Hart, Cr Schram, Cr McCracken, Cr Crook, Tony McGann, Errol Lawrence, Sarah McKew, Madeleine Bisits

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Cr Potter, Peter Brown, Ian Seuren

ABSENT:

Cr Smith

Declarations of Interest	Item	Reason
Nil		

Councillor Briefing

Time	Item	Attendees
3.05pm – 3.18pm	<p>General business:</p> <ul style="list-style-type: none"> Great Ocean Road pedestrian access improvements Forest Street bridge Colac Specialist School Meredith Park Return of Council equipment <p>Cr Crook joined the meeting at 3.11pm. Cr Schram joined the meeting at 3.16pm.</p>	Madeleine Bisits
3.18pm	Meeting closed	



Councillor Briefing
By videoconference
Wednesday 14 October 2020

3.00pm

Assembly of Councillors

INVITEES: Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew

ATTENDEES: Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Tamara Stewart

EXTERNAL ATTENDEES: Mike Said, Audit Committee Chair

APOLOGIES: Cr Hanson

ABSENT: Cr Smith, Cr Crook

Declarations of Interest	Item	Reason
Nil		

Councillor Briefing

Time	Item	Attendees
3.00pm – 3.31pm	Annual Financial Statements Cr McCracken left the meeting at 3.30pm and did not return.	Mike Said
3.31pm – 3.34pm	Special Council Meeting	
3.34pm – 3.38pm	Colac Specialist School Cr Schram left the meeting at 3.38pm and did not return.	
3.38pm – 3.41pm	Outdoor Dining	Ian Seuren
3.41pm – 3.44pm	Landslips	Tony McGann
3.44pm – 3.53pm	Colac Specialist School	
3.53pm – 3.55pm	General Business: ▪ Apollo Bay Lighthouse	
3.55pm	Meeting closed	

**Special Council Meeting Preparation**

Meeting Rooms 1 and 2, COPACC and by videoconference

Wednesday 21 October 2020

3:00pm

Assembly of Councillors**INVITEES:**

Cr Hanson, Cr Hart, Cr Schram, Cr Potter, Cr McCracken, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Tamara Stewart, Lyndal McLean

ATTENDEES:

PHYSICAL ATTENDANCE: Cr Hart, Cr Schram, Cr Crook, Cr Smith, Peter Brown, Tony McGann, Errol Lawrence, Ian Seuren, Sarah McKew, Tamara Stewart, Lyndal McLean

BY VIDEOCONFERENCE: Cr Hanson, Cr McCracken, Cr Potter, Jason Clissold, Nick Howard, Madeleine Bisits

EXTERNAL ATTENDEES:

Nil

APOLOGIES:

Nil

ABSENT:

Cr Smith

Meeting commenced at 3:15pm

Declarations of Interest	Item	Reason
Nil		

Time	Item	Attendees
3:15pm – 3:26pm	Special Council Meeting Preparation	Jason Clissold Nick Howard Madeleine Bisits
3:26pm – 3:34pm	General Business: <ul style="list-style-type: none"> Travel exemptions for emergency prevention works Bluewater Fitness Centre (COVID-19) Library Services (COVID-19) Cr Crook attended the meeting at 3:33pm.	
3:34pm	Meeting closed	

CLOSED SESSION

RECOMMENDATION

That pursuant to the provisions of Section 66 of the Local Government Act 2020, the meeting be closed to the public and Council move into Closed Session in order to deal with:

SUBJECT	REASON	SECTION OF ACT
<i>Minutes of the Closed Session Council Meeting held on 16 September 2020</i>	This matter deals with personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.	<i>Local Government Act 2020, Section 3 (1) (f)</i>
<i>Appointment of Independent Audit and Risk Committee Member</i>	This matter deals with personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.	Local Government Act 2020, Section 3 (1) (f)