



Colac Otway
SHIRE

COUNCIL MEETING

AGENDA

Wednesday 22 February 2023

at 4:00 PM

COPACC

95 - 97 Gellibrand Street, Colac

Next Council Meeting: 29 March 2023



COLAC OTWAY SHIRE COUNCIL MEETING

Wednesday 22 February 2023

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COLAC OTWAY SHIRE COUNCIL MEETING

NOTICE is hereby given that the next **COUNCIL MEETING OF THE COLAC OTWAY SHIRE COUNCIL** will be held at COPACC on Wednesday 22 February 2023 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 LEAVE OF ABSENCE

4 WELCOME AND ACKNOWLEDGEMENT OF COUNTRY

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

RECORDING AND PUBLICATION OF MEETINGS

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

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

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

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.

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

5 QUESTION TIME

A maximum of 30 minutes is allowed for question time. Any person wishing to participate in public question time by videoconference will need to register their intention to do so by contacting the shire prior to 5pm on Monday 20 February 2023. To ensure that each member of the gallery has the opportunity to ask questions, it may be necessary to allow a maximum of two questions from each person in the first instance. You must ask a question. Question time is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting. Written questions must be received by 5pm on Monday 20 February 2023.
2. Questions via videoconference by prior arrangement.
3. Questions from the floor.

6 PETITIONS / JOINT LETTERS

Nil

7 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.

8 CONFIRMATION OF MINUTES

- **Council meeting held on 14 December 2022.**
- **Unscheduled Council meeting held on 1 February 2023.**

RECOMMENDATION

That Council confirm the minutes of the Council meeting held on 14 December 2022 and the minutes of the Unscheduled Council meeting held on 1 February 2023.

Item: 9.1

Finalisation of Development Plan - Irrewillipe Road, Elliminyt

OFFICER	Simon Clarke
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">Existing Development Plan - DPO2 Area 4 - Irrewillipe Road, Elliminyt [9.1.1 - 1 page]Proposed New Development Plan (for adoption) [9.1.2 - 1 page]

1. PURPOSE

To present for adoption a final Development Plan for Development Plan Overlay 2 (DPO2) - Area 4 at Irrewillipe Road, Main Street, Aireys Street and Hart Street in Elliminyt following consideration of the submission received in response to formal exhibition of the plan.

2. EXECUTIVE SUMMARY

At its 23 November 2022 meeting, Council resolved to put a revised Development Plan for land at Irrewillipe Road, Elliminyt on formal exhibition for a period of three weeks. Council is in receipt of one submission in response. The officer response to the submission is contained within the body of this report. It is recommended that Council adopt the revised Development Plan without change.

Council's Planning Department has been working actively over the past 12-18 months to address the lack of available residential land in Colac. Despite land being zoned for this purpose, there has been insufficient new lot supply from subdivision to meet the post COVID demand for housing. Given the importance to Colac and its economy of facilitating housing supply to support employment, a range of planning initiatives have been pursued including rezoning or more land in two locations at Elliminyt (which are in progress), progression of a new Development Plan for land adjoining Lake Colac and the former Colac High School and preparation of a Precinct Structure Plan for Colac's key future growth area at Deans Creek. Initiatives such as the proposed changes to the Development Plan in Irrewillipe Road complement this work by removing barriers to future housing development.

3. RECOMMENDATION

That Council:

- 1. Adopts the Development Plan dated October 2022 for land within Development Plan Overlay 2 – Area 4 at Irrewillipe Road, Main Street, Aireys Street and Hart Street in Elliminyt (Attachment 1).***
- 2. Advises the submitter of the outcome and thank them for their submission.***

4. KEY INFORMATION

Land bounded by Irrewillipe Road, Main Street, Aireys Street and Hart Street is included in the Development Plan Overlay (DPO2) under the Colac Otway Planning Scheme.

In 2014, Council adopted a Development Plan for this area, referred to as Area 4 (see Attachment 1). The intent of the plan was to coordinate the subdivision of land across multiple ownerships included in the General Residential Zone. However, since the Development Plan was adopted very little subdivision has occurred. Despite interest from land owners being expressed in developing land in Area 4, there are barriers that are preventing this.

A meeting was held on 19 May 2022 with landowners to discuss the constraints and opportunities of developing land within the development plan area. Officers committed at the meeting to reviewing the development plan to consider changes that better reflect landowner's aspirations and achieve subdivision outcomes. It was a positive meeting, and officers agreed to further meet with landowners after internally reviewing options.

A revised plan (see Attachment 2), was placed on exhibition late in November following consideration at the 23 November 2022 meeting. One submission was received in response (attached in the Confidential Attachments). The issues raised in the submission can be broadly summarised as follows:

- 1) The reason for the “lack of development” in the development plan area is the lack of any background studies and investigations on servicing and associated costs. A Shared Infrastructure Funding Plan (SIFP) that would normally be required to facilitate development between several land owners was not prepared.
- 2) One key aspect to unlock development would be the Council purchase of 170 Aireys Street to facilitate road access into the development plan area, which would then form part of a SIFP for Council to recoup money as land is developed within the development plan area.
- 3) Private access development sets a poor precedent for future growth planning in Colac and may allow developers to develop land in the Deans Creek Growth corridor “out of sequence”.

More specifically, Council is requested to reconsider the proposal based on the following:

- The revised plan is not consistent with the requirements of the General Residential Zone.
- Lot yield is reduced and the layout is not good urban design.
- Private access developments set a poor precedent for future growth planning.
- There will be issues with stormwater management and sewer.

- The road and associated infrastructure still requires a SIFP. Who prepares this?
- The revised plan creates undesirable “battle-axes” that are normally discouraged by Councils.
- A standard development plan approach across Colac is required rather than ad hoc planning.
- The current development plan should remain, and be supported by a staging plan and SIFP, which would then determine the willingness of land owners to participate and in turn facilitate development.

Officer Comment:

A review of the development plan follows on from Council’s strong commitment in the Council Plan 2021-2025 to facilitate the delivery of more diverse housing stock in Colac (Theme 1, 4-year priority 1.1.3) and to increase residential land supply in Colac (Theme 1, 4-year priority 1.1.4).

Officers recognise that certain parts of Colac/Elliminyt have, for a variety of reasons, been hampered from further subdivision despite being appropriately zoned, and otherwise available for development. Since the introduction of the current development plan in 2014, there has been very little subdivision activity within the development plan area. If anything, subdivision has been further hampered by more recent lot excisions along the road frontages along the perimeter roads, including 170 Aireys Street, which has been subdivided into a private freehold lot, albeit with a restriction on title. 170 Aireys Street is flagged as the road access into the development plan area from the north on the current plan.

The points raised by the submitter are acknowledged and generally reflect the circumstances that apply to the history of the land. It is noted that a Shared Infrastructure Funding Plan is not a requirement for Development Plan Overlay - DPO2 under the planning scheme. Given the small-scale nature of the development plan, there is no Shared Infrastructure that needs to be taken into account in developing the land in this instance, and the lots can be developed independently without one.

The submitter suggests that Council should purchase the land at 170 Aireys Street to enable road access from the north with a funding mechanism to be established for Council to recoup costs over time. Such a strategy is risky for Council as there is no clear time-line to recoup these costs. As such, development would be better facilitated through land-owner cooperation rather than through Council intervention. This is the case with the current Development Plan.

Council has met with the land owners and there is a high level of support for the proposed changes. While the plan may not represent an ideal planning outcome for many of the reasons raised in the submission, it will assist in delivering lots in Colac in a more expedient manner. A permit application to subdivide one of the properties into multiple lots is pending the outcome of the revised Development Plan.

It is also agreed that private access developments are not a good planning outcome in most circumstances where they can be avoided. However, the Development Plan recognises this point and states that private access developments are to be used only in exceptional circumstances where traditional subdivision incorporating 16m road reserves cannot be reasonably achieved. Those circumstances apply to some of the lots within this development plan area where large battle-axe blocks already exist. Accordingly, the establishment of a small number of private access developments (that are not linked by a road) does not set a precedent for the future planning of the Deans Creek

Growth Corridor. The Precinct Structure Plan for Deans Creek will largely deal with larger sites and result in opportunities for improved integration between properties.

The revised Development Plan still requires coordination of infrastructure elements (stormwater, sewer, and the like) between land owners. The revised Development Pan also alleviates the significant cost deterrent to development associated with the extent of public roads required by the current Plan. Given the previous planning context associated with the approved Development Plan for Area 4, and the constructive engagement with land owners, approval of the revised Development Plan is recommended.

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

This report seeks to ensure that the amended Development Plan appropriately responds to relevant strategic planning principles by ensuring that residential development in the area is considered holistically and in an integrated manner.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

It is a requirement under the Colac Otway Planning Scheme that a development plan be adopted by Council prior to any subdivision or development taking place on land included within a Development Plan Overlay. This revised Development Plan will replace an existing adopted plan which, for a variety of reasons has proven to be ineffective.

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

The proposed Development Plan is on land which is in-fill development in Elliminyt that has been highly modified from an environmental perspective through the existing pattern of development. These matters have been considered at a high level in the Development Plan and will be given more detailed consideration upon planning permit assessment for subdivision proposals.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

Formal exhibition of the revised development plan occurred for a three-week period from late November to 21 December 2022. Iterations of the plan have been presented to the landowners for feedback on two occasions prior to formal exhibition.

Public Transparency (s58 LGA 2020)

Documentation was made publicly available as part of the exhibition process.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 1: Affordable and available housing will support our growing community and economy

Objective 5: Grow the Colac Otway Shire's permanent population by at least 1.5%

Development of the land for residential purposes aligns with the Colac 2050 Growth Plan and key priorities of the Council plan to support an increase in Colac's population, a thriving business community and ensure adequate land availability for housing.

Financial Management (s101 *Local Government Act 2020*)

Revision of the Development Plan has been carried out using internal strategic planning resources.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

Council has been engaging closely with landowners to ensure that support for the revised Development Plan is achieved. The risk of not achieving support for the proposed revision is therefore considered to be low.

Communication/Implementation

The Council decision on the revised Development Plan will be communicated directly to affected land owners, the submitter, and the broader public. Planning applications for subdivision and development that accord with the revised plan will be considered.

Human Rights Charter

All owners of land in the affected area have had an opportunity to participate in the planning process and to have their submissions heard.

Officer General or Material Interest

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

Options

Option 1 – Adopt the revised Development Plan. This option is recommended by officers as it is likely to stimulate new housing development that in accordance with land owner aspirations. Given the recent shortage of new housing lots in Colac and increased demand for housing, the pragmatic changes being considered are warranted to further address this demand.

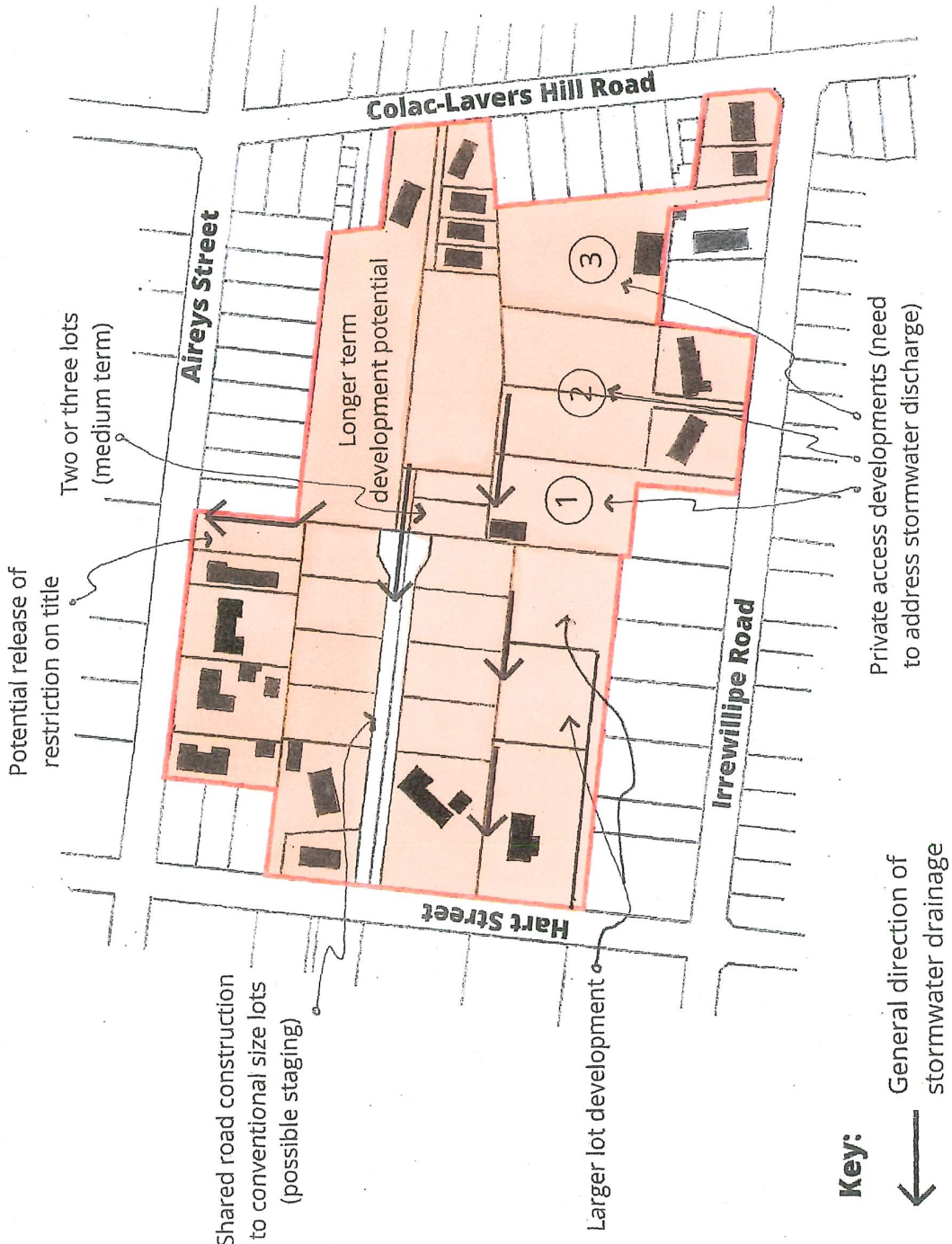
Option 2 – Not adopt the revised Development Plan. This option is not recommended by officers as it will not address the barriers identified by land owners to subdivision of land within the plan area.



Irrewillipe Road Development Plan (October 2022)

Considerations for Development

- Private access developments to be used only in exceptional circumstances within the Development Plan Areas of Colac, where traditional subdivision incorporating 16m road reserves cannot be reasonably achieved.
- Private access developments generally limited to no more than 10 lots.
- Private refuse collection for private access developments.
- CFA requirements must be met in all circumstances.



Item: 9.2

Bruce Street (allocation of net income from the sale of the property, and other)

OFFICER	Anne Howard
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	Nil

1. PURPOSE

To respond to the resolution of Council at its Unscheduled Council Meeting on 4 May 2022, that required a report to Council in February 2023 relating to the sale of 36-52 Bruce Street, Colac.

2. EXECUTIVE SUMMARY

Council resolved to sell 36-52 Bruce Street, Colac, to TW Projects Pty Ltd on 4 May 2022. This is a positive outcome for Council and the community resulting in significant cash being received for a property surplus to Council's municipal needs, as well as facilitating land to be developed for residential purposes.

The contract is not yet unconditional, however the obligations sit with the purchaser not Council and so Council could choose to allocate some or all of the net proceeds at any time. Allocation of the net proceeds of the property sale is at Council's discretion as the funds are "untied". Council officers are recommending the following uses of net proceeds at this time:

1. \$120,000 allocation to "*Feasibility of key worker housing development at 69-71 Nelson St, Apollo Bay*" and seek \$360,000 partnership funding to establish the project.
2. \$300,000 allocation to support further strategic land use planning projects, with the objective of ongoing land supply.
3. \$500,000 allocation to capital investment in long-term infrastructure at Lake Colac Holiday Park.
4. Retains the balance of net proceeds at this time for consideration as part of the development of the 2023-24 Budget.

3. RECOMMENDATION

That Council:

1. *Notes the progress of the sale of 36-52 Bruce Street, Colac, since its decision on 4 May 2022.*
2. *Allocates proceeds from the sale of Bruce Street, Colac, as follows:*
 - a. *\$120,000 to “Feasibility of key worker housing development at 69-71 Nelson St, Apollo Bay”.*
 - b. *\$300,000 to support future strategic land use planning projects that support ongoing supply of residential land.*
 - c. *\$500,000 allocation to capital investment in long-term infrastructure at Lake Colac Holiday Park.*
3. *Transfers the above allocations to the Strategic Project Reserve until they are needed for the intended purposes.*
4. *Retains the balance of net proceeds in the Strategic Project Reserve for consideration as part of the development of the 2023-24 Budget.*

4. KEY INFORMATION

Background

Council resolved to sell 36-52 Bruce Street, Colac, at an Unscheduled Council Meeting on 4 May 2022. The meeting was closed to the public in accordance with the *Local Government Act 2020* and Council’s Governance Rules. Council subsequently considered the release of its decision on 25 May 2022, and resolved to release its decision in full.

Council’s decision on 4 May 2022 is available to the public via Council’s website, and is as follows:

That Council:

1. *Endorses TW Projects Pty Ltd as the preferred purchaser of the property known as 36-52 Bruce Street, Colac (the property).*
2. *Resolves to sell the property to TW Projects Pty Ltd for the amount of \$2,860,000 (inclusive of GST), with a settlement period of no more than 6 months, or to a subsidiary entity established for the purchase and development of this property.*
3. *Authorises the Chief Executive Officer to execute all necessary documentation of, and incidental to, a Contract of Sale.*
4. *Authorises the use of the common seal in accordance with Colac Otway Shire Council’s Governance Local Law No 4 – 2020, if required.*
5. *Approves the transfer of the income of the sale of the property, net of related costs incurred since 1 July 2021, to the Strategic Project Reserve, to be held until Council resolves otherwise.*

6. *Considers the allocation of net income from this sale for a project(s) in Colac or surrounds, at a future meeting of Council to be held as soon as practicable once the contract becomes unconditional.*
7. *Resolves that if it has not previously received a report in response to point 6, requires a report be presented to its February 2023 Council meeting on matters including, but not limited to, the following:*
 - a) *Any delays to the sale process including settlement;*
 - b) *Progress or delays relating to the development of the land for residential use;*
 - c) *Opportunities identified to achieve social housing outcomes on parcels of land to be transferred to Council; and*
 - d) *The allocation of net income from the sale.*
8. *Notes that this resolution establishes timeframes for future reports to be presented to Council but does not create any obligation with respect to allocating funds from the sale of the property by any particular date.*
9. *Approves the release of the media statement attached to this report immediately after the preferred purchaser has been notified of this decision.*
10. *Deems those points 1 and 2 of this resolution are no longer confidential information and can be released following the execution of a contract of sale.*

Council's decision on 4 May 2022 was amended through a subsequent resolution of Council on 23 November 2022, as follows:

That Council:

1. *Notes that the substantive resolution carried in the confidential session of the Unscheduled Council Meeting held on 4 May 2022, regarding the sale of the Bruce Street, Colac land, has since been made public, in accordance with the Council resolution of 25 May 2022.*
2. *Notes that point 6 of that resolution stated that Council "considers the allocation of net income from this sale for a project(s) in Colac or surrounds, at a future meeting of Council to be held as soon as practicable once the contract becomes unconditional".*
3. *Notes that the report to action point 6 of the resolution has not yet been presented to Council.*
4. *Agrees to consider a report regarding the allocation of net income from this sale for a project(s) including, but not limited to, Colac or surrounds, at a future meeting of Council to be held as soon as practicable once the contract becomes unconditional.*
5. *Agrees that point 4 above supersedes point 6 of the resolution carried in the confidential session of the Unscheduled Council meeting held on 4 May 2022.*
6. *Notes that this resolution does not seek to implement any other changes to the yet to be provided report or any other aspect of the resolution adopted on 4 May 2022.*

Status of resolution parts complete or superseded

Points 1 to 4 of the original resolution have been implemented. The Contract of Sale between TW Project Pty Ltd and Council was executed on 10 June 2022 and the settlement of the property occurred

on 11 November 2022. Council received \$2,860,000 (inclusive of GST) on the date of settlement. Points 9 and 10 were made redundant through Council's decision of 25 May 2022.

Status of resolution parts addressed in this report

This report addresses points 5 to 8 of the original resolution, including the revision to point 6, as outlined in the following sections of this report.

Point 5 – “Transfer of the income of the sale of the property, net of related costs incurred since 1 July 2021, to the Strategic Project Reserve, to be held until Council resolves otherwise”

Council received \$2,600,000 (exclusive of GST) for the sale of the property. Costs incurred at that point in time were in the order of \$125,000 and it is expected that final costs will be in the order of \$230,000. The Manager Financial Services will confirm the actual costs incurred after which the net proceeds will be transferred to the Strategic Project Reserve as per the resolution.

Point 6 (revised) – “Considers the allocation of net income from this sale for a project(s) including, but not limited to, Colac or surrounds, at a future meeting of Council to be held as soon as practicable once the contract becomes unconditional”.

The Contract of Sale had two conditions imposed on the purchaser that are relevant to this point:

- i. A planning application for the subdivision of the land in accordance with the submission to purchase made by the Purchaser to Colac Otway Shire must be lodged with Council within six (6) months of settlement date of this Contract of Sale.*
- ii. Construction Work is to commence within a period of no greater than six (6) months from the planning permit for the subdivision being issued (“Construction Commencement Date”), excluding periods where plans and documents are with Council for review and approval.*

The first condition has been satisfied. TW Projects lodged a planning permit application of the subdivision of the land on 2 September 2022, however a permit has not yet been issued and so the timeframe for the second point has not been triggered. Notwithstanding this, it is at Council's discretion to decide at what time it will allocate the net income from the sale as the condition places an obligation on the purchaser (TW Projects) not the vendor (Council). Officers have made recommendations about an initial allocation later in this report, notwithstanding that the contract is not yet unconditional.

Point 7 - Resolves that if it has not previously received a report in response to point 6, requires a report be presented to its February 2023 Council meeting on matters including, but not limited to, the following:

a) Any delays to the sale process including settlement;

There have been no delays to the sale process or settlement.

b) Progress or delays relating to the development of the land for residential use;

There have been no delays to the development of the land for residential use at the time of writing this report. The purchaser has lodged a planning application in a timely manner and this is now undergoing normal statutory processes before the Responsible Authority makes its decision.

c) Opportunities identified to achieve social housing outcomes on parcels of land to be transferred to Council; and

Officers have had preliminary discussion with parties who are exploring opportunities for social and/or affordable housing in other parts of Colac, however these discussions have not progressed to any identified outcome. Council officers have not had an opportunity to explore other avenues for social housing at this time.

d) The allocation of net income from the sale.

There are many demands on Council's finances, and many opportunities to support Council and community priorities. Council can choose to allocate all, some or none of the proceeds at this time.

There is no formal guidance for Council's allocation of the sale proceeds and the Council has discretion regarding the use of the funds. Council could choose to consider the following approaches:

- Allocate the proceeds through normal annual budget processes.
- Use the funds to further planning and/or development of land for residential use, similar to the objectives of the sale of the Bruce Street property.
- Use the funds to address some of the financial challenges faced by Council.
- Allocate funds for use as leverage in pursuit of partnership funding.
- Use the funds to address an urgent or immediate matter that can't practically wait for the budget cycle.

Having considered immediate and longer term matters, and recognising that there are other funding streams through council's budget and external funding programs to support other projects, Officers present the following opportunities for Council's consideration:

1. Council has undertaken strategic work in partnership with other councils in the Barwon and South West Victoria region to explore potential solutions to housing and accommodation challenges, in particular those impacting key workers in Colac and along the coast. Solutions are scarce and need ongoing resourcing to explore and assess. One potential solution identified for Apollo Bay is to allow redevelopment of Council's existing depot operations from the Nelson Street site and enable this land to be used for key worker accommodation. A project could be established as follows:
 - Allocation: \$120,000 Council allocation to seek an external grant of \$360,000. Total budget required is \$480,000.
 - Scope: Assess future depot operation demands and opportunities for relocation and/or co-location. Prepare concept and cost estimates for an alternative depot site. Undertake an environmental site assessment to determine contamination risks and estimate remediation costs. Undertake feasibility work to determine best model for development and ongoing governance for multi-dwelling development.
2. Establishing good supply of land supply for residential purposes requires ongoing strategic land use planning work. Council has been successful in securing external funding in recent

years and is partnering with the Victorian Planning Authority on key projects at the moment. It is important that this type of work continues in a steady ongoing manner and this would be a reasonable use of these proceeds.

- Allocation: \$300,000
 - Scope: Undertake strategic land use work, to be prioritised through the Planning scheme Review work and other Council strategic plans.
3. In 2022 Council undertook an Expression of Interest (EOI) process to seek a lessee to operate the Lake Colac Holiday Park. The EOI process didn't result in a long-term lease and the feedback from interested parties was that the lease wasn't financially viable or attractive due to the capital investment required by the Lessee. Council needs to determine if it is willing to make a capital investment in the park before it returns to an EOI process or decides to pursue an alternative operating model. Officers believe that an investment of \$500,000 will make the park an attractive proposition and should be included as a Lessor commitment in an EOI process.
- Allocation: \$500,000 Council allocation to capital investment, with conditions, at Lake Colac Holiday Park.
 - Scope: Officers recommend that the commitment not be prescribed in terms of use other than it needs to be used for partnership funding of agreed long-term infrastructure at the park (at least matched in value by the Lessee) within the first three years of the lease. Officers think it is best to let the lessee determine what infrastructure is to be prioritised through a strategic master-planning process.
4. Council has already established a large program of capital and operational commitments, not all of which have cash allocated to support their delivery at this time. Council also has other obligations and commitments represented by cash reserves and provisions. The net income from the sale of the Bruce Street property, or a proportion of it, could be used to fund some of these existing commitments. No allocation needs to be specified at this time, but rather could be considered through the development of the 2023-24 budget.

Point 8 - Notes that this resolution establishes timeframes for future reports to be presented to Council but does not create any obligation with respect to allocating funds from the sale of the property by any particular date.

The response to point 7 recognises that Council doesn't have to commit the net proceeds in full or part at this.

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

A number of overarching governance principles are incorporated into the recommendations of this report, including the following:

- An allocation to future strategic land use planning work will *“provide outcomes for the municipal community, including future generations”*.
- Deferring the allocation of some proceeds until the development of the Budget 2023-24 will support *“the ongoing financial viability of the Council”*.

- The allocations are made in a manner where “*the transparency of Council decisions, actions and information is to be ensured*”.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

The recommendations are consistent with policies and relevant law.

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

Not applicable.

Community Engagement (s56 LGA 2020 and Council’s Community Engagement Policy)

Not applicable.

Public Transparency (s58 LGA 2020)

The allocation of proceeds from the sale of the Bruce Street property is being considered in a meeting that is open to the public.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme: Strong and Resilient Economy

Objective: Affordable and available housing will support our growing community and economy

Allocating proceeds to future strategic land use work will support a growing community and economy.

Theme: Strong and Resilient Economy

Objective: Key infrastructure investment supports our economy and liveability

Allocating proceeds to long term infrastructure at the Lake Colac Holiday Park will support the visitor economy.

Financial Management (s101 Local Government Act 2020)

The allocations recommended are funded through the sale of 36-54 Bruce Street, Colac. Some allocations will be used to secure matching funds and thereby amplify the outcomes from Council’s own funds.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

The applications recommended are considered to be low-risk to Council. No workplace health and safety matters have been identified.

Communication/Implementation

Not applicable.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Allocate funds as recommended

This option is recommended by officers as these allocations address some urgent and strategic matters, without fully expending the funds at this time. The balance of funds can be considered in the context of the overall budget development for 2023-24, or earlier if another urgent matter arises.

Option 2 – Allocate the funds to other projects

This is not recommended by officers. There are other funding opportunities for projects waiting funding, that will enable Council to consider other projects, including the \$1,703,200 allocated to Council under round 4 of the Local Roads and Community Infrastructure.

Item: 9.3

Part Road Closure - Hall Street Cressy

OFFICER	Mark McLennan
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	Nil

1. PURPOSE

To seek Council approval to commence the statutory procedures to discontinue the road described as Hall Street Cressy.

2. EXECUTIVE SUMMARY

Council is the Road Authority for roads within the Shire that are not controlled by the Victorian Road Authority (DOTP) or other government authorities (DEECA/Parks Victoria). It has been identified that the alignment of the physical road in Hall Street Cressy is outside the designated Road Reserve.

The physical road in Hall Street Cressy runs across the front of the former hotel's titled land. It is proposed that this physical road be abandoned. The adjacent road reserve will continue to exist and be available for future use if required.

3. RECOMMENDATION

That Council:

- 1. Gives public notice of its intention to discontinue the road described as the Government Road, Hall Street Cressy, in so far as it encroaches within Certificate of Title Volume 12427 Folio 485, pursuant to sections 12 of the Road Management Act 2004 and 206 of the Local Government Act 1989.***
- 2. Determines that the public consultation period shall be no less than six weeks from public notice.***

3. *Provides an opportunity for any person wishing to speak to their written submission at a meeting of the Submissions Committee scheduled to be held on Wednesday 3 May 2023, commencing at 4pm.*
4. *Considers any submissions received prior to making a decision to discontinue the road at a future Council meeting.*
5. *Authorises the Chief Executive Officer, or their delegate, to do all things required to discontinue the road described as the Government Road Hall Street Cressy in so far as it encroaches within Certificate of Title Volume 12427 Folio 485, where no submissions are received.*

4. KEY INFORMATION

Council has options to resolve the road mis-alignment issues as follows:

1. Compulsory Acquisition of the land that supports the existing physical road - this would involve Council purchasing the land from the current owners. This action would be taken as a last resort. The approximate cost of Compulsory Acquisition is estimated to be \$45,000.00
2. Council enters into a licence with the current owner allowing the ongoing use the road in its current position. This option is not desirable as the Licence may be terminated by subsequent owners. The registered proprietors have indicated that this option is not their preference.
3. Council seeks to register a carriageway easement against the current owner's title. This is not desirable as it would be an impediment of the current owner's title.
4. Council abandons the physical road and construct a road in the existing Road Reserve. This option would have a construction cost of approximately \$120,000.00, this option is not recommended.
5. Council discontinues the existing part of the physical road that falls outside the Road Reserve. This option would involve Council surrendering the physical road to the current landowner and preserving the existing Road Reserve for future development if required. The estimated cost of this recommendation should not exceed \$10,000.00.

Officer recommendation – Option 5

The length of road recommended to be discontinued is approximately 130 metres (0.13km). Properties south of the subject site will have to utilise Duverney Street, and properties north/east of the site will have to utilise Colac-Ballarat Road. Waste collection will continue under a revised route. The closed section of road will not be able to be traversed by pedestrians or cyclists. It is proposed that Council give public notice of an intention to discontinue the unused Government Road within Lot 2, on plan of subdivision LP129917, Parish of Wongarra in accordance with the requirements of the *Local Government Act 2020* and Colac Otway Shire Councils *Community Engagement Policy*.

There are no significant costs to Council in performing its legislative functions under the *Local Government Act 1989*. Council officer time will be required for the preparation of public notices. There will need to be no through road signs and other signage installed. There are no services such as power or water that would be affected by the proposed part road closure/discontinuance.

Council has powers to close or discontinue roads under the *Local Government Act 1989* and the *Planning and Environment Act 1987*.

1. Power of Councils over roads

Council has powers over roads under section 206 the *Local Government Act 1989*:

- (1) The powers of a Council in relation to roads in its municipal district include the powers set out in Schedule 10.*
- (2) Except as provided in section 207B(1), the exercise of a power under clause 2, 3 or 8(1)(a) of Schedule 10 does not in itself vest the land in a Council.*

2. Power to discontinue roads

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

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





Statutory Procedures

The Statutory Procedures required to discontinue the road include:

1. Provide Public Notice of the intention to discontinue the section of road by advertising the intention on council's website and the Colac Herald for a period of 6 weeks calling for submissions from interested members of the public.
2. Collate any submissions received and prepare a report for council, if required.
3. Council considers any submissions and the requested resolution to discontinue the section of road.
4. Convene a submissions hearing if required.
5. If appropriate, Council makes a resolution as detailed in the recommendation.
6. Enter a gazettal in the Government Gazette detailing the change in road condition.



LEGEND

EXISTING	
	PROPERTY BDY OF 5 HALL STREET
	ROAD RESERVE
PROPOSED	
	NEW COURT BOWL 1
	NEW COURT BOWL 2

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

- a) Council decisions are to be made and actions taken in accordance with the relevant law.
- b) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- c) The transparency of Council decisions, actions and information is to be ensured.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

Local Government Act 2020.

Local Government Act 1989.

Colac Otway Shire Community Engagement Policy.

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

There are no known environmental or sustainability issues in relation to this recommended part road closure/discontinuance.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

If Council resolves to proceed with the part road closure/discontinuance, a Notice of Intention process will be entered into. This will include community engagement for a 6-week period of time calling for submissions in accordance with the Colac Otway Shire Council Community Engagement Policy.

Public Transparency (s58 LGA 2020)

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- (b) Council information must be publicly available unless—
 - (i) the information is confidential by virtue of this Act or any other Act; or
 - (ii) public availability of the information would be contrary to the public interest;
- (c) Council information must be understandable and accessible to members of the municipal community;
- (d) public awareness of the availability of Council information must be facilitated.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

Objective 1: We commit to a program of best practice and continuous improvement, and

Objective 3: We provide exceptional customer service.

Financial Management (s101 Local Government Act 2020)

The proposed recommendation is estimated to not exceed \$10,000.00 and could be funded through the 2023 – 2024 Colac Otway Shire Budget.

Service Performance (s106 Local Government Act 2020)

Services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community.

Risk Assessment

Council Officers have considered the various options, the recommended option (5) is considered to be low risk as a result of the public consultation process that would be undertaken pursuant to the recommended Resolution herein.

Communication/Implementation

A Notice of Intention to Close/discontinue (part) Road process would be followed. The Notice will include a 6-week period seeking any relevant submissions.

Human Rights Charter

No persons Human Rights have been diminished or effected by the material facts contained in this report.

Officer General or Material Interest

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

Options

Option 1

This option is not recommended by Council officers as it has a substantial cost and would require Council to purchase part of the private freehold land. Council should only take this step as a last resort.

Option 2

This option is not recommended by Council Officers as a Licence can be extinguished by subsequent owners.

Option 3

This option is not recommended by Council officers as it may diminish the value of the freehold property.

Option 4

This option is not recommended by Council officers as it would be prohibitively expensive considering the benefits achieved.

Option 5

This option is recommended by Council officers as it is cost effective and practical as described in the Key Information section herein.

Item: 9.4

G21 Geelong Region Plan Refresh Project

OFFICER	Anne Howard
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	Nil

1. PURPOSE

To seek a funding commitment from Council to support a refresh of the G21 Geelong Region Plan in 2023.

2. EXECUTIVE SUMMARY

The G21 Geelong Region Plan is a strategic framework the G21 region, looking toward 2050. The plan was developed in 2006-07 and identifies and addresses the challenges the region will face in areas such as environment, settlement, land use, community cohesion and the economy.

It is 17 years since the plan was developed and it was informed by the understanding and aspirations of the communities and stakeholders at that time. The G21 Region Alliance held a strategic planning day in mid 2022 and G21 Region Alliance members and partners determined that a refresh and update of the plan was the strategic priority for the G21 Region Alliance in 2023. A project has been established to undertake this work and is seeking a \$10k contribution from each of the five member Councils, making a total contribution of \$50k from Local Government. This will be matched by \$50k from the Victorian Government and \$50k from the G21 Region Alliance directly.

This report seeks Council's agreement to make the \$10k contribution to the strategic project.

3. RECOMMENDATION

That Council provides \$10,000 (exc. GST) to the G21 Region Alliance to refresh the G21 Geelong Region Plan to be paid from 2022-23 recurrent operations budget.

4. KEY INFORMATION

The G21 Geelong Region Plan is a strategic framework and agreed vision for the G21 region, looking toward 2050. The plan identifies and addresses the challenges the region will face in areas such as environment, settlement, land use, community cohesion and the economy. Companion documents include the G21 Regional Growth Plan, released by the Victorian Planning Minister in April 2013, and the G21 Economic Development Strategy, which was adopted by G21's five member councils and the G21 Board in 2014.

The G21 Geelong Region Plan was developed during 2006-07 with input from individuals and organisations across the region, the five G21 municipalities, state government representatives, peak bodies and environmental, community and business.

Much has been achieved since the plan was developed 17 years ago. The G21 Region has experienced changes in its economy and is one of the fastest growing regions in Australia. There are also unexpected changes in the landscape that have impacted the region in ways not envisaged, such as a national housing and accommodation all parts of the community geographically and demographically, as well as new technologies and societal changes.

The G21 Region Alliance has recognised that it is timely to now refresh the G21 Geelong Region Plan challenges to ensure that it guides decision-making and advocacy and informs future strategic planning work. A project has been scoped and partnership funding of \$50k from the Victorian Government has been secured, with support from the Barwon Regional Partnership. G21 Region Alliance is contributing \$50k from its financial reserves and is seeking each of the five Councils in the region to contribute \$10k each.

G21 Geelong Region Alliance has developed a project plan to undertake the refresh of the plan that includes considerable engagement and input from G21 pillars, community organisations, businesses and broader communication through 2023. This will ensure that the plan is well-informed by many stakeholders.

Once finalised the plan will provide an important strategic basis for further regional work by the G21, individuals Councils, other agencies and levels of government. This is particularly timely given the strategic planning work to be done by the Great Ocean Road Coast and Parks Authority and the likely review of regional growth plans.

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

Contribution to the refresh of the G21 Geelong Region Plan aligns to several important governance principles including:

- collaboration with other Councils and Governments and statutory bodies is to be sought
- the municipal community is to be engaged in strategic planning and strategic decision making
- regional, state and national plans and policies are to be taken into account in strategic planning and decision making

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

Not applicable.

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

The current plan includes strategic direction relating to protecting and enhancing the region's natural environment. This will continue to be a priority in G21's strategic planning work and will be refreshed as part of the project.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

Engagement with stakeholders will be undertaken by G21 Region Alliance as part of the project.

Public Transparency (s58 LGA 2020)

Council considering this funding request at a meeting open to the public provides transparency and the current and future plans will be publicly available via the G21 Region Alliance's website.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong and resilient economy

Objective 1: Key infrastructure investment supports our economy and liveability

Participating in the refresh of the G21 Geelong Region Plan will assist to inform and prioritise regional infrastructure that supports Council's strategic objective.

Financial Management (s101 Local Government Act 2020)

If approved, the contribution will be costed to the 2022-23 operating budget of the Office of the CEO and will result in an unfavourable variance of \$5,000 at the end of financial year. This is minor in the context of Council's overall recurrent budget and is a very minimal contribution to make given the significant partnership funding.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

No formal risk assessment has been undertaken. If Council declined to contribute to the project, there is a risk that this could damage Council's reputation as an active partner and the priorities of the municipality may end up not included in the strategic regional planning work.

Communication/Implementation

Not applicable.

Human Rights Charter

No impact.

Officer General or Material Interest

The Chief Executive Officer and Mayor are Board members of G21 Region Alliance through appointment by Council resolution. No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

Options

Option 1 – Agree to contribute \$10k to the G21 Geelong Region Plan refresh project.

This option is recommended by officers as it demonstrates a small but important commitment to the strategic project that will inform decision-making and advocacy for the region including the Colac Otway Shire.

Option 2 – Not contribute \$10k to the G21 Geelong Region Plan refresh project.

This option is not recommended by officers as Council would not be an equal partner in the project with the other G21 Councils. Council may not have the same level of input or influence as other partners and the strategic plan may not adequately consider Colac Otway Shire's needs or opportunities.

Item: 9.5

Quarterly Performance Report - 1 October to 31 December 2022

OFFICER	Marlo Emmitt
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. 2022-23 Quarterly Performance Report - October to December 2022 [9.5.1 - 46 pages]

1. PURPOSE

To provide the Quarterly Performance Report for the period 1 October to 31 December 2022.

2. EXECUTIVE SUMMARY

Pursuant to section 97 of the *Local Government Act 2020*, the Chief Executive Officer is required to present a quarterly budget report (which includes a comparison of the actual and budgeted results to date and an explanation of any material variations), to a Council meeting which is open to the public. The Chief Executive Officer has reviewed the quarterly budget report and deems that there is no need for Council to consider a revised budget at this time.

Explanation of budget and/or project performance variances to budget must provide information to Council and the public about allocation of financial resources to achieve Council Plan and Budget outcomes.

This report also includes:

- A progress report against the Council Plan objectives (via the 2022-23 Annual Plan).
- A report on Operating Projects.
- A report on Capital Works.

3. RECOMMENDATION

That Council notes the Quarterly Performance Report for the second quarter 2022-23, for the period 1 October to 31 December 2022.

4. KEY INFORMATION

This Quarterly Performance Report provides Council with a progress report for the second quarter of the financial year (October to December 2022) and is structured in the following sections:

- Introduction by the Chief Executive Officer.
- Annual Plan Progress Report (including links to the Health and Wellbeing Plan).
- Operational Projects and Capital Works Reports.
- Budget Report for the quarter ending 31 December 2022.

The Annual Plan Progress Report shows:

- 17 percent of actions have been completed.
- 75 percent of actions are in progress.
- 6 percent of actions are on hold.
- 2 percent of actions have not started.

The Budget Report for the six months ending 31 December 2022 includes:

- Analysis of full year forecast and year-to-date results compared to the 2022-23 adopted budget, including:
 - Comprehensive Income Statement
 - Balance Sheet
 - Cash Flow Statement
 - Capital Works Statement.

The following is a summary in relation to the 2022-23 statements:

- The adopted budget reported an operating surplus of \$0.47m.
- The forecast operating surplus, at December 2022, has increased by \$6.02m to \$6.49m. This increase is predominantly due to carried over capital and operating grants funding and expenditure. There has also been an increase relating to depreciation of \$1.5m and net gain on disposal of property of \$1.28m.
- Closing cash balance is currently forecast to decrease from \$20.31m to \$14.23m.

The higher year-to-date operating surplus of **\$1.5m** is compared to a budgeted operating surplus for the same period, this is a reflection of timing variances:

- Operating grants revenue **\$4.69m** received ahead of budgeted.
- Capital grants **\$4.41m** not yet received.
- Additional statutory fees **\$0.2m** including Town Planning and Engineering fees received in the first half of the year.

- Lesser amount of user fees **\$0.76m** received for the first six months than expected, including leisure centre and aged care services fees.
- **\$0.43m** increase in employee costs relating to additional casual staffing.
- The favourable variance in materials and services of **\$1.63m** to forecast is due to the delay in of operating project payments. These will be paid in the coming months.

Further details of these results are provided at Attachment 1.

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

A number of relevant governance principles under section 9 of the *Local Government Act 2020* apply to this report, specifically:

- *Council decisions are to be made and actions taken in accordance with the relevant law:*
 - i. The Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public that includes a comparison of the actual and budgeted results to date, and an explanation of any material variations. The quarterly report must also include a statement by the Chief Executive Officer as to whether a revised budget is, or may be, required (S97 LGA 2020).
- *Priority is to be given to achieving the best outcomes for the municipal community, including future generations:*
 - i. Explanation of budget and/or project performance variances to budget that provides information to Council and the public about allocation of financial resources to achieve Council Plan and Budget outcomes.
- *Innovation and continuous improvement is to be pursued:*
 - i. Continuous development of financial reporting information and systems to enable more useful information for Council decision making.
- *The ongoing financial viability of the Council is to be ensured:*
 - i. Regular monitoring of permanent and timing variances to Budget by the Executive Management Team and quarterly monitoring of Budget performance by the Audit and Risk Committee and Council to enable mitigation of identified financial risks.
- *The transparency of Council decisions, actions and information is to be ensured:*
 - i. Presentation of the quarterly performance report, including budget statements, provides the community with relevant information about Council's progress against key plans and adopted budget.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

Section 97 of the *LGA 2020* requires quarterly statements to be presented to Council, comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date. (S97 LGA 2020).

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

Not applicable.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

Comprehensive community consultation and engagement was undertaken during the development of the Council Plan 2021-25 and 2022-23 Budget.

Public Transparency (s58 LGA 2020)

Council information on Council Plan progress, capital works and operating projects performance and budget performance is scheduled to be reported quarterly to an open Council meeting.

Full year budget forecasts are updated regularly to transparently show the impact on Council's financial position of all material permanent variances forecast compared to the adopted Budget with explanations.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

Objective 1: We commit to a program of best practice and continuous improvement

Objective 2: We are a financially robust organisation.

Financial Management (s101 Local Government Act 2020)

The financial and budgetary implications are disclosed in the attached report and show the anticipated financial impacts on Council's financial position. This information aims to:

- (a) Explain the financial operations and performance compared to the adopted budget for the financial year and forecast Council's financial position to 30 June.
- (b) Assist Council to effectively manage its revenue, expenses, assets, liabilities, investments and financial transactions in accordance with a Council's financial policies and strategic plans.
- (c) Assist Council to monitor and mitigate any financial risks identified during the financial year.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Council needs to continue to closely monitor and manage its financial sustainability and performance in light of the current economic conditions. Inflation in Australia is the highest it has been for decades and Council, like all sectors, faces a tight labour market and capacity constraints. These financial pressures are generally outside Council's control and influence and will continue to represent a significant financial risk throughout the year.

Communication/Implementation

The quarterly Budget Report to 31 December 2022, including the Capital Works and Operating Projects Report, will be made available on Council's website following the Council meeting.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Note the Quarterly Performance Report 2022-23 for the second quarter 2022-23, for the period October to December 2022

This option is recommended by officers as this report meets Council's statutory requirement for the Chief Executive Officer to ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public (S97 LGA 2020).

Option 2 – Do not note the Quarterly Performance Report 2022-23 for the second quarter 2022-23, for the period October to December 2022

This option is not recommended by officers as it would be inconsistent with the intent of the reporting requirements in the LGA 2020.



Quarterly Performance Report 2022-23

Second Quarter

1 October to 31 December 2022

Chief Executive Officer Report	3
Annual Plan Progress Report	5
Operational Projects Report	30
Capital Works Report	33
Financial Performance Report	38

Acknowledgement

The Colac Otway Shire Council respectfully acknowledges the Gulidjan and Gadubanud peoples of the Maar Nation as the Traditional Custodians of the Colac Otway region, the land and waterways upon which the activities of the Colac Otway Shire Council are conducted on.

We pay our respects to their ancestors and elders, past, present and emerging. We recognise and respect their unique cultural heritage, beliefs and up hold their continuing relationship to this land.

Welcoming a new Mayor, farewelling a Councillor and a Victorian state election were among the significant moments for Colac Otway in the second quarter of the 2022-23 financial year.

Cr Chris Potter was elected to the role of Mayor in November 2022, taking up the mantle from Cr Kate Hanson who was Mayor for the first two years of this Council term. We have benefitted from Cr Hanson's leadership over through this period which presented some unique challenges, and we commend Kate for doing a wonderful job in leading the Council and serving her community.



Council also said farewell to Joe McCracken who was elected to the Legislative Council for the Western Victorian Region in the November 2022 state election. Joe served as a Councillor with Colac Otway for six years, and was elected Mayor in 2017. During Joe's time on Council he was a strong advocate for the region and always took time to listen to the community. We wish Joe all the best in his role as Liberal Member for Western Victoria.

Colac Otway experienced significant weather events in October 2022, and while we were luckier than many parts of Victoria, we were still impacted by the storm. To assist affected residents, flood waste was accepted free of charge at Council's transfer stations through to the end of October.

Work commenced on important upgrade works at the Port of Apollo Bay, part of the State Government's \$42.2 million investment into Victorian boating through Better Boating Victoria (BBV). The \$800,000 upgrade of boating facilities will create better access and increase space for boats by replacing the existing wooden jetty and floating pontoon with larger and more durable floating pontoons on each side of the boat ramp, creating provisions for all abilities. Access at all tides will be made easier through the pontoon replacement work and by dredging alongside construction.

In October, Council welcomed an announcement from Western Victorian MP Gayle Tierney for \$300,000 in funding through the Building Blocks Improvement grant program toward a new playspace at Colac's Winifred Nance Kindergarten, a project Council had strongly advocated for. The City United Cricket Club and Colac Braves Baseball Club had campaigned for training facilities at Eastern Reserve, so Minister Tierney's announcement of \$350,000 toward an undercover cricket and baseball training facility was well received by these sporting clubs.

Council also received our Annual Report at the October 2022 meeting. The report outlines Colac Otway Shire Council's performance over the 2021-22 financial year against the key objectives, strategies and priorities as outlined in the Council Plan 2021-25 and Budget 2021-2022.

In October, the first stage of the transfer of Crown land management responsibility for the Apollo Bay Harbour precinct moved from Council to the Great Ocean Road Coast and Parks Authority as directed by the Great Ocean Road and Environs Protection Act 2020. This is part of a broader program of management responsibility transfers for Crown land and water assets along the length of the Great Ocean Road over the next few years, to be completed by 1 November 2025.

Councillors and General Manager of Corporate Services Andrew Tenni attended the 2022 MAV Annual Conference in Melbourne in October where Cr Stephen Hart was publicly recognised for 15 years of council service and received a Councillor Service Award – Certificate of Outstanding Service.

Progress continued on the Deans Creek Precinct Structure Plan, a project which provides an opportunity for more residential housing options in Colac Otway. Creation of the Precinct Structure Plan is the first step in preparing this area as a new neighbourhood and helps guarantee a quality outcome. During November and December, Council sought community input in relation to the vision for the future urban area, and in the case of landowner, preliminary development proposals. This project was made possible by a grant of \$425,000 from Regional Development Victorian and \$150,000 from the Victorian Planning Authority. Council looks forward to working with the community in progressing this important project, which upon completion, is anticipated to meet the need for residential land in Colac to 2050.

The end of the pandemic declaration in October saw more staff transition back the office from working from home arrangements, however Colac Otway was not immune to the COVID wave which hit prior to Christmas, with operations affected with many staff contracting the virus and work from home resuming where applicable.

As our community faces challenges with the increased cost of living, Council too faces similar financial challenges. Like other Councils, businesses and households, Council is moving into a period of greater financial challenges as we face the highest inflation for many years, and the restriction the rate cap imposes being less than the rate of inflation. We will continue to strengthen our financial, asset and project management practices to ensure that public money is used effectively.

Anne Howard

Chief Executive Officer

Colac Otway Shire Council

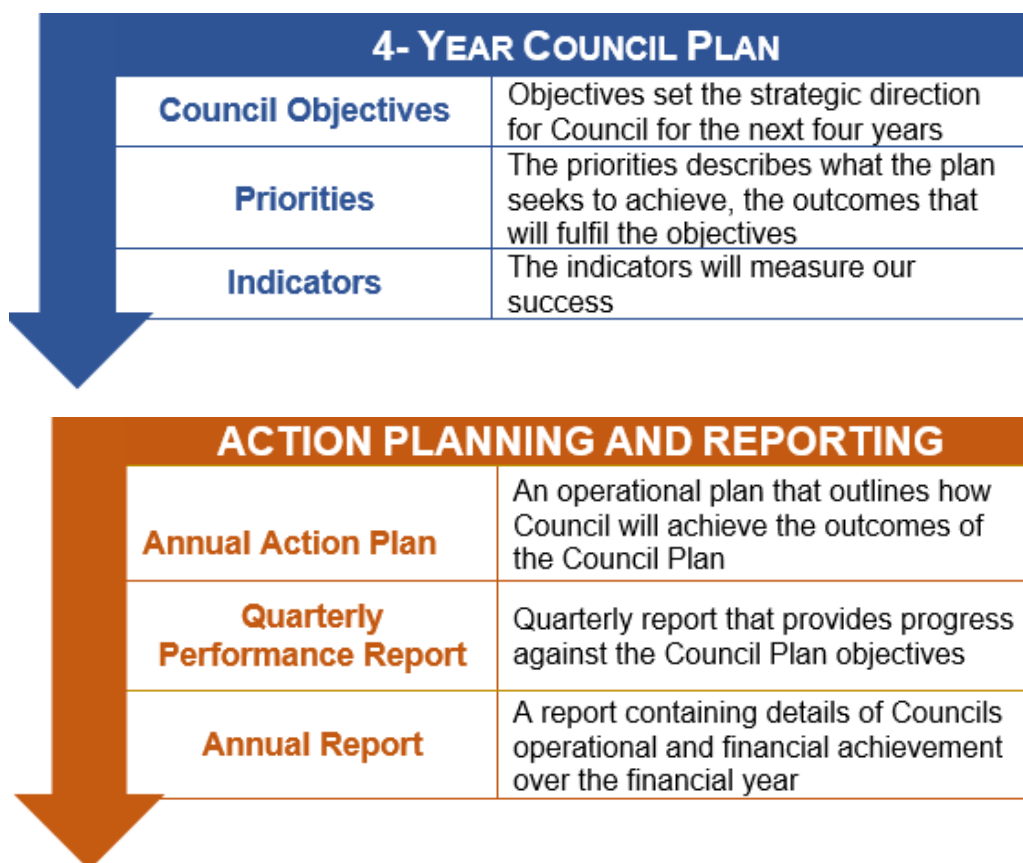
The Annual Plan is an operational plan that outlines how Council will achieve the outcomes of the Council Plan 2021-25.

As part of the Council Plan 2021-25, Council commits to generating an annual action plan to demonstrate how we will deliver on our commitments, evaluating our own performance, and publishing results within the annual report each October.

In addition, the development and implementation of the annual plan is informed by ongoing partnerships with agencies, community and other levels of government.

Each quarter, Council will produce a quarterly report showing progress against each of the actions in the annual plan, in addition Council produces an Annual Report, which outlines the work undertaken for the financial period.

Integrated Planning Framework



Council formally adopted the Council Plan 2021-25 at a Council meeting held on 27 October 2021. The Council Plan is a document developed in partnership with the community to guide Council's strategic direction over the next four years.

The key issues faced by our community, identified through the development of the Community Vision 2050, informs the choice of major projects and activities that Council identifies as its highest priorities.

Community Engagement

Development of the Council Plan 2021-25 included a comprehensive community engagement process, which conducted alongside development of the Community Vision 2050. The engagement process included:

- Regional roadshows at 12 community locations
- Online community sessions
- Community survey
- Stakeholder interviews
- Youth summit
- Community panel sessions
- Councillor workshops
- Exhibition of draft Community Vision 2050 and Council Plan 2021-25.

The Community Vision 2050 and Council Plan 2021-2025 is available for download from Council's website, or hard copies are available for viewing at Council offices in Colac and Apollo Bay.

Council Plan 2021-25 Strategic Themes

There are four themes in the Council Plan:

Theme One: Strong and Resilient Economy

We are committed to expanding our diverse industries, vibrant arts community, world-renowned tourism, and professional health services. A healthy, growing economy will provide sustainable industries and jobs, and opportunities for all ages.

Theme Two: Valuing the Natural and Built Environment

We will protect our natural environment and communities, by maintain and providing resilient infrastructure, and being leaders in sustainable living, modelling innovation and best practice.

Theme Three: Healthy and Inclusive Community

We will continue to be a great place to live. We embrace our diverse community, take care of our older community and prepare our children for success. We care for each other, are friendly and welcoming, and enjoy a vibrant and active lifestyle. We are a small population with big hearts.

Theme Four: Strong Leadership and Management

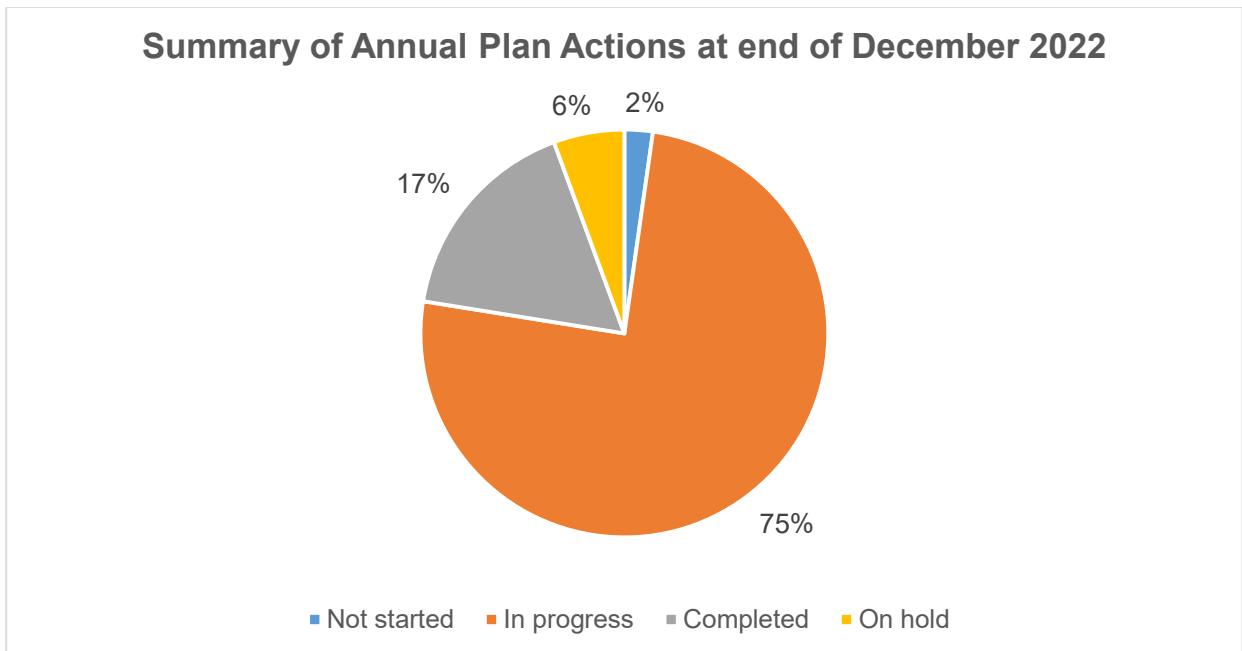
We will be leaders in good governance, transparency and strive for ongoing improvement.

Links to the Public Health and Wellbeing Plan

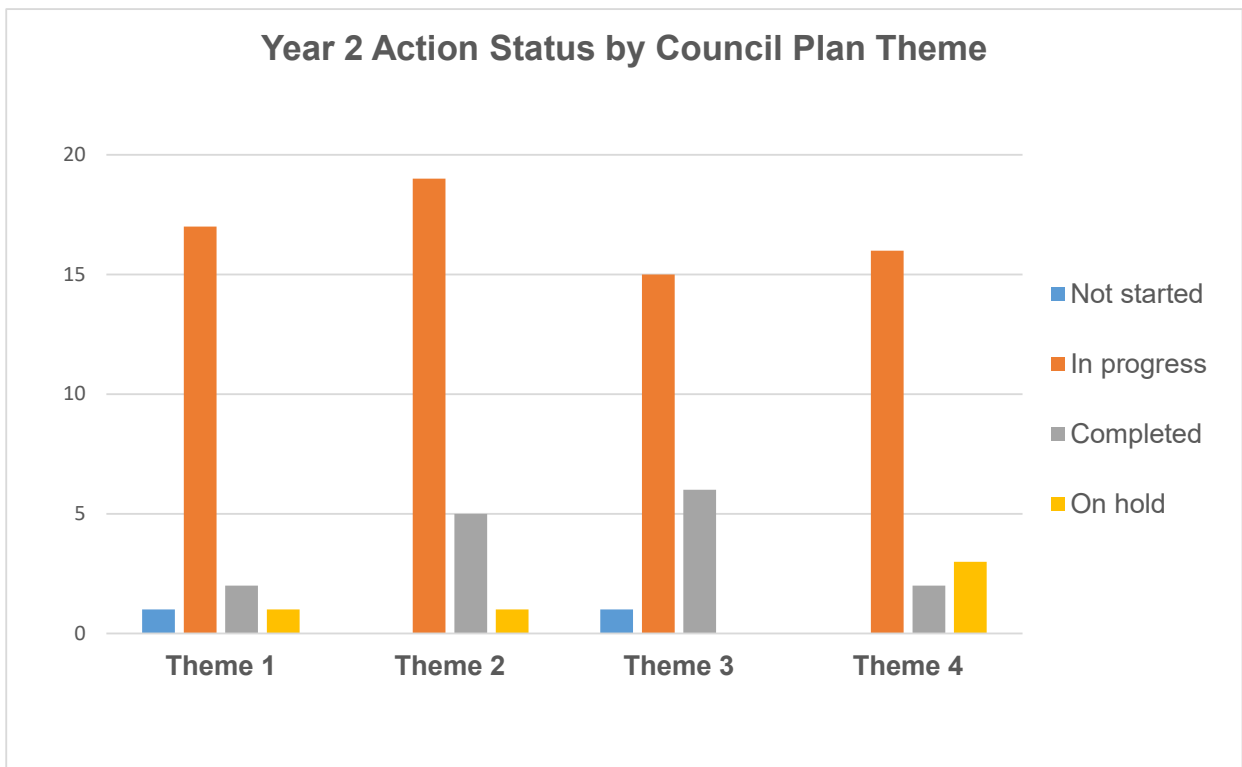
The following legend indicates actions that are linked to the Public Health and Wellbeing Plan.

Preventing Violence	Climate Change	Active Living	Mental Health Wellbeing	Gender Equity	Panel Recommendation
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Overall Progress by Action



















Progress by Theme



	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
1.1 Affordable and available housing will support our growing community and economy					
1.1.1	Deliver a strategic growth plan for the shire and settlement strategy for all small towns and rural living areas ●	Participate in Great Ocean Road Authority Strategic Framework Plan	Officers have attended early State Government briefing sessions on this project. The development of the Great Ocean Road Authority Strategic Framework Plan will span a number of years and so participation will be ongoing.	50%	In progress
1.1.2	Deliver a refreshed Apollo Bay Structure Plan ●	<i>No Year 2 action planned.</i>			N/A
1.1.3	Facilitate the delivery of more diverse housing stock in Colac and Apollo Bay ● ●	Continue to participate on and work with the Apollo Bay Key Worker Housing Action Group ● ●	Officers attended a meeting with the Apollo Bay Key Worker Housing Action Group in November with the meeting focusing on developing a Terms of Reference for the group to define its purpose moving forward.	50%	In progress
1.1.4	Increase residential land supply in Colac ● ●	Continue to progress the Deans Creek Precinct Structure Plan ● ●	The Precinct Structure Plan is progressing well with the commissioning of a number of technical assessments and public engagement occurring in November and December. Landowners were able to discuss their site-specific development interests and a community survey was circulated for public input into the design phase of the project.	50%	In progress
		Finalise the Colac West Development Plan ● ●	Work has continued to occur on the Shared Infrastructure Plan associated with the Development Plan whilst the key landowners complete investigations into stormwater treatment options. Officers have met several times with State Government representatives to facilitate establishment of a road reserve for the new north-south connector road to unlock development in the plan area.	50%	In progress








	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
1.1.5	Deliver a Social Housing Strategy 	Progress Planning Scheme Amendments for rezoning land to residential in Colac 	Draft planning scheme amendments prepared for two areas at Elliminyt, fronting Colac Lavers Hill Road and Irrewillipe Road, are being processed by the Victorian Government under the State Development Facilitation Program. The Bakerland planning scheme amendment at Irrewillipe Road was exhibited by the State Government late in 2022 and officers have continued to work with the applicant to develop a Shared Infrastructure Funding Plan. Submissions will be heard prior to a decision on the amendment in early 2023. Officers have continued to work with the proponent of a rezoning at Harris Road, Elliminyt with the expectation that exhibition of an amendment will occur early in 2023.	50%	In progress
		Work with G21 regional partners to finalise a regional plan 	Officers have participated in the regional G21 working group on social housing, which has established Social Housing Plans for each council. The outcomes of this work will be represented in the new G21 Region Plan in 2023.	75%	In progress
		Work with Homes Victoria and housing providers to deliver social housing projects under the State's Big Housing Build program 	Officers have regularly initiated discussions with Homes Victoria to advance opportunities for social housing investments on land in the Shire.	50%	In progress
		Support the delivery of social housing through development of the Council land at Bruce Street, Colac 	Settlement of the sale of the land from Council to a developer occurred late in 2022 and a permit application for residential subdivision is under consideration. The transfer of lots for social housing will occur following permit approvals and subdivision construction.	50%	In progress









	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
1.1.6	Increase access to affordable accommodation for essential workers 	Work with the Apollo Bay community to progress actions that achieve key worker housing 	Officers attended a meeting with the Apollo Bay Key Worker Housing Action Group in November with the meeting focusing on developing a Terms of Reference for the group to define its purpose moving forward.	50%	In progress
		Work with regional partner Councils to complete the regional Key and Essential Housing Worker project 	The regional Key and Essential Worker Housing project was completed in August. Officers continue to work collaboratively with other participating Councils to advocate for further funding to assist with delivery of housing.	100%	Completed
		Investigate site options for future provision of key worker housing in Apollo Bay 	Planning officers have provided advice to the Apollo Bay community on the development potential of a number of sites, and a particular site was investigated for its preliminary feasibility through the regional Key and Essential Worker Housing Project.	50%	In progress
		Advocate to State and Federal Government for support towards key worker accommodation 	Council has worked with the Barwon Regional Partnership and G21 and Barwon South-West regional alliances to advocate for funding to be allocated for key worker housing in the lead-up to the 2022 State election in November.	50% Ongoing	In progress
1.2 Attract, retain and grow business in our Shire					
1.2.1	Deliver Economic Development Strategy	Prepare targeted accommodation investment prospectus for Colac and present to industry stakeholders	Project plan completed including market research to benchmark aims against other prospectuses across Australia.	25%	In progress
1.2.2	Attract and retain a diverse range of businesses and industries, particularly those with green credentials 	Deliver small business Digital Transformation program	Council hosted participating businesses at COPACC in November 2022 for the end of program roundup event. Feedback from local businesses who completed the program had expressed that there were substantial benefits through developing their businesses' digital literacy.	100%	Completed

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
1.2.3	Deliver City Deals project in Colac Otway Shire's coastal towns 	Implement City Deal projects to agreed plans 	All projects on hold pending guidance and direction from responsible ministers and stakeholders.	50%	On Hold
1.2.4	Develop the Apollo Bay Harbour precinct for community activity, commerce and tourism  	<i>No Year 2 action planned.</i>			N/A
1.3 Key infrastructure investment supports our economy and liveability					
1.3.1	Attract investment to implement key master plans and projects that will drive economic growth including but not limited to Lake Colac Foreshore Masterplan, Public Toilet Strategy, CBD and Entrances Plan, Apollo Bay, Marengo and Skenes Creek CIP, Murray Street upgrades, township masterplans, Colac Civic Health and Rail Precinct, Memorial Square Masterplan Tourism Traffic and Parking Strategy   	Advocate to State and Federal government for funding towards Council's priority projects   	Council continues to advocate to a range of politicians and Government agencies for support for its priority projects. The redevelopment of Memorial Square toilets, funded by the Federal Government, has recently commenced.	50% Ongoing	In progress
1.3.2	Deliver improvements to Colac and Apollo Bay CBD's to support their role as a hub for commerce, tourism and the community	Finalise the Colac Civic Precinct Master Plan	There has been slower than anticipated progress with development of a draft Plan, but on-going liaison has occurred with stakeholders late in 2022 to advance the project.	40%	In progress
		Complete the Apollo Bay Community Infrastructure Plan	Council heard from submitters to the draft Plan at a Submissions Committee Hearing in December 2022, with a report to be considered by Council in early 2023 to finalise the plan.	80%	In progress

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
1.3.3	Advocate to relevant authorities for new and upgraded infrastructure to support business growth e.g. roads, utilities, NBN	Advocate to the Department of Transport for road improvements	Ongoing discussions with Department of Transport and Planning are continuing with Council staff.	50%	In progress
1.3.4	Advocate for implementation of the Forrest Wastewater scheme	Continue to advocate to Barwon Water and State government to fund Forrest Wastewater Upgrade	Ongoing discussions with Barwon Water regarding the Forrest Wastewater Upgrade. The design work has been included in Barwon Water's 2023 Price Submission.	50%	In progress
1.3.5	Include consideration of arts and culture in strategic processes and projects	<i>No Year 2 action planned.</i>			N/A
1.4 Colac Otway Shire is a destination to visit					
1.4.1	Promote the Shire as a destination, not a gateway ●	<i>No Year 2 action planned.</i>			N/A
1.4.2	Maximise our key tourist attractions	<i>No Year 2 action planned.</i>			N/A
1.4.3	Work with our community to promote our towns as places to stop, visit and explore	Promote uptake of the GORRT partnership program to local tourism business	Promotion to commence in second half of financial year.	0%	Not started

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
1.4.4	Facilitate development of sustainable visitor infrastructure and accommodation	<i>No Year 2 action planned.</i>			N/A
1.5 Grow the Colac Otway Shire's permanent population by at least 1.5%					
1.5.1	Support business growth through population attraction and retention ●	<i>No Year 2 action planned.</i>			N/A

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
2.1 We mitigate impacts to people and property arising from climate change					
2.1.1	Deliver a Climate Change Action Plan in partnership with other organisations 	Develop the COS Climate Change Action Plan 	A Climate Action Plan is being developed as part of the preparation of an Environment and Sustainability Strategy, which is due to be considered by Council early in 2023.	50%	In progress
2.1.2	Green our streets and public places 	Deliver Council's Street Tree planting program to identified candidate streets (Year 2) 	The 2022-23 Street Tree Planting Program has been prepared and is to be delivered in Q4 22-23, which is the optimal time (Autumn). Candidate areas for this year's program include: <ul style="list-style-type: none"> • Apollo Bay • Colac (Pollack Street, Church Street and Infill planting). Other plantings in Cressy, Beeac, Forrest, Birregurra and Gellibrand).	25%	In progress
		Deliver the Colac Botanic Gardens Master Plan 	The Colac Botanical Gardens Master Plan is currently ready for market and a suitable firm is to be engaged in March 2023 for this project. Consultation for the Plan will commence post the awarding of the contractor.	30%	In progress
2.1.3	Minimise the effects of climate change and extreme weather events on our community 	Implement and review emergency plans for emergency events and ensure Council is prepared to undertake its functions, if and when, required 	Council resolved to rescind Council's 1986 resolution forming the Municipality Emergency Management Planning Committee as a committee of Council and established an Agency Municipal Emergency Management Planning Committee that determines its own Terms of Reference and membership. The Municipal Emergency Management Plan and all its Sub Plans are now owned by the new MEMPC. Councils pre peak season mitigation program of placing skip bins in high fire area saw over 7 ton of property green waste removed from townships and over 60 cubic metres through the increase in green waste collections from fortnightly to weekly.	50%	In progress







	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
2.2 We operate sustainably with a reduced carbon footprint					
2.2.1	Improve Council's sustainability practices through the reduction of Council's carbon emissions and/or need to pay for carbon offsets 	Develop a discussion paper relating to Council's Scope 3 GHG emissions 	Officers are in the process of purchasing carbon offsets for the 2021-22 period. Council will be briefed on the potential to further reduce and/or offset emissions early in 2023.	50%	In progress
2.2.2	Council supports the community to reduce carbon emissions 	Raise awareness of and promote whole-of-community climate change mitigation/adaptation focused education opportunities, programs and forums 	The Environment Team in partnership with Council's Communications team actively promotes climate change mitigation/adaptation focused education and engagement opportunities, programs and forums to stakeholder groups and the general community as they arise.	50% Ongoing	In progress
		Support community initiated environmental projects through the Colac Otway Shire Grant Program 	The 2022-23 Colac Otway Shire Grant Program was fully allocated, including funding for multiple community and local business lead environmental project.	100%	Completed
		Review the Council Grant Program to assess for carbon emission outcomes 	Council's Environment team had input into the review of Council's Grants program administered by the Economy and Business Enterprise team, with a particular focus on maximising carbon emissions reduction and resource and energy conservation.	100%	Completed
2.2.3	Educating and assisting our community to act on climate change by reducing waste, emissions and water usage 	Conduct detailed and targeted educational activities including bin audits, to educate the community in the correct sorting of household waste at the source 	Council's summary waste dashboard is showing that the targeted education campaign is assisting our community to 'get it right on bin night'. All waste streams are tracking 2.7% lower than same time last year. <ul style="list-style-type: none"> • Red bins down 5.1% • Yellow bins down 25.9%/ Glass at 274 tonnes • Green bins 1% 	50%	In progress

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
2.3 Protect and enhance the natural environment					
2.3.1	Environment Strategy reviewed ●	Develop the new Environment Strategy 2022-2030 ●	A draft Environment and Sustainability Strategy was prepared in late 2022 and officers have commenced work preparing a draft Action Plan that can be considered by Council early in 2023, prior to community engagement.	80%	In progress
2.3.2	Protect native vegetation, ecosystems, flora and fauna ●	Deliver and support community and corporate environmental events (e.g. National Tree Day, World Environment Day, Clean Up Australia Day) ●	The Environment Team has supported community and corporate environmental events such as the Friends of Barongarook Creek Planting Day in late 2022. Planning has also commenced for Clean Up Australia Day 2023 and the event for World Environment Day 2023 has been organised in partnership with COPACC as part of their Education Program for 2023.	60% Ongoing	In progress
2.3.3	Undertake pest plant and animal management control programs and community education to target and reduce invasive species in natural systems ●	Coordinate and deliver annual pest plant and animal control programs across environmental reserves, road reserves and other council managed land ●	Council's annual pest plant and animal control programs have been delivered across environmental reserves, road reserves and other Council-managed land, despite challenging seasonal conditions (high rainfall and flooding) during Spring 2022.	50% Ongoing	In progress
		Collaborate with, support and connect Landcare groups/networks and other environmental interest groups to facilitate regional pest plant and animal programs and projects ●	Council's Environment Team continues to collaborate with, support and connect Landcare groups/networks, other environmental interest groups and government agencies to facilitate regional pest plant and animal programs and projects.	50% Ongoing	In progress

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
2.4 We will satisfy our community's reasonable expectations to reduce waste going to landfill, increase resource recovery and minimise waste charges					
2.4.1	Increase community satisfaction by community education, phone apps, reducing waste to landfill, pursuing joint waste contracts and other innovative approaches in partnership with our community and business sectors ●	Continue to implement year one actions from the Colac Otway Resource Recovery and Waste Management Strategy, including roll out of the COS Shire "Good Sort" app for residents ●	Ongoing implementation of the actions contained within the Waste Strategy. The GoodSort App currently at 3,175 downloads, dashboards 97,828, with over 52,334 searches of the waste materials, which proves the community is using the GoodSort app to get it right on bin night.	50% Ongoing	In progress
		Continue to identify opportunities to collaborate with regional partners, including Barwon Water and Barwon South West Waste Resource & Recovery Group ●	Ongoing collaborating with G21 Councils regarding the regional hub project. Also working with Barwon Water and other local companies on the Colac Organics Facility.	50% Ongoing	In progress
2.4.2	Reduce the % of food and organic (FOGO) waste in the landfill waste stream (red bin) by awareness raising and innovative approaches ●	Review Events Policy and include provisions for waste wise events ●	Reviewed and provided provisions for a waste wise events.	100%	Completed
		Conduct detailed and targeted educational activities including bin audits, to educate the community in the correct sorting of household waste at the source ●	Council summary waste dashboard is showing that the targeted education campaign is assisting our community to 'get it right on bin night' with a 1.7 per cent reduction to waste to landfill from this time last year.	50% Ongoing	In progress
2.4.3	Reduce the % of contamination of the recycling waste stream (yellow bin) by awareness raising and innovative approaches ●	Conduct detailed and targeted educational activities including bin audits, to educate the community in the correct sorting of household waste at the source ●	Council's summary waste dashboard is showing that the targeted education campaign is assisting our community to get it right on bin night with a 28.9% reduction in recycling from this time last year.	50% Ongoing	In progress

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
2.4.4	<p>Divert glass from landfill by rollout of glass recycling bins (purple bin) and public awareness raising and innovative approaches</p> <p>●</p>	<p>Post the introduction of the glass collection bin for the kerbside collection of glass, monitor the volumes generated in this stream and assess the contamination of the comingle stream for the reduction in contamination. Continue to educate the community in the correct sorting at the source</p> <p>●</p>	<p>With the rollout of the purple glass bin, the waste summary dashboard is showing that 551 tonnes of glass has been collected in the purple glass bins in the last 12 months</p>	<p>50% Ongoing</p>	<p>In progress</p>
2.4.5	<p>Trial a hard waste collection service</p>	<p>Deliver a hard waste trial for kerbside collection (book and call) with supplementary vouchers and report back on the outcomes of the trial ie volumes, % age take-up, contamination and % age of volume to landfill post sorting</p>	<p>This project is currently on hold.</p>	<p>25%</p>	<p>On hold</p>
2.5 Provide and maintain an attractive and safe built environment					
2.5.1	<p>Maintain road and drainage assets to ensure they are safe and reliable</p>	<p>Ensure that identified road defects are rectified in accordance with settings in the Road Management Plan</p>	<p>Roads continue to be inspected regularly and defects recorded and rectified within the stipulated timeframe outlined in the Road Management Plan (RMP). The Council has achieved 99 per cent compliance with RMP inspection to date.</p>	<p>50% Ongoing</p>	<p>In progress</p>
		<p>Continue to apply for funding for priority safety improvements</p>	<p>Council will apply for any available funding when it becomes available.</p>	<p>0% Ongoing</p>	<p>In progress</p>
		<p>Advocate to State election candidates for road safety funding specific to Colac Otway Shire</p>	<p>This action relates to the 2022 State election and is no longer relevant.</p>	<p>100%</p>	<p>Completed</p>










	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
2.5.2	Deliver a relevant Capital Works Program	Complete projects in line with the adopted budget and capital program	Delivery of projects within the Capital Works Program are progressing.	25% Ongoing	In progress
2.5.3	Council meets annual infrastructure renewal gap	Commence implementation of priority actions outlined in the Asset Plan	The renewal projects for 2022-23 were prepared based on the service, risk and condition considerations as outlined in the Asset Plan. The budget allocation for asset renewal is \$8.254, in line with the Asset Plan for 2022-23 to 2031-32.	100%	Completed
2.5.4	Ensure planning processes and policies for new developments meet the intent of this objective	<i>No Year 2 action planned.</i>			N/A


	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
3.1 All people have the opportunity to achieve and thrive in our shire					
3.1.1	Advocate for access to and provision of education, employment and lifelong learning opportunities 	Deliver Small Business Digital Transformation project 	Council hosted participating businesses at COPACC in November 2022 for the end of program roundup event. Local businesses that completed the program expressed substantial benefits in developing their businesses' digital literacy.	100%	Complete
3.1.2	Create environments where children can be happy, healthy, supported, educated and safe 	Continue to work towards securing long-term childcare solutions for Apollo Bay and Colac 	Discussion paper and advocacy plan developed, and discussions occurring with a range of government and community stakeholders.	30%	In progress
		Complete Early Years Infrastructure Plan to guide facility maintenance and investment decisions across the shire	State Government's recent early years reform announcements require a reforecast of kindergarten demand. This means a renewed Kindergarten Infrastructure and Services Plan (KISP) needs to be completed first in order to inform a more localised Early Years Infrastructure Plan. The State Government will advise on timing for the KISP plan.	30%	In progress
		Attract more Educators to grow Council's Family Day Care program and enhance childcare availability and choice in the shire 	Recruitment campaign ongoing, supported by a range of marketing initiatives. One new Educator coming on board in February 2023.	50%	In progress
		Secure grant funding for an upgrade of Winifred Nance Kindergarten's playground 	Funding secured, project scoping underway.	100%	Completed
		Complete bathroom upgrades at Wydinia and Colac East kindergartens	Projects completed.	100%	Completed

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
3.1.3	<p>Provide services to enable lifelong health and wellbeing from the early to senior years</p> <p>● ● ●</p>	<p>Continue to provide high quality and accessible home and community services</p> <p>● ●</p>	<p>Quality In-home support services provided by Council. The number of Home Care Packages has continued to increase and is currently at 170 packages.</p>	<p>50% Ongoing</p>	<p>In progress</p>
3.2 People are active and socially connected through engaging quality spaces and places					
3.2.1	<p>Provide safe, inclusive, accessible and integrated transport networks that support active transport</p> <p>● ● ●</p>	<p>Complete the Lake Colac perimeter path feasibility study</p> <p>● ● ●</p>	<p>Community engagement phase currently underway and discussions have taken place with a majority of landowners adjoining lake in study area.</p>	<p>30%</p>	<p>In progress</p>
		<p>Construction of a shared pedestrian and cycling path along the Great Ocean Road north of Cawood Street, Apollo Bay</p> <p>● ● ●</p>	<p>A footpath between Cawood St and Joyce St is complete on the property side of the Great Ocean Road in Apollo Bay. A boardwalk will be constructed over Milford Creek to connect this path and is expected to be completed by the end of June 2023.</p>	<p>48%</p>	<p>In progress</p>
3.2.2	<p>Plan for and supply quality public open space to meet community needs</p> <p>● ● ●</p>	<p>Complete upgrades to the Cororoake Open Space</p> <p>● ●</p>	<p>On ground work to commence in early 2023.</p>	<p>30%</p>	<p>In progress</p>
		<p>Secure land on the former Colac High School site for future public open space</p> <p>● ●</p>	<p>Land secured.</p>	<p>100%</p>	<p>Completed</p>

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
3.2.3	Provide fit for purpose accessible and well-utilised recreation, arts and community facilities and services 	Continue work on detailed designs for the Elliminyt Recreation Reserve off field facilities. Complete City Reserves Masterplans (Eastern Reserve, Western Reserve, Lake Oval and Central Reserve) to provide direction for facility upgrades and improvements 	Architect consultant brief completed for Elliminyt and will be released to the market in early 2023. City Reserves Masterplan completed including incorporation of community feedback, and will be presented to Council early in 2023.	85%	In progress
		Complete oval lighting upgrades at five sporting reserves, being Alvie, Birregurra, Gellibrand, Irrewillipe and Warwowie recreation reserves 	All projects complete with grant acquittal process now in final stages.	95%	Completed
3.2.4	Plan, design and maintain attractive and safe public spaces in partnership with our community and key agencies 	Participate in the Great Ocean Road Coast and Parks Authority's master planning process for the Apollo Bay Recreation Reserve 	Council has been an active contributor to GORCAPA's master planning activities. Project is ongoing.	30%	In progress
3.2.5	Increase participation in physical activity throughout the shire through direct service provision and partnerships with health services and the wider community 	<i>No Year 2 action planned.</i>			N/A



	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
3.2.6	<p>Promote and demonstrate gender equity</p> <p>● ● ●</p>	<i>No Year 2 action planned.</i>			N/A
3.3 We are a safe, equitable and inclusive community					
3.3.1	<p>Support stakeholders such as Colac Area Health, Great Ocean Road Health, Barwon Health, Hesse Rural Health, Headspace and other community groups to improve mental health and wellbeing in our community</p> <p>●</p>	<p>Support the ongoing operation of Colac's Headspace via collaboration with partners on the Headspace Consortium</p> <p>●</p>	<p>Council is an active member of the Headspace consortium and is collaborating with Headspace on a range of youth health matters.</p>	50%	In progress
3.3.2	<p>Support relevant stakeholders to improve healthy eating and living in our community</p> <p>●</p>	<p>Conduct an EOI for a private operator to open a café facility in Bluewater that provides health eating options</p> <p>●</p>	<p>Project is yet to commence.</p>	0%	Not started
		<p>Deliver youth health promotion modules focussed on building active communities; creating connected and supportive communities; and building healthier food systems in line with Council's VicHealth grant funding.</p> <p>● ●</p>	<p>Youth programs being delivered in line with VicHealth funding milestones and expectations. Recent achievements include the delivery of a Dungeons and Dragons tabletop gaming introductory session over the summer school holidays, and a bus trip to the Trans Pride March in Melbourne.</p>	50%	In progress









	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
3.3.3	Diversity is embraced 	<i>No Year 2 action planned.</i>			N/A
3.3.4	Deliver a Reconciliation Action Plan in consultation with Eastern Maar Aboriginal Cooperative 	Complete the 'Reflect' Reconciliation Action Plan 	A cross-functional working group has collaborated on a range of actions that could go into a Reconciliation Action Plan. Traditional owner input and guidance is essential to the RAP's development and a request for a meeting has been lodged with the Eastern Maar Aboriginal Cooperative.	20%	In progress
		Deliver an event during Reconciliation Week 	Reconciliation Week event featuring Boon Wurrung Elder and Traditional Owner Aunty Fay Stewart-Muir and author Sue Lawson was well attended and received.	100%	Completed
3.3.5	Provide community safety services that enhance the liveability of our shire 	Commence a campaign to highlight the positive aspects of Council's compliance activities 	Various campaigns across the Shire are being used to highlight the positive aspects of Council's compliance activities.	50% Ongoing	In progress
		Commence the review of the Local Laws 	Internal staff, Councillor and stakeholder consultation completed. The drafting of the new Local Law is now 50 per cent complete.	50%	In progress
		Develop, implement and review fire prevention plans/programs and awareness raising activities for Council and the community 	Engagement within Council increased awareness raising activities by including shared programs with Waste, through green waste and property preparations. These programs linked in with various community groups such as Forrest Neighbourhood House and Wye River Fire Brigade. Fire prevention programs linked in with CFA's Community Engagement Team.	60%	In progress
3.3.6	Support health, enforcement and other services to support initiatives to reduce all forms of violence 	<i>No Year 2 action planned.</i>			N/A

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
3.3.7	Reduce gambling-related harm in the Colac Otway Shire 	<i>No Year 2 action planned.</i>			N/A

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
4.1 We commit to a program of best practice and continuous improvement					
4.1.1	Identify and embrace best practice and modernise systems to realise efficiencies	Investigate and scope further cyber security and data protection measures to provide continued protection and compliance for council systems	Implementation of internal working group to manage and maintain information security across the organisation. Cyber security protection measures are ongoing as business as usual.	25% Ongoing	In progress
		Upgrade conference rooms to modern meeting technology	The upgrade to modern conference rooms has been implemented.	100%	Completed
4.1.2	Digital transformation to improve customer experience and interactions with community	Replacement of Customer Request Management System	A number of services are available online for customers, some of which include: digital payment options, online animal registration, changes to personal details, reporting issues with our roads, drains and footpaths, accessing Waste Collection services, signing up to our eNotice service, contacting a Planner, and submitting a media request. Replacement of the existing Customer Request Management system has commenced including an analyst to identify redundant and superseded business processes and consultation with business units to identify improvements to existing business processes.	15%	In progress
4.1.3	Building and Planning services are customer and solution focussed ●	Undertake review of local VicSmart provisions to increase the number of permit applications that could be assessed via a streamlined planning process	State Government planning staff have reviewed opportunities for local VicSmart provisions to be amended. This work is expected to be complete in 2023.	50%	In progress
4.1.4	Undertake a rolling program of service reviews	Conduct a service review of Colac Regional Saleyards	Responsible Manager has drafted a scope for this review.	5%	In progress
		Conduct a service review of Services and Operations	Internal scoping workshop has been held.	5%	In progress

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
4.2 We are a financially robust organisation					
4.2.1	Plan for sustainable portfolio of assets to deliver the services the community needs within our financial constraints ●	Capital Funds Allocation and Prioritisation Policies adopted	Internal review is in progress.	40%	In progress
4.2.2	Adopt a policy and approach to guide the disposal of assets no longer required ●	Develop methodology for decommissioning of assets	Internal and external consultation is still in progress to develop the policy for Asset decommissioning.	10%	In progress
		Continue work on public halls and social infrastructure needs analysis, to better understand service levels and future facility requirements	Needs analysis has proceeded with further work to be undertaken later in 2023.	25%	In progress
4.2.3	Manage procurement to get best value for the community	<i>No Year 2 action planned.</i>			N/A
4.2.4	Council businesses maximise community utilisation and minimise council subsidy ratios	<i>No Year 2 action planned.</i>			N/A
4.2.5	Financial and risk management practices are responsible and sustainable	Develop Statutory and Discretionary Reserve Policy	This action is not able to be delivered in year 2 due to resource issues.	0%	On hold
		Review Council's Borrowing Policy	This action is not able to be delivered in year 2 due to resource issues.	0%	On hold
		Review Council's Investment Policy	This action is not able to be delivered in year 2 due to resource issues.	0%	On hold

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
4.3 We provide exceptional customer service					
4.3.1	Council service delivery is efficient, accessible, solution-focused and responsive to the needs of the community	Development of online forms and payment options to deliver accessible customer services for all customers	Digital payment projects have been completed (eServices). All forms that could be turned into smart forms (ie digital forms) have been created with the final batch of forms being tested prior to publication. This work will be completed before the end of the financial year. All other Council forms have been reviewed and are being redesigned. These will be made available as editable PDF forms.	80%	In progress
		Development and implementation of Customer Service Charter	A Customer Service Charter and accompanying work instructions have been prepared, ready for formal consideration and implementation.	90%	In progress
		Undertake engagement with our coastal communities to better understand factors that contribute to perceptions of Council's performance	Initial co-design workshop with a small but diverse group of community members revealed a desire for a representative group independent of Council to advise government bodies on the community's needs. Further discussions to take place.	15%	In progress
		Establish Council's safety programs to the national audit tool.	A gap analysis against the National Self-Insurer OHS Management Tool continues. Further work will continue in the next quarter.	30%	In progress
4.4 We support and invest in our people					
4.4.1	We respect and invest in our employees and continue to strengthen our workplace culture 	Commence the development of the organisation's purpose with engagement at the team level 	Work continues on the development of purpose statements at a team level, which will then become a foundation for an aligned organisation-wide purpose. The Executive Management and Senior Leadership teams are progressing their purpose statements and each Department Manager is working with their own teams on this activity.	50%	In progress

	Four-year Priorities	Year 2 Annual Actions	Progress Against Quarter 2 (Oct to Dec)	% Complete	Status (Not started, In progress or Completed)
4.4.2	We commit to safe work practices and take a positive approach to our work 	Measure alignment and adherence to safe work practices via annual performance plans 	Occupational Health and Safety forms a key competency in the Performance Planning and Review process. Safety practices and adherence are measured via Council's reporting platform Solv Safety and reported to the OHS Committee.	25%	In progress
		Implement the actions of the Prevention of Sexual Harassment Plan  	Further Prevention of Sexual Harassment mandatory training is proposed for mid-2023. Ongoing educational campaigns are undertaken to ensure relevant information is up-to-date and reflects Council's zero tolerance to sexual harassment.	50%	In progress
4.4.3	Develop a skilled and diverse workforce by investing in training and development  	Investment in leadership programs across the organisation to create pathways for career progression and development  	The Leadership Development Program commenced in 2022 with the Executive Management Team and Senior Leadership Team. Coordinators participated in a session in November where further priorities for leadership development were identified. A comprehensive leadership program for all people leaders has been developed for 2023 and steps are being taken to facilitate its implementation.	60%	In progress
4.4.4	Council provides clear, accessible communication and opportunities for the community to participate in decisions that affect them in line with the Community Engagement Framework	Deliver training to Council staff to improve Council's community engagement practices in line with the Community Engagement Policy and Framework	Training delivered to a key group of staff who lead community engagement activities on behalf of Council.	100%	Completed
4.4.5	Council decisions are open and transparent and the public has access to relevant Council information	<i>No Year 2 action planned.</i>			N/A

Project Title	2022-23 Budget Allocation (Expenditure)	Spend to date 2022-23	Remaining Expenditure (less YTD Actuals and Commitments)	2022-23 Budget Allocation (Income)	Income Received to date 2022-23	Comment
Chief Executive Office						
00035012 - Roadside Weeds & Pests Management Project	\$ 20,632.00	\$ 28,467.00	\$ (7,835.00)	\$ (20,632.00)	\$ (20,632.00)	Work has now commenced on weed works funded by the 2022/23 DELWP grant.
00035908 - 18-19 Mid Year - Operating Projects - Colac Civic Precinct Plan	\$ 84,279.00	\$ -	\$ (22,118.00)	\$ (120,000.00)	\$ -	Draft plan to be delayed. Expect finalisation by late 2023.
00035910 - 18-19 Mid Year - Operating Projects - Revised Erosion Management Overlay Mapping	\$ -	\$ 220.00	\$ (990.00)	\$ 0	\$ 0	Amendment adopted by Council and approved by Minister.
00035950 - 2019-20 Operating Projects - ICT - ePlanning - Public Portal	\$ 41,187.00	\$ -	\$ 41,187.00	\$ 0	\$ 0	
00035974 - 2018-19 Major Project - Colac West Development Plan	\$ -	\$ 368.00	\$ (10,322.00)	\$ 0	\$ 0	Preparation of Shared Infrastructure Plan now progressing after being on-hold since 2021 at land owner request whilst drainage options investigated.
00036241 - 2018-19 Operating Project - Apollo Bay Community Infrastructure Plan	\$ 15,000.00	\$ 33,331.00	\$ (32,860.00)	\$ 0	\$ 0	Submissions received to draft CIP due to be considered by Council at the February meeting.
00036356 - 2019-20 Major Project - J Barrys Road Industry Development Plan	\$ 14,945.00	\$ 4,510.00	\$ 2,326.00	\$ 0	\$ 0	Technical assessments for stormwater and drainage components complete & draft Development Plan being prepared. Land owner engagement occurring. Shared Infrastructure Funding Plan prepared for review.
00036664 - 2020-21 Major Project - Amendment C106 - Heritage Overlay	\$ -	\$ 294.00	\$ (294.00)	\$ 0	\$ 0	Amendment approved by Minister and gazetted.
00036747 - 2020-21 Operating Project - Amendment C111cola 520 Corangamite Road, Cororooke	\$ -	\$ 2,020.00	\$ (2,020.00)	\$ -	\$ (4,972.00)	Amendment and combined planning permit application approved by the Planning Minister. Net income due to reimbursement by proponent of costs incurred by Council in 2021/22.
00036963 - 2020-21 Operating Project - Amendment C114colac Park Avenue, Apollo Bay	\$ -	\$ 3,395.00	\$ (3,615.00)	\$ -	\$ (1,938.00)	Applicant has withdrawn amendment.
00036983 - 2021-22 Operating Project - Bruce Street Land Sale	\$ -	\$ 55,093.00	\$ (56,593.00)	\$ 0	\$ 0	This project is reported in the Capital Works Report. Purchase Order to be cancelled and expenditure to be transferred.
00036986 - 2021-22 Operating Project - Deans Creek Precinct Structure Plan (Multi-year Project)	\$ 828,801.00	\$ 21,356.00	\$ 737,069.00	\$ (528,942.00)	\$ (648,942.00)	Technical assessments currently underway & 1st phase community engagement completed. Additional \$120,000 VPA grant received.
00036994 - 2021-22 Operating Project - Planning Scheme Amendment Birregurra Flood Study	\$ 13,237.00	\$ 2,855.00	\$ 8,842.00	\$ (20,000.00)	\$ (3,910.00)	Amendment approved by Minister and gazetted.
00037007 - 2021-22 Operating Project - Meeting Colac Otway Shire Council's Carbon Neutral 2020 Target	\$ 26,000.00	\$ 25,536.00	\$ 464.00	\$ 0	\$ 0	Offsets purchased by Pengolin on behalf of Shire for 20/21 year. Allocation for purchase of offsets for 21/22 in the operational budget.
00037171 - 2021-22 Operating Project - Planning Scheme Amendment - Irrewillipie Road / Harris Road	\$ -	\$ 411.00	\$ (22,708.00)	\$ 0	\$ 0	Amendment being handled by DELWP Development Facilitation team. A Panel to hear submissions will occur early in 2023. Officers are working with the applicant to finalise a Shared Infrastructure Funding Plan.
00037509 - 2022 - 2023 Operating Projects - 4-yearly Planning Scheme Review	\$ 40,000.00	\$ 2,530.00	\$ 37,470.00	\$ 0	\$ 0	Officers have briefed Council and prepared project scope.
00037513 - 2022 - 2023 Operating Projects - G21 Social & Affordable Housing Project	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 0	\$ 0	Regional project not continuing beyond December 2022 due to lack of funding.
Chief Executive Office Total	\$ 1,086,081.00	\$ 180,386.00	\$ 670,003.00	\$ (689,574.00)	\$ (680,394.00)	
Community and Economy						
00034870 - 2017-2018 - Small Town Improvement Programme (STIP) - Apollo bay Memorial Options Plan	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 0	\$ 0	
00036430 - 2020-21 Operating Project - Forrest MTB Revitalisation RDV/Council	\$ 496,919.00	\$ 276,964.00	\$ 219,955.00	\$ (246,919.00)	\$ (246,919.00)	Soft launch of new trails 23 December 2022. Final works including signage being completed in Jan/Feb before a ministerial launch currently planned for end of Feb 2023
00036436 - 2020-21 Operating Project - Colac City Reserves Master Plans (Western Reserve, Eastern Reserve, Lake Oval, Central Reserve)	\$ 18,000.00	\$ 15,888.00	\$ (60,288.00)	\$ (3,000.00)	\$ -	Community exhibition phase complete masterplan is ready to present to Council.
00036438 - 2020-21 Operating Project - SpendMapp - Regional Spend Data to evaluate Local Economy, Events, Visitor habits etc	\$ -	\$ 10,400.00	\$ (10,400.00)	\$ 0	\$ 0	Project to be closed - operational
00036596 - 2020-21 Operating Project - Local Planning & Change Management Grant	\$ 21,094.00	\$ -	\$ 21,094.00	\$ 0	\$ 0	
00036935 - 2020-21 Operating Project - Eastern Reserve - Baseball Batting Cage	\$ 49,758.00	\$ -	\$ 49,758.00	\$ 0	\$ 0	Funding announcement of \$350,000 for indoor training facility. Still to determine with State Gov who the funds will be provided to.
00036966 - 2020-21 Operating Project - MCH - Workforce Support Grant	\$ 5,000.00	\$ 5,000.00	\$ -	\$ (5,000.00)	\$ (5,000.00)	Project uses grants for clinical placements of MCH nurses.
00036996 - 2021-22 Operating Project - RDV Digital Connectivity Program Grant Match	\$ 185,862.00	\$ 86,903.00	\$ 93,376.00	\$ (157,158.00)	\$ (157,157.00)	Currently in final stage of Small Business Digital Transformation Program with 26 local businesses participating.
00037002 - 2021-22 Operating Projects - Fit out of Apollo Bay Kindergarten	\$ 1,936.00	\$ 4,215.00	\$ (2,409.00)	\$ 0	\$ 0	Services and ops completed planting and remediation work
00037084 - 2020-21 Operating Project - Forrest MTB Revitalisation DELWP	\$ 359,740.00	\$ 376,645.00	\$ (39,505.00)	\$ (359,740.00)	\$ (179,740.00)	Soft launch of new trails 23 December 2022. Final works including signage being completed in Jan/Feb before a ministerial launch currently planned for end of Feb 2023
00037090 - 2021-22 Operating Project - Lake Oval Electronic Scoreboard (Local Sports Infrastructure Fund)	\$ 2,500.00	\$ 20,078.00	\$ (17,578.00)	\$ (2,500.00)	\$ -	Scoreboard installed, some minor site works still to complete.
00037091 - 2021-22 Operating Project - Local Government Business Concierge & Hospitality Support Program	\$ 27,424.00	\$ -	\$ 27,424.00	\$ (27,424.00)	\$ (27,424.00)	Aquittal report submitted to funding body and accepted.
00037443 - Operating Projects - Family Day Care Marketing Campaign	\$ 37,980.00	\$ 5,076.00	\$ 32,904.00	\$ (38,873.00)	\$ (36,373.00)	Advertising/marketing campaign being rolled out in pulses. First pulse complete last financial year, about to commence another pulse.

Project Title	2022-23 Budget Allocation (Expenditure)	Spend to date 2022-23	Remaining Expenditure (less YTD Actuals and Commitments)	2022-23 Budget Allocation (Income)	Income Received to date 2022-23	Comment
00037482 - 2021-22 Operating Project - Outdoor Activation Fund	\$ 171,370.00	\$ -	\$ 162,870.00	\$ (194,770.00)	\$ (194,770.00)	Confirming projects with funding authority.
00037511 - 2022 - 2023 Operating Projects - Colac Otway Shire Botanical Gardens Masterplan Review	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 0	\$ 0	Pre meetings undertaken with stakeholders, scoping for RFQ presently being undertaken - to market in Jan 2023 - Completion date anticipated June 30
00037556 - 2021-22 Operating Project - Youth Film - VLG	\$ 28,025.00	\$ 8,763.00	\$ 1,735.00	\$ (28,025.00)	\$ (28,025.00)	Consultant has commenced and is engaging with young people in preparation for the film.
00037614 - 2021 - 2022 Operating Project - Freeza	\$ 5,730.00	\$ 5,373.00	\$ 357.00	\$ (5,730.00)	\$ (13,798.00)	Funding from FReeZA, Engage and VYL used to fund Youth Engagement Officer four days per week to deliver a varied youth program in line with funding requirements.
00037615 - 2021 - 2022 Operating Project - Engage	\$ 15,726.00	\$ 15,177.00	\$ 549.00	\$ (15,726.00)	\$ (40,726.00)	Funding from FReeZA, Engage and VYL used to fund Youth Engagement Officer four days per week to deliver a varied youth program in line with funding requirements.
00037616 - 2020 - 2021 Operating Project - Vocal, Young and Local (VYL)	\$ 36,925.00	\$ 19,554.00	\$ 17,371.00	\$ (36,925.00)	\$ (39,652.00)	Funding from FReeZA, Engage and VYL used to fund Youth Engagement Officer four days per week to deliver a varied youth program in line with funding requirements.
00037617 - 2022 - 2023 Operating Project - Positive Masculinities VLGP (Vic Health)	\$ -	\$ 12,435.00	\$ (38,205.00)	\$ -	\$ (47,500.00)	Project successfully launched, EOIs finalised. EOI assessment completed.
00037624 - 2022 - 2023 Grants Program - Category 5 Small Business Environmental Sustainability Program	\$ -	\$ 10,931.00	\$ (10,931.00)	\$ 0	\$ 0	Funding Agreements Signed. Payments commenced.
00037625 - 2022 - 2023 Grants Program - Category 4 Building Facade Improvement Program	\$ -	\$ 15,925.00	\$ (15,925.00)	\$ 0	\$ 0	Funding Agreements Signed. Payments commenced.
00037626 - 2022 - 2023 Grants Program - Category 3 Small Grants	\$ -	\$ 23,421.00	\$ (23,421.00)	\$ 0	\$ 0	Funding Agreements Signed. Payments commenced.
00037627 - 2022 - 2023 Grants Program - Category 2 Community Events & Support	\$ -	\$ 36,150.00	\$ (36,150.00)	\$ 0	\$ 0	Funding Agreements Signed. Payments commenced.
00037628 - 2022 - 2023 Grants Program - Category 1 Community Grants	\$ -	\$ 130,479.00	\$ (130,479.00)	\$ 0	\$ 0	Funding Agreements Signed. Payments commenced.
00037662 - 2021-22 Operating Project - Forrest MTB Revitalisation DELWP	\$ 180,000.00	\$ -	\$ 180,000.00	\$ (180,000.00)	\$ (180,000.00)	Trail construction element on track for early December completion. Signage design project currently underway with permanent signage manufacturing and installation to occur thereafter in Jan/Feb.
00037629 - 2021-22 Operating Project - Bus Service from Apollo Bay to COPACC	\$ 7,825.00	\$ 2,699.00	\$ 3,652.00	\$ (7,825.00)	\$ (7,825.00)	
00037006 - 2021-22 Operating Projects - VMS Board Contribution	\$ 8,050.00	\$ -	\$ 8,050.00	\$ 0	\$ 0	Contribution to Otway Road Safe, invoice to be provided by Otway Roadsafe to close this out.
Community and Economy Total	\$ 1,696,864.00	\$ 1,082,076.00	\$ 470,804.00	\$ (1,309,615.00)	\$ (1,204,909.00)	
Corporate Services						
00036998 - 2021-22 Operating Projects - Stage 2 - Management of Legacy Hardcopy Documents - Building and Planning	\$ 32,263.00	\$ 2,075.00	\$ 30,188.00	\$ 0	\$ 0	
00037514 - 2022 - 2023 Operating Projects - IT helpdesk supporter	\$ 50,000.00	\$ 10,090.00	\$ 39,910.00	\$ 0	\$ 0	IT Helpdesk Casual Support Resource
00037515 - 2022 - 2023 Operating Projects - ICT - Officer Systems and Projects	\$ 50,000.00	\$ 38,682.00	\$ 11,318.00	\$ 0	\$ 0	
00037518 - 2022 - 2023 Operating Projects - ICT - Intranet Drupal Upgrade	\$ 15,000.00	\$ 332.00	\$ 14,668.00	\$ 0	\$ 0	Initial Meeting with Vendor - Awaiting Availability
00036991 - 2021-22 Operating Projects - ICT Officer Systems and Projects	\$ -	\$ 9,740.00	\$ (9,740.00)	\$ 0	\$ 0	
Corporate Services Total	\$ 147,263.00	\$ 60,919.00	\$ 86,344.00	\$ -	\$ -	
Infrastructure and Operations						
00035095 - 2015-16 Major Project - Birregurra Stormwater Drainage Strategy	\$ 2,750.00	\$ -	\$ -	\$ 0	\$ 0	Minor changes required to Strategy following adoption by Council of Amendment C116.
00035949 - 2019-20 Operating Projects - ICT - Works Management System	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 0	\$ 0	Project is a carry over from 2021/22
00035968 - 2019-20 Operating Projects - Domestic Wastewater Management Plan Review	\$ -	\$ -	\$ (25.00)	\$ 0	\$ 0	Project is complete and adopted by Council at the August 2022 Council Meeting.
00036445 - 2020-21 Operating Project - Grant Preparation / Detailed Design	\$ 3,007.00	\$ 2,529.00	\$ (1,935.00)	\$ 0	\$ 0	Budget covers expenditure to date. Purchase Orders to be closed as no further expenditure to occur.
00036995 - 2021-22 Operating Project - Services and Operations Professional Development	\$ 6,860.00	\$ 2,661.00	\$ (3,073.00)	\$ 0	\$ 0	Program is ongoing and scheduled to be completed in June 2023.
00036997 - 2021-22 Operating Project - Operational Devices, Licences and System Integration - Legislative Road Management Plan	\$ 20,545.00	\$ 6,999.00	\$ 13,546.00	\$ 0	\$ 0	Project is a carry over from 2021/22
00037000 - 2021-22 Operating Projects - Township Tree Planting Program	\$ -	\$ 500.00	\$ (500.00)	\$ 0	\$ 0	This project is to be closed as this relates to 2021/22 project - The 2022/23 program is in the Capital report
00037284 - 2021-22 Operating Projects - Kennett River Wetlands Maintenance Project	\$ -	\$ 3,085.00	\$ (3,085.00)	\$ 0	\$ 0	This is operational
00037304 - 2020-21 Operating Project - Grant Preparation / Detailed Design - Bike Park BMX Jump Path - Feasibility Study	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 0	\$ 0	Seeking quotes to complete works
00037305 - 2020-21 Operating Project - Grant Preparation / Detailed Design - Lake Colac Perimeter Pathway Feasibility Study	\$ 54,022.00	\$ 15,833.00	\$ 4,597.00	\$ 0	\$ 0	Contractor engaged and currently undertaking research phase. Engagement phase underway.

Project Title	2022-23 Budget Allocation (Expenditure)	Spend to date 2022-23	Remaining Expenditure (less YTD Actuals and Commitments)	2022-23 Budget Allocation (Income)	Income Received to date 2022-23	Comment
00037306 - 2020-21 Operating Project - Grant Preparation / Detailed Design - Maternal & Child Health Centre Extension	\$ 12,727.00	\$ 7,665.00	\$ 5,062.00	\$ 0	\$ 0	Concept designs complete. Opinion of probable cost based on concept is around \$360K, which far exceeds available capital budget of \$144,000. Detailed design therefore not progressed until further advice received
00037307 - 2020-21 Operating Project - Grant Preparation / Detailed Design - Wild Dog Road Landslips	\$ 70,000.00	\$ -	\$ 70,000.00	\$ 0	\$ 0	Review design following completion of storm related damage along Wild Dog Road
00037308 - 2020-21 Operating Project - Grant Preparation / Detailed Design - Duck Creek Bridge Flood Study	\$ 27,690.00	\$ 816.00	\$ 26,874.00	\$ 0	\$ 0	Flood study not required at this stage as bridge renewal works are not identified as a priority in the bridge renewal programme.
00037309 - 2020-21 Operating Project - Grant Preparation / Detailed Design - Hart Street Pedestrian Crossing	\$ 19,696.00	\$ -	\$ 19,696.00	\$ 0	\$ 0	RFQ to be advertised in January for design.
00037510 - 2022 - 2023 Operating Projects - Asbestos Compliance Audit	\$ 16,000.00	\$ -	\$ 16,000.00	\$ 0	\$ 0	To be undertaken in Q3 2022/23
00037512 - 2022 - 2023 Operating Projects - Data collection counters (public toilets)	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 0	\$ 0	There is no requirement for data collection counters(public toilets) anymore
00037516 - 2022 - 2023 Operating Projects - Planning Scheme Amendments	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 0	\$ 0	Expenditure to be allocated against specific work orders for amendments.
00037517 - 2022 - 2023 Operating Projects - VicSmart Provisions - Planning Scheme Amendment	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 0	\$ 0	DTP currently reviewing scope for greater VicSmart exemptions via Regional Planning Hub funding. Council will exhibit an amendment once DELWP review complete.
00037671 - Operating Projects - Foot and Mouth Disease	\$ -	\$ 10,994.00	\$ (10,994.00)	\$ 0	\$ 0	Preparing for emergency outbreak of Foot and Mouth.
00037789 - 2022 - 2023 Operating Project - Onsite Domestic Wastewater Management (ODWM)	\$ -	\$ (20,000.00)	\$ 20,000.00	\$ 0	\$ 0	
Infrastructure and Operations Total	\$ 329,297.00	\$ 31,082.00	\$ 252,163.00	\$ -	\$ -	
Waste Management Services						
00036984 - 2021-22 Operating Project - Closed Landfill Aftercare Management Plan, Landfill Gas and Groundwater Investigation	\$ 208,911.00	\$ -	\$ 208,911.00	\$ 0	\$ 0	
00036989 - 2021-22 Operating Project - Hardwaste Collection	\$ 240,000.00	\$ 766.00	\$ 239,234.00	\$ 0	\$ 0	Project not proceeding. Briefing have been held with Council to not progress, and recommend project not proceed. Budget remaining to be returned to the waste reserve.
00036990 - 2021-22 Operating Project - Kitchen Caddy and Liners	\$ 49,012.00	\$ 5,917.00	\$ 35,333.00	\$ 0	\$ 0	On track to be completed by June 2023
00037001 - 2021-22 Operating Projects - Waste Transfer Station Upgrades for Glass Separation	\$ 92,067.00	\$ 12,645.00	\$ 35,809.00	\$ 0	\$ 0	Completion scheduled for March 2023
00037089 - 2021-22 - Operating Projects - Transfer Station Transition	\$ 188,434.00	\$ 106,161.00	\$ 56,164.00	\$ (76,606.00)	\$ (76,606.00)	Completion scheduled for March 2023
Waste Management Services Total	\$ 778,424.00	\$ 125,489.00	\$ 575,451.00	\$ (76,606.00)	\$ (76,606.00)	
Total	\$ 4,037,929.00	\$ 1,479,952.00	\$ 2,054,765.00	\$ (2,075,795.00)	\$ (1,961,909.00)	

Project Title	2022-23 Budget Allocation (Expenditure)	Spend to date 2022-23	Remaining Expenditure (less YTD Actuals and Commitments)	2022-23 Budget Allocation (Income)	Income Received to date 2022-23	Comment
City Deals Programme						
00035954 - 2019-20 Operating Project - City Deal Project - Apollo Bay Harbour Redevelopment	\$ 10,008,329.00	\$ 165,545.00	\$ 9,498,912.00	\$ (10,040,000.00)	\$ 72,751.00	Further progress toward planning approval and construction tender is dependent on advice from the City Deal Leadership Team (Mayor of City of Greater Geelong, State and Federal ministers). Expected in late 2022. Current expenditure limited to project administration.
00036507 - 2019-20 Operating Project - City Deal Project - Great Ocean Walk Stage 1 Wild Dog to Skenes Creek	\$ 4,116,485.00	\$ 53,765.00	\$ 4,058,912.00	\$ (4,160,000.00)	\$ -	Further progress toward planning approval and construction tender is dependent on advice from the City Deal Leadership Team (Mayor of City of Greater Geelong, State and Federal ministers). Expected in late 2022. Current expenditure limited to project administration..
00036508 - 2019-20 Operating Project - City Deal Project - Infrastructure Improvements Kennett River	\$ 1,215,292.00	\$ 44,942.00	\$ 1,090,710.00	\$ (1,300,000.00)	\$ -	Further progress toward planning approval and construction tender is dependent on advice from the City Deal Leadership Team (Mayor of City of Greater Geelong, State and Federal ministers). Expected in late 2022. Current expenditure limited to project administration.
00036526 - 2019-20 Operating Project - City Deal Project - Contractor Suspense (To be Journalled each month)	\$ -	\$ -	\$ (118,080.00)	\$ 0	\$ 0	Further progress toward planning approval and construction tender is dependent on advice from the City Deal Leadership Team (Mayor of City of Greater Geelong, State and Federal ministers). Expected in late 2022. Current expenditure limited to project administration.
City Deals Programme Totals	\$ 15,340,106.00	\$ 264,252.00	\$ 14,530,454.00	\$ (15,500,000.00)	\$ 72,751.00	

Project Title	2022-23 Budget Allocation (Expenditure)	Spend to date 2022-23	Committal (Expenditure)	2022-23 Budget Allocation (Income)	Income Received to date 2022-23	Comment
RENEWAL						
Active Reserves Programme						
00037729 - 2022 - 2023 Capital Works - Active Reserve Renewal Program - Eastern Reserve Netball Court Upgrade	\$ -	\$ 63,329.00	\$ 114,575.00	\$ -	\$ 108,000.00	Project on track for completion
Active Reserves Programme Total	\$ -	\$ 63,329.00	\$ 114,575.00	\$ -	\$ 108,000.00	
Bridges Programme						
00031853 - Budget Work Order - Bridge Rehabilitation Programme	\$ 984,375.00	\$ -	\$ -	\$ 0	\$ 0	Budget allocation to Bridge Renewal Program
00036839 - 2020-21 Capital Works - Bridge Renewal Programme - King Track	\$ 412,593.00	\$ 255,086.00	\$ -	\$ 90,000.00	\$ 74,831.00	Complete - funding acquittal filed
00037280 - 2021-22 Bridge Rehabilitation Programme - Pearce's Access Crossing, Apollo Bay	\$ 399,884.00	\$ 285,675.00	\$ -	\$ 0	\$ 0	Works complete - PC issued
00037633 - 2022 - 2023 Capital Works - Design & Construct - Bridge Replacement Program - Howells Access	\$ -	\$ 4,610.00	\$ 288,000.00	\$ 0	\$ 0	Contract awarded, with works scheduled for February 2023
00037790 - 2022 - 2023 Capital Works - Bridge Replacement Program - Devondale Road Culvert Replacement	\$ -	\$ 2,042.00	\$ 3,850.00	\$ 0	\$ 0	Works on track and scheduled for completion if fourth quarter
Bridges Programme Total	\$ 1,796,852.00	\$ 547,413.00	\$ 291,850.00	\$ 90,000.00	\$ 74,831.00	
Building Programme						
00031855 - Budget Work Order - Building Renewal Programme	\$ 750,000.00	\$ -	\$ -	\$ 0	\$ 0	Budget allocation to Building Renewal Program
00035543 - 2018-19 Capital Works - Building Renewal Programme - Gellibrand Neighbourhood House	\$ 43,263.00	\$ 53,366.00	\$ 1,303.00	\$ 0	\$ 0	Works Complete
00035999 - 2018-19 Capital Works - Building Renewal Programme - Kennett River Toilets	\$ -	\$ 7,539.00	\$ -	\$ 0	\$ 0	
00036718 - 2020-21 Capital Works - Building Renewal Programme - Bluewater Roof Replacement	\$ 974,672.00	\$ 6,415.00	\$ -	\$ 0	\$ 0	Project on hold to review project delivery options
00037480 - 2021 - 2022 CAPWORKS Building Programme - Rae Street Complex Roof Compliance	\$ 1,500.00	\$ -	\$ -	\$ 0	\$ 0	
00037526 - 2022 - 2023 Capital Works - Colac Otway Building Roof Compliance - OHS Renewal	\$ 30,000.00	\$ -	\$ -	\$ 0	\$ 0	
00037723 - 2022 - 2023 Capital Works - Building Renewal Programme - Bluewater Dosing Pump Replacement	\$ -	\$ -	\$ 35,690.00	\$ 0	\$ 0	Works Complete
00037728 - 2022 - 2023 Capital Works - Building Renewal Programme - Bluewater Toddler Pool Tile Replacement	\$ -	\$ 559.00	\$ -	\$ 0	\$ 0	Project on hold
Building Programme Total	\$ 1,799,435.00	\$ 67,879.00	\$ 36,993.00	\$ -	\$ -	
Footpath Programme						
Footpath Programme Total	\$ 179,000.00	\$ 36,816.00	\$ 4,090.00	\$ -	\$ -	
Furniture Programme						
00037534 - 2022 - 2023 Capital Works - Fixtures, Fittings and Furniture Replacement	\$ 10,000.00	\$ -	\$ -	\$ 0	\$ 0	
Furniture Programme Total	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	
ICT Hardware Programme						
00037533 - 2022 - 2023 Capital Works - ICT Device Renewals	\$ 100,000.00	\$ -	\$ -	\$ 0	\$ 0	Policy review required, project on hold.
ICT Hardware Programme Total	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	
ICT Software Programme						
00037522 - 2022 - 2023 Capital Works - CRM Replacement Renewal	\$ 85,000.00	\$ 7,426.00	\$ -	\$ 0	\$ 0	Project placed On Hold
00037532 - 2022 - 2023 Capital Works - CRM Replacement	\$ 85,000.00	\$ 30,114.00	\$ 34,171.00	\$ 0	\$ 0	Project placed On Hold
ICT Software Programme Total	\$ 170,000.00	\$ 37,540.00	\$ 34,171.00	\$ -	\$ -	
Kerb and Channel Programme						
Kerb and Channel Programme Total	\$ 80,000.00	\$ 293.00	\$ 53,380.00	\$ -	\$ -	
Land						
Land Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Light Fleet Programme						
Light Fleet Programme Total	\$ 540,000.00	\$ 97,939.00	\$ 227.00	\$ -	\$ -	

Project Title	2022-23 Budget Allocation (Expenditure)	Spend to date 2022-23	Committal (Expenditure)	2022-23 Budget Allocation (Income)	Income Received to date 2022-23	Comment
LRCI Programme						
LRCI Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Major Plant Programme						
Major Plant Programme Total	\$ 1,516,160.00	\$ 322,908.00	\$ 57,234.00	\$ -	\$ -	
Open Space Assets						
Open Space Assets Total	\$ 81,792.00	\$ -	\$ -	\$ -	\$ -	
Open Space Programme						
00035611 - Open Space Renewal Programme - Income Work Order	\$0	\$0	\$0	\$0	\$0	
00036011 - 2019-20 - Capital Works - Open Space - Elliminyt Recreation Reserve Velodrome Resurfacing	\$ -	\$ 2,400.00	\$ -	\$0	\$0	Works complete
00037520 - 2022 - 2023 Capital Works - Asset Condition Assessment	\$ 250,000.00	\$ -	\$ -	\$0	\$0	Underway with drainage condition assessment.
00037535 - 2022 - 2023 Capital Works - Tree Planting	\$ 60,000.00	\$ 14,623.00	\$ -	\$0	\$0	In progress and plantings to be undertaken in Autumn 2023 (Q3)
00037559 - 2022-2023 Capital Works - Open Space Renewal Program - Elliminyt Recreation Reserve Oval Lighting Replacement	\$ 425,000.00	\$ 6,215.00	\$ 375,070.00	\$ 225,000.00	\$ 225,000.00	Contract awarded for lighting, with works expected to start January 2023.
Open Space Programme Total	\$ 735,000.00	\$ 23,238.00	\$ 375,070.00	\$ 225,000.00	\$ 225,000.00	
Playground Programme						
00035946 - 2019-20 Capital Works - Playground Programme - Memorial Square Playspace	\$ 20,175.00	\$ 204.00	\$ 164.00	\$0	\$0	Project complete
Playground Programme Total	\$ 20,175.00	\$ 204.00	\$ 164.00	\$ -	\$ -	
Reseal Programme						
Reseal Programme Total	\$ -	\$ -	\$ 854,501.00	\$ -	\$ -	
Resheet Programme						
Resheet Programme Total	\$ 1,000,000.00	\$ 254,391.00	\$ 95,716.00	\$ -	\$ -	
Road Improvement Programme						
Road Improvement Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Road Crack Sealing Programme						
Road Crack Sealing Programme Total	\$ 80,000.00	\$ 51,261.00	\$ -	\$ -	\$ -	
Road Major Patch Programme						
Road Major Patch Total	\$ 350,000.00	\$ 12,831.00	\$ 277,849.00	\$ -	\$ -	
Road Reconstruction Programme						
00031850 - Budget Work Order - Sealed Road Reconstruction Renewal Programme	\$ 2,450,000.00	\$ -	\$ -	\$ 1,703,200.00	\$ -	
00036597 - 2020-21 Capital Works - Sealed Road Pavement Programme - Forest Street Reconstruction	\$ 433,413.00	\$ 326,000.00	\$ -	\$0	\$0	Works complete.
00036940 - 2020-21 Capital Works - Road Reconstruction Programme - McLachlan Street	\$ 325,313.00	\$ 314,017.00	\$ 946.00	\$0	\$0	Works complete.
00036941 - 2020-21 Capital Works - Road Reconstruction Programme - Stewart Street	\$ 40,503.00	\$ 48,613.00	\$ -	\$0	\$0	Works complete.
00037093 - 2021-22 Capital Works - Strachan Street, Birregurra	\$ 808,369.00	\$ 3,617.00	\$ 692,789.00	\$0	\$0	Project scope to be reviewed.
Road Reconstruction Programme Total	\$ 4,057,598.00	\$ 692,247.00	\$ 693,735.00	\$ 1,703,200.00	\$ -	
Road Safety Programme						
Road Safety Programme Total	\$ 72,000.00	\$ 5,612.00	\$ 650.00	\$ -	\$ -	
Road Slip Programme						
00031864 - Budget Work Order - Road Slip Rehabilitation Programme	\$ -	\$ 58.00	\$ -	\$0	\$0	
00037461 - 2021 - 2022 Emergency Response - Landslip (Storm Events)	\$ -	\$ 136,182.00	\$ 26,870.00	\$0	\$0	Works underway
00037524 - 2022 - 2023 Capital Works - Landslip Treatment - Emergency Response Upgrade Works	\$ 190,000.00	\$ -	\$ -	\$0	\$0	To be used to fund any betterment works.
Road Slip Programme Total	\$ 190,000.00	\$ 136,240.00	\$ 26,870.00	\$ -	\$ -	
Stormwater Programme						

Project Title	2022-23 Budget Allocation (Expenditure)	Spend to date 2022-23	Committal (Expenditure)	2022-23 Budget Allocation (Income)	Income Received to date 2022-23	Comment
00035969 - Budget Work Order - Stormwater Programme	\$ 90,000.00	\$ 45,853.00	\$ 2,379.00	\$ 0	\$ 0	
00036742 - 2020-21 Capital Works - Stormwater Programme - Deans Creek Drainage	\$ 5,534.00	\$ 3,340.00	\$ 1,267.00	\$ 0	\$ 0	Design work complete, finalising project close out.
00037492 - 2021 - 2022 Capital Works Stormwater Programme - (Emergency Drainage Repair) Armstrong Street, Colac	\$ -	\$ 552.00	\$ -	\$ 0	\$ 0	Works Complete
00037783 - 2022 - 2023 Capital Works - October 2022 Storm / Flood Event	\$ -	\$ 7,300.00	\$ 10,818.00	\$ -	\$ 500,000.00	
Stormwater Programme Total	\$ 95,534.00	\$ 57,045.00	\$ 14,464.00	\$ -	\$ 500,000.00	
Renewal Total	\$ 12,873,546.00	\$ 2,407,186.00	\$ 2,931,539.00	\$ 2,018,200.00	\$ 907,831.00	
UPGRADE / NEW						
Active Reserves Programme						
Active Reserves Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Bridges Programme						
Bridges Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Building Programme						
00035072 - 2018-19 - Capital Works - Forrest Caravan Park Waste Water Upgrade	\$ 426,222.00	\$ 14,056.00	\$ 3,945.00	\$ 0	\$ 0	Design review underway by DCW to obtain outcome within budget.
00037417 - 2021-22 Capital Works - Building Upgrade Programme - COPACC Cinema 2 Seat Replacement	\$ 42,656.00	\$ 35,421.00	\$ -	\$ 0	\$ 0	Works complete, PC Issued.
00037418 - 2021-22 Capital Works - Building Upgrade Programme - Colac East Kinder Toilet Upgrade	\$ 123,308.00	\$ 101,475.00	\$ 909.00	\$ 125,572.00	\$ 98,112.00	Works complete, final invoices to be paid to close the project.
00037419 - 2021-22 Capital Works - Building Upgrade Programme - Wydinia Kinder Bathroom Upgrade	\$ 86,574.00	\$ 88,392.00	\$ 1,405.00	\$ 88,936.00	\$ 68,757.00	Works complete, final invoices to be paid to close the project.
00037496 - 2021-2022 - Capital Works - Building Upgrade Program - Toilet Upgrades Program	\$ 16,093.00	\$ -	\$ 9,607.00	\$ 14,457.00	\$ -	
00037497 - 2021 - 2022 Building Upgrade Programme - Community Shade Grants Program - Wydinia Kindergarten	0	0	0	\$ -	\$ 14,457.00	Quote awarded, awaiting contractor availability.
00037527 - 2022 - 2023 Capital Works - Irrewillipe Recreation Netball Courts Change Rooms & Amenities Upgrade - Detailed Design	\$ 60,000.00	\$ 871.00	\$ -	\$ -	\$ 27,000.00	Brief for Architectural Consultancy underway
00037528 - 2022 - 2023 Capital Works - Maternal Child Health Centre - Building Upgrade Works	\$ 144,000.00	\$ -	\$ -	\$ 0	\$ 0	Project on hold
Building Programme Total	\$ 898,853.00	\$ 240,215.00	\$ 15,866.00	\$ 228,965.00	\$ 208,326.00	
Footpath Programme						
00037529 - 2022 - 2023 Capital Works - Footpath Upgrade - Strachan Street From Skenes Street to Bowden Street - Detail design	\$ 6,000.00	\$ 749.00	\$ -	\$ 0	\$ 0	Concept plan completed to a level to enable funding to be sought.
00037530 - 2022 - 2023 Capital Works - Footpath Upgrade - Main Street Between Strachen Street and Beal Street Birregurra - Detailed Design	\$ 6,000.00	\$ 731.00	\$ -	\$ 0	\$ 0	Concept plan completed to a level to enable funding to be sought.
Footpath Programme Total	\$ 12,000.00	\$ 1,480.00	\$ -	\$ -	\$ -	
Furniture Programme						
00036974 - 2021-22 Capital Works - Furniture Programme - Solar Compaction Bins	\$ 4,423.00	\$ -	\$ -	\$ 0	\$ 0	
Furniture Programme Total	\$ 4,423.00	\$ -	\$ -	\$ -	\$ -	
ICT Hardware Programme						
00036968 - 2021-22 Capital Works - ICT Hardware - MS Teams AV Upgrades	\$ 51,502.00	\$ 43,550.00	\$ -	\$ 0	\$ 0	Complete
00037521 - 2022 - 2023 Capital Works - ICT - Critical Infrastructure Improvement	\$ 150,000.00	\$ 119,818.00	\$ 29,704.00	\$ 0	\$ 0	All of the delivered equipment has been installed and configured, awaiting remaining equipment (ETA May 2023) to complete.
ICT Hardware Programme Total	\$ 201,502.00	\$ 163,368.00	\$ 29,704.00	\$ -	\$ -	
ICT Software Programme						
00037523 - 2022 - 2023 Capital Works - IM - Content Manager Upgrade - V9.4 to V10	\$ 35,000.00	\$ 796.00	\$ 27,071.00	\$ 0	\$ 0	Project start set for January 2023
ICT Software Programme Total	\$ 35,000.00	\$ 796.00	\$ 27,071.00	\$ -	\$ -	
Kerb and Channel Programme						
Kerb and Channel Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Land						
00037071 - 2020-21 Capital Works - Sale of Land - 36-52 Bruce Street, Colac	\$ 108,058.00	\$ -	\$ 7,771.00	\$ -	\$ 2,600,000.00	Property settled.

Project Title	2022-23 Budget Allocation (Expenditure)	Spend to date 2022-23	Committal (Expenditure)	2022-23 Budget Allocation (Income)	Income Received to date 2022-23	Comment
00037668 - 2022 - 2023 Capital Works - Purchase of Property - 413-437 Murray Street Colac	\$ -	\$ 19,000.00	\$ -	\$ 0	\$ 0	Property settlement completed.
Land Total	\$ 108,058.00	\$ 19,000.00	\$ 7,771.00	\$ -	\$ 2,600,000.00	
Light Fleet Programme						
Light Fleet Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
LRCI Programme						
00036728 - 2020-21 Capital Works - LRCI Fund - Road Improvement - Swan Marsh-Stoneyford Road, Swan Marsh	\$ -	\$ -	\$ 2,670.00	\$ 0	\$ 0	Works Complete
00036729 - 2020-21 Capital Works - LRCI Fund - Bridges - Barongarook Creek Pedestrian Bridge	\$ -	\$ 64,779.00	\$ 13,508.00	\$ -	\$ 457,015.00	Works Complete
00036740 - 2020-21 Capital Works- LRCI Round 2 - Great Ocean Road Path. Stage 1 & 2	\$ -	\$ 25,635.00	\$ 143,456.00	\$ -	\$ 333,706.00	Works underway
00037051 - 2020-21 Capital Works - LRCI Round 2 - Bass Crescent, GOR, Skenes Creek Drainage	\$ -	\$ 1,021.00	\$ 22,309.00	\$ -	\$ 245,836.00	Works Complete
00037054 - 2020-21 Capital Works - LRCI Round 2 - Whytcross Lane, Birregurra - Rail Interface Upgrade	\$ -	\$ 125,454.00	\$ -	\$ -	\$ 153,791.00	Works Complete
00037055 - 2020-21 Capital Works - LRCI Round 2 - Barongarook Creek Paths	\$ -	\$ -	\$ 2,290.00	\$ -	\$ 112,385.00	Works Complete
00037056 - 2020-21 Capital Works - LRCI Round 2 - Old Beechy Rail Trail Upgrade	\$ -	\$ -	\$ 19,545.00	\$ 0	\$ 0	Works Complete
00037058 - 2020-21 Capital Works - LRCI Round 2 - Clark Street, Colac Paths	\$ -	\$ 188,781.00	\$ -	\$ -	\$ 37,750.00	Works Complete
00037502 - 2021 - 2022 Capital Works - LRCI Fund Round 3 - Playground Program - Beeac Park Playground	\$ 110,000.00	\$ 6,091.00	\$ 120,000.00	\$ 110,000.00	\$ 110,000.00	Contractor appointed for Design & Construct Playspace.
00037506 - 2021 - 2022 Capital Works - LRCI Funding Round 3 - Western Oval Drainage Improvements	\$ 128,655.00	\$ 2,363.00	\$ 107,699.00	\$ 134,298.00	\$ -	Remaining drainage works programmed
00037538 - 2021 - 2022 Capital Works - LRCI Funding Round 3 - Road Reconstruction Colanda Street to Forest Road	\$ 146,200.00	\$ 8,978.00	\$ -	\$ 146,200.00	\$ 146,200.00	Geotech pavement design underway
00037539 - 2021 - 2022 Capital Works - LRCI Funding Round 3 - Stormwater Program Elliminyt Wetlands Development	\$ 851,000.00	\$ 3,359.00	\$ -	\$ 851,000.00	\$ 851,000.00	
00037540 - 2021 - 2022 Capital Works - LRCI Funding Round 3 - Open Space Cororooke Masterplan Implementation - New Picnic Area	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	\$ 60,000.00	
00037577 - 2022 - 2023 Capital Works - LRCI - Memorial Square Toilet Redevelopment	\$ -	\$ 14,954.00	\$ 58,294.00	\$ 0	\$ 0	Detailed Design underway
00037578 - 2022 - 2023 Capital Works - LRCI - COPACC Civic Hall Floor Renewal	\$ -	\$ 3,080.00	\$ 5,867.00	\$ 0	\$ 0	Consultant Appointment to prepare Tender Documentation Package underway
00037663 - 2021 - 2022 Capital Works - LRCI Funding Round 3 - Memorial Square Public Toilets Redevelopment	\$ 560,000.00	\$ -	\$ -	\$ 560,000.00	\$ 560,000.00	
00037664 - 2021 - 2022 Capital Works - LRCI Funding Round 3 - COPACC Civic Hall Floor Renewal	\$ 46,000.00	\$ -	\$ -	\$ 46,000.00	\$ 46,000.00	
00037665 - 2021 - 2022 Budget Work Order - LRCI Funding Round 3 - Balance of Funds	\$ 1,753,902.00	\$ -	\$ -	\$ 1,743,902.00	\$ 40,702.00	
00037753 - 2021 - 2022 Budget Work Order - LRCI Funding Round 2 - Balance of Funds	\$ 726,649.00	\$ -	\$ -	\$ 2,256,897.00	\$ -	
LRCI Programme Total	\$ 4,382,406.00	\$ 444,495.00	\$ 495,638.00	\$ 5,908,297.00	\$ 3,154,385.00	
Major Plant Programme						
Major Plant Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Open Space Assets						
Open Space Assets Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Open Space Programme						
00036452 - 2020-21 Capital Works - Cororooke Open Space Master Plan Implementation - Stage 1 (Site Establishment and Path Network) and Stage 3 (Playspace)	\$ 489,071.00	\$ 32,587.00	\$ 416,729.00	\$ 198,849.00	\$ 173,849.00	Civil Works underway
00036979 - 2021-22 Capital Works - Open Space Programme - Local Sports Infrastructure Stimulus Funding	\$ 1,343,077.00	\$ 1,105,087.00	\$ -	\$ 1,128,277.00	\$ 978,535.00	Works complete at Warrowie, Irrewillipe and Gellibrand and Alvie, just awaiting powercor switch over.
00037019 - 2021-22 Capital Works - Open Space Programme - Community Sport Lighting Upgrades	\$ 98,197.00	\$ 15,048.00	\$ -	\$ 80,000.00	\$ -	Works complete, final claim to be processed to close project.
00037560 - 2022-2023 Budget Work Order - Open Space Program - Elliminyt Wetlands Development	\$ 3,000,000.00	\$ -	\$ -	\$ 3,000,000.00	\$ -	
Open Space Programme Total	\$ 4,930,345.00	\$ 1,152,722.00	\$ 416,729.00	\$ 4,407,126.00	\$ 1,152,384.00	
Playground Programme						
Playground Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Reseal Programme						
Reseal Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	

Project Title	2022-23 Budget Allocation (Expenditure)	Spend to date 2022-23	Committal (Expenditure)	2022-23 Budget Allocation (Income)	Income Received to date 2022-23	Comment
Resheet Programme						
Resheet Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Road Improvement Programme						
00036457 - 2020-21 Capital Works - Rail Level Crossing Interface Improvement (Back Larpent Road)	\$ 161,785.00	\$ 151,867.00	\$ 4,086.00	\$ 0	\$ 0	Works complete, PC issued and final invoice paid.
00037087 - 2019-20 Capital Works - Strategic Road Improvement - Swan Marsh Stoneyford Road, Pirron Yallock	\$ -	\$ 16.00	\$ 55.00	\$ 0	\$ 0	Works Complete
00037525 - 2022 - 2023 Capital Works - Traffic Calming Treatment - Alexander Street - New	\$ 13,000.00	\$ -	\$ -	\$ 0	\$ 0	Works Complete
Road Improvement Programme Total	\$ 174,785.00	\$ 151,883.00	\$ 4,141.00	\$ -	\$ -	
Road Crack Sealing Programme						
Road Crack Sealing Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Road Major Patch Programme						
Road Major Patch Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Road Reconstruction Programme						
00036454 - 2020-21 Capital Works - Colac Aerodrome - taxiway - earthworks - Grant Match	\$ 131,561.00	\$ -	\$ 15,099.00	\$ 101,250.00	\$ -	Awaiting the site to dry out to complete drainage and sealing of new taxiway
00037088 - 2020-21 Capital Works - Road Reconstruction Programme - Conns Lane Widening - Birregurra Creek	\$ -	\$ 6,201.00	\$ -	\$ 0	\$ 0	
00037423 - 2021 - 2022 Capital Works - Sealed Road Reconstruction Upgrades - (Design) The Boulevard Wye River	\$ 30,627.00	\$ 13,593.00	\$ 22,400.00	\$ 0	\$ 0	Design nearing completion
Road Reconstruction Programme Total	\$ 162,188.00	\$ 19,794.00	\$ 37,499.00	\$ 101,250.00	\$ -	
Road Safety Programme						
00036976 - 2021 - 2022 Budget Work Order - Road Safety Programme New	\$ -	\$ 11,445.00	\$ 6,200.00	\$ 0	\$ 0	Expenditure relates to the Old Coach Road boom gate trial.
00037579 - 2022 - 2023 Capital Works - Road Safety Program - Murray Street Bus Shelter DOT Funded	\$ -	\$ 20,871.00	\$ 145.00	\$ 0	\$ 0	Murray street Bus shelter is 99% complete just waiting on the instalment of tactiles
00037623 - 2022 2023 Capital Works - Road Safety Prorgam - Alexander Street Speed Cushion	\$ -	\$ 11,200.00	\$ -	\$ 0	\$ 0	
00037631 - 2021-22 Capital Works - Pascoe Street Pedestrain Crossing - Analysis and Design	\$ 12,500.00	\$ -	\$ -	\$ 12,500.00	\$ 12,500.00	Procurement for design consultant underway - RFQ to be released in late January
Road Safety Programme Total	\$ 12,500.00	\$ 43,516.00	\$ 6,345.00	\$ 12,500.00	\$ 12,500.00	
Road Slip Programme						
Road Slip Programme Total	\$ -	\$ -	\$ -	\$ -	\$ -	
Stormwater Programme						
00037531 - 2022 - 2023 Capital Works - Bruce Street Stormwater Improvements - Detailed design	\$ 50,000.00	\$ 1,844.00	\$ -	\$ 0	\$ 0	Project on hold as further investigation required to determine appropriate treatment
00037844 - 2022 - 2023 Capital Works - Stormwater Program - 39 Morley Ave, Wye River	\$ -	\$ -	\$ 12,530.00	\$ 0	\$ 0	Contractor engaged to complete works.
Stormwater Programme Total	\$ 50,000.00	\$ 1,844.00	\$ 12,530.00	\$ -	\$ -	
Upgrade / New Total	\$ 10,972,060.00	\$ 2,239,113.00	\$ 1,053,294.00	\$ 10,658,138.00	\$ 7,127,595.00	
Capital Works Total	\$ 23,845,606.00	\$ 4,646,299.00	\$ 3,984,833.00	\$ 12,676,338.00	\$ 8,035,426.00	

Quarterly Budget Report for the quarter ending 31 December 2022

Executive Summary

The actual financial performance for the quarter ending December 2022 is a favourable position compared to the adopted budget 2022-23 at the same time.

After taking the 2021-22 actual financial results into consideration (including the carry forward balances relating to incomplete works for projects funded in 2021-22), the following summary is provided in relation to the 2022-23 forecast financial results.

Council's total comprehensive result (**Actual**) for the six months ended 31 December 2022 is a surplus of \$23.91m.

The higher year-to-date operating surplus of \$1.5m is compared to a budgeted operating surplus for the same period, this is a reflection of timing variances:

- Operating grants revenue **\$4.69m** received ahead of budgeted,
- Capital grants **\$4.41m** not yet received,
- Additional statutory fees **\$0.2m** including Town Planning and Engineering fees received in the first half of the year,
- Lesser amount of user fees **\$0.76m** received for the first six months than expected, including leisure centre and aged care services fees,
- **\$0.43m** increase in employee costs relating to additional casual staffing; and
- The favourable variance in materials and services of **\$1.63m** to forecast is due to the delay in of operating project payments. These will be paid in the coming months.

Forecasts compared to the adopted budget:

- The adopted budget reported an operating surplus of \$0.47m.
- The full year forecast operating surplus to December 2022 has increased to \$6.02m. This increase is predominantly due to carried over capital and operating grant funding and expenditure. There has also been an increase relating to depreciation of \$1.5m and net gain/(loss) on disposal of property, infrastructure, plant and equipment \$1.28m
- Closing cash balance is currently forecast to decrease by \$20.31m to \$14.23m.

Further detail of these results are provided in this report.

OPERATING RESULT

Colac Otway Shire Council

Comprehensive Income Statement

For the period ended 31 December 2022

	Year-To-Date				Full Year			
	Actual \$'000	Budget \$'000	Variance \$'000	Variance %	Budget \$'000	Forecast \$'000	Variance \$'000	Variance %
Revenue								
Rates and charges	33,447	33,626	(179)	(1%)	33,726	33,726	-	0%
Statutory fees and fines	683	481	202	42%	866	866	-	0%
User fees	3,020	3,775	(755)	(20%)	7,526	7,526	-	0%
Other income	762	185	577	311%	365	365	-	0%
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	1,270	1,288	(18)	(1%)	25	1,300	1,275	5100%
Share of net profits/(loss) of associates and joint ventures	-	-	-	0%	(68)	(68)	-	0%
Total own-sourced revenue	39,182	39,355	(173)	(0%)	42,440	43,715	1,275	3%
Grants - operating	9,634	4,947	4,687	95%	9,030	26,071	17,041	189%
Grants - capital	5,361	9,770	(4,409)	(45%)	4,928	12,621	7,693	156%
Contributions - monetary	134	88	47	54%	25	190	165	660%
Total grants and contributions	15,128	14,804	325	2%	13,984	38,883	24,899	178%
Total revenue	54,311	54,159	152	0%	56,423	82,597	26,174	46%
Expenses								
Employee costs	12,437	12,010	(427)	(4%)	23,911	24,035	(124)	(1%)
Materials and services	10,726	12,352	1,626	13%	19,354	37,677	(18,323)	(95%)
Depreciation and amortisation	6,405	6,288	(117)	(2%)	11,076	12,576	(1,500)	(14%)
Amortisation - right of use assets	51	12	(39)	0%	24	24	-	0%
Bad and doubtful debts	-	9	9	100%	20	20	-	0%
Borrowing costs	14	16	2	14%	32	32	-	0%
Finance costs - leases	24	12	(11)	0%	25	25	-	0%
Other expenses	748	1,052	305	29%	1,509	1,722	(213)	(14%)
Total expenses	30,404	31,753	1,349	4%	55,951	76,110	(20,159)	(36%)
Surplus for the year	23,907	22,406	1,501	7%	472	6,487	6,015	1275%
Other comprehensive income								
Items that will not be reclassified to surplus or deficit in future periods								
Net asset revaluation increment/(decrement)	-	-	-	-	-	-	-	-
Share of other comprehensive income of associates and joint ventures	-	-	-	-	-	-	-	-
Total comprehensive result	23,907	22,406	1,501	7%	472	6,487	6,015	1275%

Council's total comprehensive result (**Actual**) for the quarter ended 31 December 2022 is surplus of \$23.91m.

Council's adopted operating budget for the full year is a net surplus of \$0.47m.

The full year **forecast** reflects carry forward allocations for grant funding, including unspent funds received in a prior year for approved projects not completed at 30 June 2022. These funds were set aside in Council's working capital at 30 June 2022 and are forecast to be spent in 2022-23.

Further information is provided below:

Income

Rates and charges

Rates and charges forecast no change to the adopted budget.

Statutory fees and fines

Additional statutory fees (\$202k) including Town Planning fees and Engineering fees have been received in the first half of the year.

User fees

Lesser amount of user fees (\$755k) received in the first six months than expected, including leisure centre fees and aged services.

Grants - operating

Operating grants received ahead of budget timing but not exceeding the full year expected amount, including Port of Apollo Bay and Federal Assistance Grants (FAGs).

Grants – capital

Capital grants budgeted income not yet received (\$4.41m), includes Local Roads Community Infrastructure (LRCI) and Roads to Recovery (R2R).

Expenses

Employee costs

Additional casual staff across the whole council has resulted in Employee costs (\$427k) being ahead of year to date budget.

Material and Services

Materials and services for 2022-23 is forecast to increase by \$18.32m. The forecast movement includes:

- \$15.34m City Deals (carry over from 2021-22), and
- \$2.98m carry forwards to complete delivery of operating projects.

The favourable variance of \$1.63m to forecast is due to the delay in of operating project payments. These will be paid in the coming months.

Other expenses

Other expenses are not yet paid to budget (\$305k), including grants, donations and contributions provided to the community.

BALANCE SHEET**Colac Otway Shire Council****Balance Sheet****As at 31 December 2022**

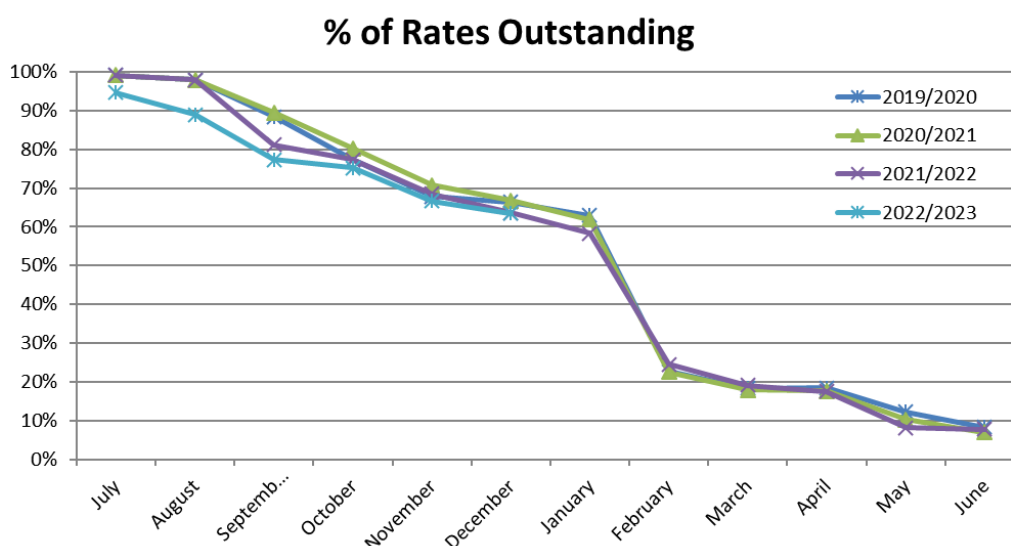
	Dec 2022	Full Year		
	Actual	Budget	Forecast	Variance
	\$'000	\$'000	\$'000	\$'000
Assets				
Current assets				
Cash and cash equivalents	20,313	14,234	14,234	-
Trade and other receivables	27,883	2,748	2,748	-
Inventories	126	175	175	-
Non-current assets held for sale	-	-	-	-
Other assets	24	366	366	-
Total current assets	48,345	17,522	17,522	-
Non-current assets				
Intangible assets	-	-	-	-
Right of use assets	3,031	17	17	-
Property, infrastructure, plant and equipment	436,463	381,888	442,000	60,112
Investments in associates, joint arrangements and subsidiaries	147	399	399	-
Total non-current assets	439,641	382,305	442,416	60,112
Total assets	487,986	399,827	459,939	60,112
Liabilities				
Current liabilities				
Trade and other payables	7,211	5,685	5,685	-
Trust funds and deposits	665	1,147	1,147	-
Interest-bearing liabilities	561	125	125	-
Lease liabilities	24	18	18	-
Provisions	4,176	4,871	4,871	-
Total current liabilities	12,636	11,846	11,846	-
Non-current liabilities				
Interest-bearing liabilities	-	255	255	-
Lease liabilities	18	-	-	-
Provisions	4,866	5,792	5,792	-
Total non-current liabilities	4,885	6,047	6,047	-
Total liabilities	17,520	17,894	17,894	-
Net assets	470,466	381,933	442,045	60,112
Equity				
Accumulated Surplus	154,041	143,759	203,871	(60,112)
Reserves	316,425	238,174	238,174	-
Total Equity	470,466	381,933	442,045	60,112

Rate Debtors

At 31 December 2022, \$33.45 million was raised in rates and charges including batches of supplementary valuations generated by changes to Council's property base. At 31 December 2022 36% of rates and charges raised have been collected, which was similar to the collection rate for the same period in the 2021-22 financial year of 36%. The reason 100% of rates were not outstanding when rates were raised for 2022/23, a number of rate payers had a credit balance from the previous financial year which was rolled over into current financial year.

The due date for ratepayers opting to pay in full is 15 February 2023. The due dates for ratepayers opting to pay via instalments are 30 September 2022, 30 November 2022, 28 February 2023 and 31 May 2023.

The following graph 1 shows that current collection rate is higher at the end of December than the reported collection trends for the previous three years:

Graph 1: Outstanding rates**Borrowings & Leases**

One remaining loan (Loan 12) is due for settlement in 2022-23. It is proposed that an additional repayment of \$130k of the loan liability due for settlement in 2022-23 is made and the remaining balance of \$380k is refinanced in June 2023. 2022-23 repayments represent scheduled loan repayments of \$86k and the \$130k one-off repayment.

The borrowings held by Council at 31 December 2022 is given below:

Borrowings	Current \$'000	Non- Current \$'000	Total Borrowings \$'000	Meeting Schedule
9208 - Loan 12 - Colac Livestock Selling Centre roof - (\$1.178m - CBA)	553	-	553	Y
Total Borrowings	553	-	553	

As at 31 December 2022, principal repayments of \$12k have been made in 2022-23.

The leases held by Council at 31 December 2022 is given below:

Lease Liability	Current \$'000	Non- Current \$'000	Total Borrowings \$'000	Meeting Schedule
Gym Equipment Lease	12	18	30	Y
Total Leases	12	18	30	

It is anticipated \$24k will be made during the year for the gym equipment.

CAPITAL WORKS

Colac Otway Shire Council

Statement of Capital Expenditure as at 31 December 2022

	December YTD		Full Year	
	Actual YTD \$	Budget YTD \$	Adopted Budget \$'000	Programme Allocation \$'000
Property				
Land	19	108	-	108
Building	308	2,206	984	2,698
Total Property	327	2,314	984	2,806
Plant and Equipment				
Plant, machinery and equipment	421	1,288	1,537	2,056
Fixtures, fittings and furniture	-	-	-	-
Computers and telecommunications	202	237	455	507
Total Plant and Equipment	623	1,524	1,992	2,563
Infrastructure				
Roads	1,378	4,062	4,235	6,179
Bridges	547	1,305	984	1,797
Footpaths and cycleways	39	96	191	191
Drainage	59	76	140	146
Other infrastructure	1,684	8,260	3,808	10,164
Total Infrastructure	3,707	13,797	9,358	18,477
Total	4,657	17,636	12,334	23,846

The Capital Works program has an unfavourable variance of \$12.98m against the year to date budget for the first six months to 31 December 2022. This is impacted by the delays in obtaining resources and materials.

The current programme allocation to the Capital Works program is significantly higher than the adopted Budget due to unexpended projects budgets carried forward from 2021-22.

STATEMENT OF CASH FLOWS

Colac Otway Shire Council
Statement of Cash Flows
For the period ended 31 December 2022

	Dec 2022	Full Year		
	Actual \$'000	Budget \$'000	Forecast \$'000	Variance \$'000
Cash flows from operating activities				
Rates and charges	12,897	34,860	34,113	(747)
Statutory fees and fines	683	866	866	(1)
User fees	3,020	7,526	7,526	(0)
Grants - operating	9,634	9,114	26,093	16,979
Grants - capital	5,361	4,928	12,621	7,693
Contributions - monetary	134	25	190	165
Trust funds and deposits received/(paid)	-	469	16	(453)
Other receipts	762	365	45	(320)
Payments for Employees	(12,437)	(23,911)	(22,482)	1,429
Payments for materials and services (Incl GST)	(10,726)	(22,078)	(32,564)	(10,486)
Other payments	(748)	(1,509)	(1,722)	(213)
Net cash provided by/(used in) operating activities	8,581	10,655	24,702	14,047
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(4,657)	(12,334)	(23,846)	(11,512)
Proceeds from sale of property, infrastructure, plant and equipment	2,620	210	25	(185)
Net cash provided by/(used in) investing activities	(2,037)	(12,124)	(23,821)	(11,697)
Cash flows from financing activities				
Finance costs	(14)	(32)	(32)	(0)
Proceeds from borrowings	0	380		
Repayment of borrowings	-	(596)	(216)	380
Interest paid - lease liability	(24)	(25)	(25)	0
Repayment of lease liabilities	-	(24)	-	24
Net cash provided by/(used in) financing activities	(38)	(297)	(273)	404
Net increase (decrease) in cash and cash equivalents	6,506	(1,765)	608	2,373
Cash and cash equivalents at the beginning of the period	13,807	15,999	13,807	(2,192)
Cash and cash equivalents at the end of the period	20,313	14,234	14,415	181

Cash balance

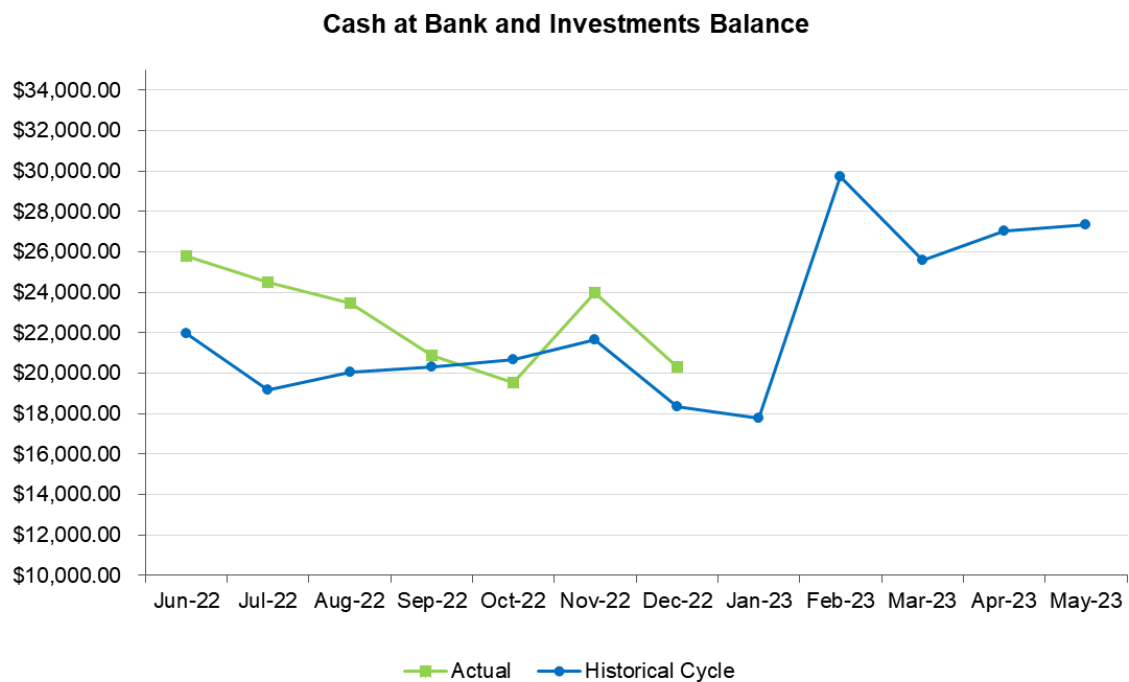
The current actual cash balance is \$20.31m as at 31 December 2022. The forecast *assumes* that all budgeted capital works and major projects, including carry overs, will be complete by 30 June 2023.

The net increase in the cash flows (forecasting) from operating activities is \$14.05 million. Net decrease from the investing activities is forecasted to be \$11.7 million during the year.

Graph 2 below shows how the Council's cash balance is expected to perform at 31 December 2022. The graph portrays:

- Historical Cycle – which is an estimation derived from 2021-22 actual cash balances that are expected to be achieved at the end of each month.
- The Actual – this is the actual balance at the end of each month from July to December.

Graph 2: Cash balance performance



Every opportunity is taken to invest surplus cash to maximise investment returns in accordance with Council's investment policy. Investment income (term deposits) received for the first six months to 31 December 2022 was \$63k which has already exceeded the income budget for the year. Investment income is subject to availability of cash flow and has been steadily increasing as a result of successive interest rates rises announced by the Reserve Bank. The cash rate at the time of writing is 3.1%. This compares to 0.85% only 7 months ago.

Our investments were within the investment and risk rating limits set-out in the investment policy.

Local Authorities Superannuation Fund - Defined Benefits

Local government councils have a potential financial exposure to the Local Authorities Superannuation Fund – the Defined Benefits Plan. Under the Australian Prudential Regulation Standards (SPS160) the Defined Benefits funds must meet strict funding requirements. This funding requirement is measured by the Vested Benefits Index (VBI), which shows as a percentage of the ratio of investments held by the fund compared to the estimated benefits payable by the fund at the same time. The latest available Vested Benefits Index for the Vision Super Defined Benefits fund is listed in the table below:

Date	Vested Benefits Index
June 2019	107.10%
September 2019	107.30%
December 2019	107.70%
March 2020	102.10%
June 2020	104.60%
September 2020	104.50%
December 2020	109.60%
March 2021	111.50%
June 2021	109.70%
September 2021	109.90%
December 2021	111.20%
March 2022	108.50%
June 2022	102.20%
September 2022	101.50%

If the VBI falls below the nominated amount in any quarter then the Australian Prudential Regulation Authority may require that the fund must make a funding call to its members. Any funding call made must return the fund to a VBI position of over the nominated amount within 3 years.

A VBI must generally be kept above the nominated shortfall threshold of 97% when a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year.

At 30 September 2022, the updated VBI for the sub-plan fell to 101.50%, which presents a decrease of 0.7% compared to 30 June 2022. The VBI is primarily impacted by:

- The level of investment returns which impacts the asset pool supporting the defined benefit liabilities of the sub-plan; and
- The level of active member salary increases advised to Vision Super and pension increases in line with the CPI, which impacts the defined benefit liabilities of the sub-plan.

At the time of preparing this report there was no information available regarding the final VBI estimations as at 31 December 2022.

Item: 9.6

MAV State Council Motion - Regional Library Corporation transition

OFFICER	Ian Seuren
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	Nil

1. PURPOSE

To consider a proposed motion for presentation and consideration at the next meeting of the Municipal Association of Victoria (MAV) State Council meeting.

2. EXECUTIVE SUMMARY

The *Local Government Act 2020* requires regional library corporations to be wound up and transition to a new corporate structure by 30 June 2031 under legislation that governs corporate entities.

The Geelong Regional Library Corporation (GLRC) has commenced investigations into what is required to transition to a new alternative business enterprise model, with a Board workshop held in October 2022. Early indications are that the cost to transition to a new model will likely be significant and will be borne by regional library corporations and their member Councils.

At this point in time, there is no identified funding or other support available from the Victorian Government. There is an opportunity to seek support, however this will require advocacy to government. Whilst Councils can advocate independently, support from the sector through the MAV is likely to provide greater strength to any advocacy efforts regarding this issue.

The MAV State Council provides an opportunity to present business to be considered by member Councils. Seeking MAV's support to advocate to government on behalf of all Councils involved in regional library corporations could provide strength to advocacy efforts.

3. RECOMMENDATION

That Council submits the following motion to the Municipal Association of Victoria for consideration at its next State Council meeting:

- 1. That the Municipal Association of Victoria:***
 - 1.1. Notes that regional library corporations are largely funded by their member Councils.***
 - 1.2. Notes that the Local Government Act 2020 requires existing regional library corporations to be wound up by 30 June 2031, which is 10 years after the commencement of section 110 of the Act.***
 - 1.3. Notes that the cost to transition to an alternate management model may be significant and will be borne by the regional library corporations and their member Councils.***
 - 1.4. Supports regional library corporations and their member Councils to advocate to the Victorian Government for resources, both financial and other support, to transition to an alternative model.***

4. KEY INFORMATION

The MAV is a membership association and the legislated peak body for local government in Victoria. The MAV's State Council is its governing body and is made up of representatives from each member Council.

The MAV State Council meets twice a year, or more if needed. Members can submit business to be considered by State Council in accordance with the MAV Rules, with representatives voting on matters before it.

Transition of Regional Library Corporations

For many years, Councils across Victoria have collaborated on the delivery of their library services via joint arrangements through Regional Library Corporations (RLC), enacted under section 196 of the *Local Government Act 1989*.

Up until 30 June 2021, Colac Otway Shire was a long-time member of the Corangamite Regional Library Corporation (CRLC) before transitioning to the Geelong Regional Library Corporation (GRLC) from 1 July 2021, which Council remains a member of.

Section 330 of the *Local Government Act 2020* (the Act) provides specific provisions to existing regional libraries which existed under section 196 of the *Local Government Act 1989*. Specifically, Section 330 (4) states that:

"An existing regional library must be wound up in accordance with section 197G of the Local Government Act 1989 before the expiry of the period of 10 years after the commencement of section 110." Section 110 refers to Beneficial Enterprises which Councils may participate in.

Therefore, as per the above sections of the Act, regional library corporations must be wound up and transition to a new corporate structure by 30 June 2031 under legislation that governs corporate

entities: Corporations Act (Com), Associations Incorporation Reform Act (Vic), or the Cooperatives National Law Application Act (Vic).

The GRLC has commenced discussions with its Board on options available to it, with a roadmap presented to the Board's February meeting. What is clear from early investigations is that should member Councils wish to continue to partner across the region for the delivery of library services, transitioning to an alternate model will incur a significant cost.

Whilst there are likely to be some benefits to transitioning to an alternative business enterprise model, the benefits to our community in terms of service delivery are not likely to be significant.

In a financially constrained environment, the impact to regional library corporations and member Councils is likely to be significant, particularly for low-resource Councils such as Colac Otway, and external support from the Victorian Government would be extremely beneficial.

MAV's assistance with advocacy efforts in seeking financial and other support from the Victorian Government will be important to member councils. Considering that there are many regional library corporations across the state, this issue is likely to be of interest to many Victorian Councils.

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

This report aligns with a number of the overarching governance principles including:

- Council decisions are to be made and actions taken in accordance with the relevant law.
- Collaboration with other Councils and Governments and statutory bodies is to be sought.
- The ongoing financial viability of the Council is to be ensured.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

Section 330 of the *Local Government Act 2020* (the Act) provides specific provisions to existing regional libraries which existed under section 196 of the *Local Government Act 1989*. Specifically, Section 330 (4) states that:

"An existing regional library must be wound up in accordance with section 197G of the Local Government Act 1989 before the expiry of the period of 10 years after the commencement of section 110." Section 110 refers to Beneficial Enterprises which Councils may participate in.

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

Not applicable.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

Not applicable.

Public Transparency (s58 LGA 2020)

Consideration of this matter is being presented to an open Council meeting which enables the community to understand the requirements of the *Local Government Act 2020* on regional library corporations, and Council's approach to meeting the requirements.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 3 – Healthy and Inclusive Community

Objective 2: People are active and socially connected through engaging quality spaces and places

Theme 4 – Strong Leadership and Management

Objective 2: We are a financially robust organisation

Financial Management (s101 Local Government Act 2020)

Council is yet to understand the full cost of the GRLC having to transition to an alternative business enterprise model. However, from early investigations the cost is likely to be significant and will need to be borne by regional library corporations and their member Councils.

Seeking support, either financial or other, from the Victorian Government would help alleviate the cost impost to Council.

Service Performance (s106 Local Government Act 2020)

Council's library services delivery by the GRLC are well supported by the community. This model of service delivery has performed extremely well for many years. It will be important that any alternative business enterprise model continues to provide the same level of service to our community.

Risk Assessment

Not applicable.

Communication/Implementation

Should Council support the recommendation, the motion for the MAV State Council will be presented to as per the requirements of MAV Rules.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Endorse the recommendation to present a motion to the next MAV State Council

This option is recommended by officers as it could assist Council with advocating to the Victorian Government for support, financial or other, towards the likely significant cost to transition the GRLC to an alternate business enterprise model. If no support is provided, the GRLC and its member Councils will need to cover the cost, with no material benefit to our community.

Option 2 – Not endorse the recommendation to seek support from MAV

This option is not recommended by officers. Council can advocate independently for financial support from the Victorian Government. However, support from the sector through the MAV is likely to provide greater strength to any advocacy efforts regarding this issue.

Item: 9.7

Gender Equality Action Plan Update

OFFICER	Tamzin McLennan
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	1. Colac Otway Shire Council - Statement of Commitment to Gender Equality [9.7.1 - 1 page]

1. PURPOSE

To seek Council's endorsement of the Colac Otway Shire Council Statement of Commitment to Gender Equality.

2. EXECUTIVE SUMMARY

In March 2022 and in line with requirements under the *Gender Equality Act 2020* (the Act), the Chief Executive Officer approved Colac Otway Shire Council's first Gender Equality Action Plan (GEAP). The GEAP covers the period between 2022 to 2026 and outlines Council's commitment to take positive action on gender equality throughout the life of the plan. The Plan is a public document on Council's website.

Council has a role in providing leadership under the Act, as well as being aware of the organisation's responsibilities both as an employer, and as an arm of government providing a wide range of services to our community.

One of the ways Councillors can support the GEAP is to endorse a Statement of Commitment to Gender Equality, which is attached to this report.

Furthermore, the Act asks all participating government partners to consider intersectionality when developing strategies and measures to promote gender equality. Intersectionality acknowledges that gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience due to other characteristics such as race, Aboriginality, religion, ethnicity, disability, age, sexual orientation or gender identity. In this vein, this report also asks Council to consider flying the Rainbow flag outside its Rae Street customer service centre on IDAHOBIT, this being 17 May 2023.

3. RECOMMENDATION

That Council:

- 1. Notes the update on the Gender Equality Action Plan.***
- 2. Endorses the Statement of Commitment to Gender Equality (Attachment 1).***
- 3. Agrees to fly the Rainbow Flag on 17 May 2023 being the IDAHOBIT, to demonstrate Council's allyship with our Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning and Asexual (LGBTQIA+) communities, and to take a stand against discrimination.***

4. KEY INFORMATION

In accordance with the *Gender Equality Act 2020* (the Act), Council developed its first Gender Equality Action Plan in 2022, approved by the Chief Executive Officer. The GEAP covers the period between 2022 to 2026 and outlines Council's commitment to take positive action on gender equality throughout the life of the plan.

Council's vision for its first iteration of a GEAP is focussed on the organisation, with an intention to expand its focus for the community future iterations. The GEAP's vision is:

'To create fair and equitable opportunities for staff and councillors in which everyone is able to access the same opportunities, resources and rewards regardless of gender.'

As part of its implementation of the GEAP, Council will actively promote gender equality in policies, programs and services that impact on the public by completing ongoing Gender Impact Assessments, and reporting to the Gender Equality Commissioner on its progress towards workplace gender equality.

The endorsement by Council of a Statement of Commitment to Gender Equality is an opportunity for Council to acknowledge the organisation's responsibilities and requirements of the Gender Equality Act 2020, but also to publicly affirm Council's commitment to creating a community that is safe, inclusive and supportive to all people, irrespective of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation or other attributes.

Currently, the organisation is undertaking a range of actions to promote gender equality as outlined in Colac Otway's GEAP. One of the actions within the GEAP is to include regular communications on gender equality principles with a focus on gender equity, LGBTQIA+ and people with disability.

Council has been approached several times in recent years with requests for Council to fly the Rainbow flag, including from the Victorian Pride Lobby. Flying the Rainbow flag in support of IDAHOBIT is now common practice in Local Government and would allow Council to publicly express its support of our LGBTQIA+ community, as well as to actively discourage discrimination against people's sexual orientation and/or gender identity. Flying the Rainbow flag is allowable within Council's existing Flag Policy Protocol, through the discretion of the Chief Executive Officer. Following discussions with Councillors at a briefing session it has been agreed that bringing the matter to Council meeting will provide greater visibility for the community.

The proposed flying of the Rainbow Flag on 17 May 2023, is a positive step forward towards gender equality and response to a community-based request.

This report notes that Council currently has three flag poles outside its Rae Street customer service centre, on which it flies the Australian Flag (also known as the Australian Blue Ensign), the Aboriginal Flag and the Torres Strait Islander Flag. In the absence of a fourth flagpole to fly alternative flags, officers consulted with traditional owners via the Eastern Maar Aboriginal Corporation (EMAC) about whether they would support swapping the Torres Strait Islander Flag for the Rainbow Flag on IDAHOBIT. EMAC confirmed that they were supportive of the flag substitution on this day as a way of expressing support for LGBTQIA+ members of our community.

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

This report aligns with the following Governance Principles in that it:

- Focuses on progressing Council's actions against its Gender Equality Action Plan which includes a commitment to create a safe and inclusive community for people irrespective of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.
- Seeks to be transparent with the community about Council's commitment to gender equity and promoting its involvement in IDAHOBIT day.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

This report discusses Council's obligations under the *Gender Equality Act 2020* as well as its commitments to delivering on a range of actions to improve gender equality in the organisation and wider community.

Council's existing Flag Protocol Policy allows for variances from Council's protocol to be referred to the Chief Executive Officer for a decision at their discretion. This report goes one step further via a resolution that supports the Chief Executive Officer to use their delegation to fly the Rainbow Flag on IDAHOBIT.

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

Not applicable.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

Traditional owners have been consulted about using the flagpole that usually flies the Torres Strait Islander Flag to be used for the Rainbow Flag on IDAHOBIT. EMAC has confirmed its support for such an approach.

The creation of Council's GEAP did not require community engagement, as it primarily focuses on the organisation's response to gender equity, with an intention to expand its focus for the community in future iterations.

Public Transparency (s58 LGA 2020)

This report seeks to make Council's commitment to gender equity public so as to promote our role in creating a safe and inclusive community for all.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 3 – Healthy and Inclusive Community

Objective 1: All people have the opportunity to achieve and thrive in our shire

Objective 3: We are a safe, equitable and inclusive community

Theme 4 – Strong Leadership and Management

Objective 1: We commit to a program of best practice and continuous improvement

Objective 4: We support and invest in our people

Financial Management (s101 *Local Government Act 2020*)

Council's endorsement of a Statement of Commitment to Gender Equality does not have any specific financial implications.

Service Performance (s106 *Local Government Act 2020*)

Council's progress towards creating a more gender equitable community and society aligns with all of the *Local Government Act 2020* service performance principles. It has been proven via multiple empirical studies that a more gender equal world benefits businesses and economies, fosters peace and leads to stronger communities.

Risk Assessment

There are no inherent risks with the actions proposed within this report. However, there are a many risks associated with Council not taking action against gender inequality. Taking action on gender equality is a key driver to reducing violence against women as well as other groups that are marginalised due to a variety of reasons which include gender or sexual identity, ethnicity, Aboriginality and disability.

Communication/Implementation

Council's decisions in relation to this report will be communicated via a media release and via posts on our social media channels.

Human Rights Charter

This report highlights that gender equality is a human right and precondition to social justice. It seeks to support Council's gender equality actions via the adoption of a Statement of Commitment to Gender Equality, as well as consideration relating to the flying of the Rainbow Flag.

Officer General or Material Interest

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

Options

Option 1 – This option recommends that Council adopts the resolution relating to the Statement of Commitment to Gender Equality, as well as flying the Rainbow flag for IDAHOBIT.

This option is recommended by officers as it demonstrates Council's commitment to taking actions that support gender equality as well as our LGBTQIA+ community.

Option 2 – Adopt the recommendation with amendments.

Council could consider to adopt the recommendation with amendments, however amendments that depart from the spirit of the Statement of Commitment to Gender Equality are not recommended because they would be in conflict with commitments Council has already made in its Council Plan and Municipal Health and Wellbeing Plan, and GEAP. In addition, a failure to provide leadership in this area could cause concern and pain to groups in our community that are already marginalised and/or discriminated against at proportionally higher rates than the general population.

Option 3 – Do not adopt the Statement of Commitment to Gender Equality, or support the Chief Executive Officer to use their delegation to fly the Rainbow flag.

This option is not recommended by officers. Whilst there is no legislated requirement to adopt a Statement of Commitment to Gender Equality nor is there a requirement to fly the Rainbow flag, a decision not to do these things would be in conflict with commitments Council has already made in its Council Plan and Municipal Health and Wellbeing Plan, and GEAP. In addition, a failure to provide leadership in this area could cause concern and pain to groups in our community that are already marginalised and/or discriminated against at proportionally higher rates than the general population.



Colac Otway Shire Council

Statement of Commitment to Gender Equality

Statement of Commitment:

That further to our Council Plan 2021-2025 and our Councillor Code of Conduct 2021 we now:

- Support and acknowledge our responsibilities and requirements of the Gender Equality Act 2020 and specifically the key principles of:
 1. All Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness.
 2. Gender equality benefits all Victorians regardless of gender.
 3. Gender equality is a human right and precondition to social justice.
 4. Gender equality brings significant economic, social and health benefits for Victoria.
 5. Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls.
 6. Advancing gender equality is a shared responsibility across the Victorian community.
 7. All human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices.
 8. Gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.
 9. Women have historically experienced discrimination and disadvantage on the basis of sex and gender, and
- Actively promote gender equality in our policies, programs and services.
- Acknowledge the work of our Organisation in developing, adopting and implementing a Gender Equality Action Plan 2022-2026.

Item: 9.8

Review of Colac Otway Shire Grants Program and Guidelines 2023-2024

OFFICER	Katrina Kehoe
GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy
ATTACHMENTS	<ol style="list-style-type: none"> 1. DRAFT Colac Otway Shire Grants Program Guidelines 2023 - 2024 [9.8.1 - 27 pages] 2. Summary of Changes - Grants Program 2023-2024 Guidelines [9.8.2 - 2 pages]

1. PURPOSE

To seek Council's endorsement of the Colac Otway Shire Grants Program Guidelines 2023-24.

2. EXECUTIVE SUMMARY

An extensive review of the Colac Otway Shire Grants Program has been undertaken. The last review was conducted in 2017-18 and endorsed in 2018. In September 2020, a subsequent category was introduced (Small Business Environmental Sustainability) and has been included in the program since. An internal evaluation of the Colac Otway Shire Grants Program has been undertaken. This involved a review of:

- Current funding categories and their alignment to the Council Plan.
- Consideration of the Victorian Auditor-General's Officer (VAGO) recommendations on Fraud Control over Local Government Grants.
- Feedback received throughout the year from recipients and internal departments on the grants program.
- Benchmarking against other Councils' grant programs.

The evaluation of the grants program demonstrated that funding allocations are being distributed to eligible community groups, sports clubs, service clubs, small businesses and event organisers broadly across the Shire.

The proposed changes to the grant categories and guidelines will improve the alignment to the Council Plan, consolidate the funding streams offered and ensure the VAGO recommendations for Fraud Control over Local Government Grants are incorporated into the process.

3. RECOMMENDATION

That Council:

1. **Endorses the Colac Otway Shire Grants Program Guidelines 2023-24.**
2. **Notes the allocation of funding through the Colac Otway Shire Grants Program 2023-24 will be subject to approval of the Council budget 2023-24.**
3. **Notes officers may make administrative changes to the guidelines where these changes do not have a material impact.**
4. **Notes that the endorsement of the revised Colac Otway Shire Grants Program 2023-24 does not supersede the Point 4 of the Council resolution relating to agenda item 6 on 28 March 2018.**

4. KEY INFORMATION

The current grant categories consist of:

1. Community Grants (\$2,001- \$10,000)
2. Community Events and Support (maximum \$5,000)
3. Small Grants (\$500 - \$2,000)
4. Building Façade Improvement Grants (maximum \$3,000)
5. Small Business Environmental Sustainability Grants (maximum \$5,000)

Following the review, it is proposed to consolidate the grant categories into three streams as detailed below. It is anticipated that the three streams will assist applicants in identifying the most relevant grants to apply for, allow for more targeted marketing of the grants program, improve alignment to the Council Plan and allow for simpler reporting on the impact and outcomes for each funding stream.

Grant Stream	Sub- Categories	Grant Amount (up to)	Existing Category
Community Grants	Grants programs and projects that support: <ul style="list-style-type: none"> ○ Environment ○ Arts and Culture ○ Sport and Recreation ○ Health and Wellbeing, Access, Equity Inclusive ○ Strategic Planning and Training ○ Community infrastructure - Placemaking, Streetscape, Facilities and Open Space 	\$10,000 max.	1, 3

Grant Stream	Sub- Categories	Grant Amount (up to)	Existing Category
Events Grants	<ul style="list-style-type: none"> • Community Events <ul style="list-style-type: none"> ○ COPACC Hire Assistance ○ Established Community Event ○ New community events • Tourism Events <ul style="list-style-type: none"> ○ Community organised ○ Commercial event organisers (existing or new) 	\$5,000 \$5,000 \$2,000 max. \$10,000 \$5,000 max.	2
Business Grants	<ul style="list-style-type: none"> • Retail Façade Improvement • Environment Sustainability 	\$3,000 \$5,000 max.	4, 5

Funding Streams

It is proposed to maintain the current total funding budget of \$311,500 (subject to approval of Council's budget) with proposed nominal budgets for each grant stream. Historically funding has been nominal for each category, however the option exists to fix the percentage value of each stream as a funding allocation to different Council Plan objectives.

Stream	Percentage of total budget (\$311,500)
Community Grants	55%
Events Grants	35%
Business Grants	10%

Environmentally Sustainable Business Grants

The current Category 5 Small Business Environmental Sustainability grant was added to the Grants Program in September 2020 with the intent to support businesses in improving their environmental and subsequent economic sustainability. The type of projects currently eligible for funding are:

- Energy efficiency upgrades.
- Water saving initiatives.
- Upgrades to energy efficient equipment.
- Water related public health initiatives.

In order to encourage the uptake and provide more direction in how the environmental grant could be used, it is proposed to change the title to *Environmentally Sustainable Business Grants* under the Business Grants stream. It is also proposed to change the items able to be funded through the category as follows, targeting specific goals and make reporting on the program's environmental benefits achieved possible:

1. Business energy audit - support businesses to undertake an energy audit of their business by an approved energy auditor (refer Sustainability Victoria for energy auditors).

2. Building upgrades - support upgrades that reduce energy consumption e.g. Insulation, draught proofing, double glazing etc.
3. Waste reduction and diversion initiatives - support businesses to implement initiatives that reduce waste and divert business waste from landfill. Projects that encourage recycling, FOGO, circular economy, environmentally friendly packaging etc.
4. Emerging technology - support innovation and emerging technology e.g. EV Chargers to encourage electric vehicle use.
5. Energy storage - support installation of battery storage or other proven technology, to allow businesses to maintain continuity.
6. Water re-use, harvesting or efficiency upgrades - initiatives to reduce the use of potable water.
7. Urban Greening - support planting shade trees along west facing walls for small to small/medium enterprises, including commercial businesses. Support green wall plantings on west facing walls of business.
8. Transition from gas to electricity - support businesses to transition from gas to electric equipment particularly where a renewable energy source is used.

Victorian Auditor-General's Office (VAGO)

The VAGO report into Fraud Control over Local Government Grants made a number of recommendations for all Victorian Councils to consider in the administration of their grant programs. On assessment against the recommendations, generally Council's processes for administration of its Grants Program was considered to already meet most of the recommendations from VAGO. However, some minor changes have been incorporated into the program process to further strengthen the program.

Proposed changes

A summary table of the proposed changes is attached to this report. The proposed changes will consolidate the grants program and clearly align with the Council Plan.

Celebrating grant success

Celebrating the awarding of grants and the benefits they provide is an important consideration for Council's Grants Program. There are a number of options that have been considered on how best to acknowledge and celebrate successful grant recipients, with the two key options being:

Councillors attend select recipients' events and completed projects

This option will allow Councillors the opportunity to celebrate the event/project with the recipient. This option also enables photo opportunities that publicise Council's contribution through the Grants Program and could be promoted throughout the year in the mainstream media, social media and on Council's website. This option is the current approach and was implemented for the Colac Otway Shire's Grants Program 2018-19 and 2019-20, with COVID-19 affecting the capacity to implement this fully since then.

Council holds a function to announce grants to recipients

This option has been undertaken in the past with some success, however it does provide a reduced capacity to experience and promote the outcomes of the grant expenditure. As grant recipients are

located across the Shire there may also be challenges associated with attending an event particularly during the winter months. Should Council support this option, budget will be required to host a function.

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

The review of the Guidelines is in accordance with the overarching governance principle of continuous improvement, and the transparency of Council decisions, actions and information. The grants process incorporates recommendations from the VAGO Fraud Control Over Local Government Grants.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

The following Legislation, Policy, Strategies and Plans have been considered in the development of these guidelines.

- Council Plan 2021-2025
- Draft Grants, Contributions and Sponsorship Policy (20200312)
- Access Equity and Inclusion Plan 2015-2025
- Colac Otway Economic Development Strategy 2019-2024
- Creative Colac Otway – Arts and Culture Strategy 2018-2022

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

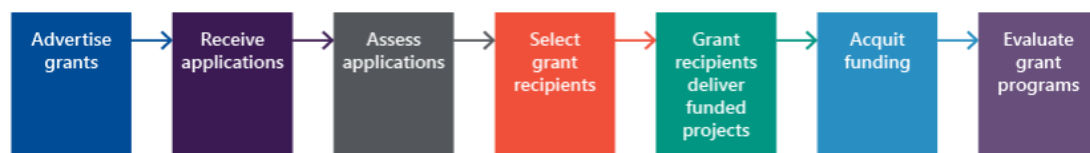
The Guidelines and application form will include criteria to describe how the proposal meets environmental objectives as identified in the Council Plan 2021-2025.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

The Guidelines were drafted with input from feedback from grant applicants, Councillors, Council internal departments and Council's Environment Unit for the Environmentally Sustainable Business Grant. Community engagement has been conducted for the Council Plan, Environment Strategy and the Waste Strategy which has helped guide the proposed changes.

Public Transparency (s58 LGA 2020)

A flowchart of the grants program which clearly displays the application process, assessment, outcome notifications, funding, delivery and acquittal is included in the Guidelines. An example is provided below:



All applicants are notified of the outcome of their application and feedback is provided to those who are unsuccessful.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 3: Key infrastructure investment supports our economy and liveability

Objective 4: Colac Otway Shire is a destination to visit

Theme 2 - Valuing the Natural and Built Environment

Objective 3: Protect and enhance the natural environment

Objective 5: Provide and maintain an attractive and safe built environment

Theme 3 – Healthy and Inclusive Community

Objective 1: All people have the opportunity to achieve and thrive in our shire

Objective 2: People are active and socially connected through engaging quality spaces and places

Objective 3: We are a safe, equitable and inclusive community

Theme 4 – Strong Leadership and Management

Objective 2: We are a financially robust organisation

Financial Management (s101 Local Government Act 2020)

It is anticipated that the total program budget will remain at \$311,500, however this will be subject to Council budget deliberations. The three funding streams will have nominal budgets as a guide, however grants will be recommended as long as the total recommended allocations do not exceed the total funding available. Some streams may be over or under their nominal budget.

Service Performance (s106 Local Government Act 2020)

The evaluation of the Grants Program shows that broad distribution of the funding allocations is being provided to eligible community groups, sports clubs, service clubs, small businesses and event organisers across the Shire. A review of the Grants Program will be scheduled every two years to review the benefits to the community. Feedback is documented and provided to unsuccessful applicants which may assist them to apply for future rounds.

Risk Assessment

The VAGO recommendations in the Fraud Control Over Local Government Grants will be incorporated into the grants process in instances where they aren't currently, to ensure funds are spent fairly and transparently, and fraud risks are managed.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to the guidelines document. Where an update does not materially alter the document, a change will be made administratively. However, any change or update which materially alters the guidelines document would be by resolution of Council.

Communication/Implementation

The Guidelines, following approval from Council, will be promoted when the next grant round opens. Applicants are strongly encouraged to read the Guidelines and check for eligibility prior to applying. Council officers are available to assist with any queries. It is anticipated that the next grants' round will open 3 March 2023.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Guidelines

Option 1 – Endorse the Colac Otway Shire Grants Program Guidelines 2023-24.

This option is recommended by officers as the attached Guidelines have been developed through benchmarking with other Councils, a review of best practices, consideration of feedback received from the community and the VAGO Fraud Control Over Local Government Grants recommendations. Endorsing the Guidelines will enable the grants program to open on 3 March 2023.

Option 2 – Undertake further review of the Colac Otway Shire Grants Program Guidelines 2023-24.

This option is not recommended as there has been considerable work undertaken in review of the program and guidelines. The Grants Program is a well-received service provided by Council and the proposed changes will ensure that Council continues to provide funding to community groups that deliver broad benefits across the shire.



Colac Otway Shire Grants Program

Guidelines 2023-2024

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1. Objective

The Colac Otway Shire Grants Program provides one-off financial assistance grants to assist community organisations, event organisers and businesses in delivering projects and programs that benefit the wider community and help in achieving outcomes consistent with the 2021-2025 Council Plan.

The Grants Program supports projects and programs that improve strong and resilient economies, natural and built environments and healthy and inclusive communities.

2. Funding Streams

Colac Otway Shire Grants Program offers three funding streams:

Funding Stream	Grant Name	Grant Details	Amount
Community Grants	Community Grants	<p>Assist community groups to fund a broad range of community development projects, services, activities, equipment or new initiatives across Colac Otway Shire.</p> <p>These may address the following:</p> <ul style="list-style-type: none"> • Environment • Arts & culture • Sport & recreation • Health & wellbeing, access, equity & Inclusive • Strategic Planning & Training • Community placemaking, Streetscape, Open Space infrastructure • Equipment • Facility upgrades 	<p>\$10,000 max</p> <p>\$500 minimum</p>
Events Grants	Community Events	<ul style="list-style-type: none"> • Established community events • New one-off or start-up event 	<p>\$5,000 max</p> <p>\$2,000 max</p>
	Tourism Events	<p>Established tourism event</p> <ul style="list-style-type: none"> • Major community organised • Commercial event organiser • New event held by experienced major event organiser 	<p>\$10,000 max</p> <p>\$ 5,000 max</p> <p>\$ 5,000 max</p>
	COPACC Hire Assistance	<p>50% standard room hire for eligible community groups/not-for-profit applicants.</p>	<p>\$5,000 max</p>
Business Grants	Building Façade Improvement Grant	<p>Façade improvements may include:</p> <ul style="list-style-type: none"> • External Painting • Replace signage in poor condition • Replace hoardings • Cleaning the façade • Minor repairs, maintenance or reinstatement of missing elements • Minor repairs to existing façade tile or stone accents • Minor repairs to structural façade elements and awnings • New, repairs and replacements of verandahs 	<p>\$3,000 max</p>

	Environmentally Sustainable Business Grant	Projects may include: <ul style="list-style-type: none"> • Business energy audit • Building Upgrades • Waste reduction and diversion initiatives • Emerging technology • Energy storage • Water re-use • Urban Greening • Transition from gas to electricity 	\$ 5,000 max
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3. Align with the Council Plan 2021-2025

Applications must align to at least one of the following themes in the Council Plan 2021-2025.

THEME 1 – STRONG & RESILIENT ECONOMY

- Key infrastructure investment supports our economy and liveability

THEME 2 – VALUING THE NATURAL & BUILT ENVIRONMENT

- Mitigate impacts to people and property arising from climate change
- Protect and enhance the natural environment
- Reduce waste going to landfill
- Provide and maintain an attractive and safe built environment

THEME 3 – HEALTHY & INCLUSIVE COMMUNITY

- All people have the opportunity to achieve and thrive in our shire
- People are active and socially connected through engaging quality spaces and places
- We are a safe, equitable and inclusive community

4.

Important General Information	
One application can be submitted per round. Select the most relevant funding stream: <ol style="list-style-type: none"> 1. Community Grants 2. Event Grants 3. Business Grants 	✓
The Grants Program is a competitive funding program. Submission of an application does not guarantee funding. Often more applications are received than the funding available.	✓
All applications require a dollar for dollar matching contribution of cash &/or in-kind.	✓
Applications that address gender equity are highly encouraged and prioritised through the assessment stage.	✓
Applicants are highly encouraged to use local trades and suppliers located in the Colac Otway Shire and will be prioritised in the assessment stage.	✓
Applications will only be received through Smartygrants – the online grant management program.	✓
Applications will not be considered for projects or events that have already received funding from Council.	✗

Applications received after the closing date/time will not be considered	×
Requests for retrospective funding are not eligible. The project cannot commence or equipment be purchased prior to signing the funding agreement.	×
Canvassing or lobbying of Councillors, Council employees or members of the Assessment Panel is strictly prohibited.	×
Colac Otway Shire reserves the right to decline any application that does not meet the eligibility criteria.	×
Grant funds are not released until funding conditions are met e.g. land owner consent conditions met &/or permits are obtained.	×

5. To Apply

Funding round	Applications open	Applications close
2023-2024 financial year	3 March 2023 at 9.00am	14 April 2023 at 5.00pm

The application link to apply is available on Council's website when the round is open.

Prepare early for your application.

1. Read the Guidelines and check your eligibility
2. Start early and prepare for your application by making sure you have the required information on hand including documents.
 - **A quote** is required for ALL applications. The quote must be prepared within the past three (3) months, must be itemised and show GST if applicable.
 - **Land owner's consent** is required if you do not own the land or facility, and if applicable, the proposed works are outside of the conditions in the lease or land owner's management agreement.
 - **Public liability insurance** is required for all projects and events (excluding equipment purchases). A Certificate of Currency (CoC) must be submitted with your application.
 - **Letter(s) of support** from organisation(s) involved in the proposed project or event, if applicable, to demonstrate community support.
 - **Permits and approvals may be required** for proposed projects or events. Obtaining relevant permits and approvals is separate to the grant application process and may require additional time and budget to be allocated in the project plan. You do not need to secure permits or approvals before applying, however if your funding application is successful, securing them will be a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in your application that you are aware of the relevant permits and approvals that may apply to your project or event. If you are unsure about permits, please contact the Grants Officer to discuss your project or the Events Officer to discuss your event requirements.

Online applications are accepted through Smartygrants only. Applicants will be required to register or log in to Smartygrants to start a submission. Attachments can be uploaded in acceptable formats (refer to Applicant's Help Guide) and recommended size is 5mb, however 25mb is the limit.

Smartygrants Help Guide for Applicants: <https://applicanthelp.smartygrants.com.au/help-guide-for-applicants/>

A Smartygrants acknowledgement email will be sent when the application has been submitted. Check emails delivered from 'noreply@smartygrants.com.au' are not blocked or directed to your junk/spam folder.

6. Timelines

Applications open: 3 March 2023

Applications close: 14 April 2023

Notification of outcome: Late June/early July 2023

Funding agreements signed: July 2023

Projects commence: July 2023 onwards

Project completed: June 2024 or earlier (as per timeframes indicated in the application)

Please note: dates are subject to change. We will provide applicants with notice of any changes as they arise.

7. How will applications be assessed?

The Grants Program is a competitive process and submitting an application does not guarantee funding. Eligible applications will be assessed by a panel of Council officers, based on the application responses against the relevant assessment criteria.

8. Budget

All applications require a matching eligible 1:1 in-kind or cash contribution. The budget must accurately reflect the project or event's income and expenditure. Provide details of all income sources and list all expenditure costs involved in the project. Check if any permits are required and include the permit fee/s in the budget.

The budget must include the matching contribution required for your project or event which may include cash and/or in-kind (if relevant). Any other source of funding provided by Colac Otway Shire towards your project cannot be used as a matching contribution.

Quote/s must be included in the application. The budget income and expenditure totals must balance.

Cash contributions

Cash contributions can be confirmed by providing a copy of a current Bank Statement or other evidence of bank balance for grant requests up to \$5,000. A Treasurer's report is also required for grant requests over \$5,000.

In-kind contributions

An in-kind contribution means support, other than cash, provided by your organisation towards the project. This can include voluntary labour or donated goods and services.

In-kind contributions should be calculated from activities that directly contribute to the delivery of the project or event.

Eligible for In-kind contribution:

- Project management
- General maintenance or activities directly related to the project (E.g: painting, site preparation, landscaping etc.)
- Donated goods & services

Activities undertaken prior to the project are deemed ineligible for in-kind contribution including but not limited to:

- Research, planning and application writing (undertaken prior to the commencement of the project).
- Fundraising activities for a project. These should be completed prior to the application.
- Applicant's core operational maintenance (e.g. Recreation reserve or public hall grounds maintenance)
- Official project opening
- The use of equipment purchased is not considered as in-kind*
 - * Where an equipment purchase is part of a program or an element of a larger project, it may be considered for eligible in-kind.

An in-kind contribution will be:

- Recorded in the Budget table under income and under expenditure.
- Recorded in the in-kind table for labour, donated goods and services.
- Calculated at \$45 p/hour for volunteer professional/trade services
- Calculated at \$25 p/hour for general volunteer labour

In-kind contributions received

A record of the actual volunteer labour, donated goods and services contributed to the project or event delivery (calculated at the relevant provisional hourly rate) will be required in the Acquittal Report at the completion of the project or event. It is the applicant's responsibility to keep written records (e.g. letter of donations or receipts, volunteer hours) of the in-kind support committed or received.

9. Funding Details

- The grant recipient (or the Auspice organisation that will manage the funds) must enter into a funding agreement with Colac Otway Shire Council which sets out the conditions, payment details and reporting requirements.
- Depending on the proposal, specific funding conditions that relate to the project may be included in the Funding Agreement. For example: planning permit required, land owner's consent required, building permit required etc.
- The project must be completed within the financial year in which the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be spent on the activity as described in the application. Any variation to the approved activity must be submitted in a Variation Request form for approval prior to implementing changes.
- Grant recipients (or Auspice) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- Registered for GST. Recipients (or Auspice) will have payments made inclusive of GST. A Tax Invoice must be provided to Colac Otway Shire.
- Not Registered for GST. Recipients (or Auspice) will have payments made exclusive of GST.
- For grants above \$5,000, payments will be made in two instalments:
 - 90% paid upfront on signing the Agreement or when specific funding conditions have been met. Specific funding conditions may apply to your project, and these must be met prior to the release of the grant funds.
 - 10% paid upon satisfactory completion of the acquittal report.

10. Acknowledging Council's support and promoting success

Grant recipients are required to acknowledge the support from the *Colac Otway Shire Grants Program*.

Promotional guidelines form part of funding agreements and include the requirement that all activities acknowledge Colac Otway Shire Council's support through:

- Logo presentation on any activity-related publications
- Media releases
- Promotional material
- Social media
- Written or verbal acknowledgement at presentations or 'openings' and/or
- Installation of a Colac Otway Shire endorsed sign at the site of larger infrastructure activities.

Approval must be obtained to use Council's logo on any promotional material, website, social media etc. A proof of the promotional material should be sent along with the request to use the logo. Please contact Colac Otway Shire to obtain the current logo for use.

All grant recipients must provide an opportunity for a Councillor to attend the event/project for promotional purposes if requested. This may include handing out prizes after a sporting event, or a photo opportunity at the opening of a completed construction project. Before the end of July 2023, applicants will be informed if their event/project has been nominated for a Councillor visit.

11. Acquittal

At the completion of the project, an Acquittal Report must be submitted through Smartygrants. The report must include (where relevant):

- A summary of the project including comments on the things that went well and that you have learnt from the project.
- Project outcomes, achievements and how they aligns with Council Plan objectives.
- A project budget must be completed, including receipts or evidence of how the grant funds were expended.
- A record of In-kind labour &/or donated goods & service (if applicable).
- Details of local suppliers and contractors used.
- Copies of project promotional materials, social media posts, photographs or video if available.
- Photographs of new equipment or completed works.
- Evidence of acknowledgement of Council's support e.g. club newsletter, media articles, social media etc.

Applicants that have an outstanding acquittal from any previous grant round will not be eligible to apply for any future grant round. Contact the Grants Officer to discuss if your current project will not be completed prior to the application closing date.

12. Privacy

The Colac Otway Shire Council is committed to protecting your privacy. We collect and handle any personal information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal information with others for the purpose of assessment, consultation, and reporting. This can include Council staff or Councillors.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

The Colac Otway Shire Council's Privacy Policy can be found at www.colacotway.vic.gov.au Enter a search for Privacy Statement.

Council uses an online grant application program called Smartygrants.

[Click Here](#) to view Smartygrants Privacy Policy <https://www.ourcommunity.com.au/privacy>

13. Contact us

For queries relating to the grants program or assistance with the online application or further information, contact the Grants Officer between 8.30am and 5.00pm Monday to Friday.

Grants & Development Officer

Colac Otway Shire, 2-6 Rae Street Colac

T: (03) 5232 9400

E: inq@colacotway.vic.gov.au

14.

Community Grants

The grants program supports community and recreation infrastructure improvements, community programs and activities, local community and tourism projects that contribute to community strengthening and bring a wide range of social and economic returns across the Shire.

Grants from \$500 up to \$10,000 maximum.

Grants are provided on a matching dollar for dollar cash and/or in-kind basis.

14.1 Who can apply?	
Applicant organisation located within the Colac Otway Shire boundary	✓
Any of the following applicant organisations: <ul style="list-style-type: none"> • Community Group <ul style="list-style-type: none"> ○ Applicant organisation must meet the definition of a community group. A community group is defined as a group or organisation which works for the public benefit. Voluntary & Community Groups have the following characteristics: <ul style="list-style-type: none"> ○ <u>Organised</u>. A voluntary and community group has a structure with rules about how the group is organised and run. This is called a 'governing document' or 'constitution'. ○ <u>Self-governing and independent</u> from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee. ○ <u>Not for Profit</u>. No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group. ○ <u>Voluntary</u>. Voluntary and Community Groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities. ○ <u>Public/community benefit</u>. The group will carry out activities which benefit a particulate group of people within the community. • Community Asset Committee established by Council (formerly called a Section 86 Committee) for the purpose of managing a community asset in the Colac Otway Shire. E.g. Recreation Reserve Committee, Public Hall committee • Not-for-profit, non-government organisation. 	✓
Incorporated Organisations. If not incorporated, must arrange an eligible incorporated organisation to Auspice the grant, and include the Auspice's consent letter in the application.	✓
Applicants with an Australian Business Number (ABN). Or that have completed an Australian Tax Office form (Statement by a Supplier) so that no withholding tax is required from the grant payment.	✓
14.2 Who cannot apply?	
<ul style="list-style-type: none"> • Individuals 	✗

<ul style="list-style-type: none"> • Businesses • Event organisers • Schools or Parents & Friends or similar groups affiliated with schools • Churches or other religious organisations • Non-incorporated groups who do not have an Auspice • Elected members (Councillors), Council employees (staff) <p>Note: Guidance and advice for grant applicants is available through Council's Grants Officer.</p> <ul style="list-style-type: none"> • Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): <ul style="list-style-type: none"> ○ any illegal activity ○ any activity not in accordance with relevant legislation; permitting; regulations etc. ○ tobacco ○ offensive or sexually explicit material ○ discrimination on the grounds of race, gender or religion ○ activities violating human rights ○ political parties ○ gambling 	
Applicants with an overdue Acquittal Report from a previous round. Contact Council's Grants Officer if you need to check.	✘

14.3 What will be funded?

Environmental projects – Natural or built	✓
Energy Audits Type 1 for community facilities	✓
Arts & cultural projects	✓
Sport & recreation programs & projects	✓
Community programs and projects that encourage physical activity, health and wellbeing, improve equity, access and inclusion	✓
Strategic Planning activities e.g. master plans, feasibility plans, action plans or business plans for: <ul style="list-style-type: none"> • Community Asset Committees of Council facilities/land/infrastructure • Other not-for-profit organisations on land /assets which are not owned or managed by Council, Government or other Authority may be considered. 	✓
Workshops, training, specialist skills programs, education or coaching courses for officials, administrators or general community members.	✓
Community infrastructure - Place making, streetscape and open space	✓
Equipment purchases that enhance the facility, are designed to remain part of a facility or which provide general benefit to the applicant organisation.	✓
Facilities upgrades - minor capital improvements of community and recreation facilities (up to \$20,000)	✓
Projects that address gender equity	✓

Minor repairs and works	✓
14.4 What will not be funded?	
Standard Council infrastructure e.g. footpaths, bins, drainage and road construction.	✗
Consumable items (e.g. sports balls, uniforms)	✗
Compliance related upgrades to Council owned buildings or requirements within the current lease or management agreement.	✗
Ongoing operational expenses and administrative costs e.g. rent, utility costs, salaries etc.	✗
Public liability or other insurance	✗
Capital expenditure projects over \$20,000	✗
Project management costs	✗
Projects undertaken outside of the funding period (financial year)	✗
Projects considered the responsibility of other Agencies	✗
Fundraising activities, prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers	✗
Requests for retrospective funding are not eligible. The project activity cannot commence or equipment cannot be purchased prior to approval.	✗
Equipment purchased to undertake the works (e.g. ladders, gurneys, scaffolding, and safety barriers). Hiring of equipment is permitted when directly related to the project.	✗
Proposed works where land owner's consent or a permit has been refused.	✗
Strategic planning on land or assets owned by another Government entity or Authority	✗
Applications for projects that have already received funding from Council.	✗
Activities that could be considered core business i.e. those associated with the applicant organisation's normal or day-to-day operation (including regular projects, programs and activities, administration, staffing costs, insurances and permits.)	✗
Contingency costs	✗

Information you will need to provide as part of your application

You will need to provide the following documents as part of your application:

- Itemized quote(s) for the proposed works or equipment.
- Photographs of 'Before', if applicable. 'After' photos will be required in the Acquittal Report.
- **Permits and Approvals** Proposed projects may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them will be a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in your application that you are aware of the required permits and approvals if required for your

project. If you are unsure about permits, please contact Council's Grants Officer to discuss your project.

- Planning Permit may be required for proposed works or use.
- Building Permit may be required if proposed works include any structural works.
- In-principle support from Council may be required for any project on Council owned or managed land

14.5 Assessment Criteria – Community Grants

Assessment Criteria 1 – What benefits will the project provide to your organisation and the broader community and alignment to Council Plan objectives? (Weighting 50%)

In your response, please describe:

- Alignment to Council plan objectives
- How is the project supporting the local community?
- Who is the target market to benefit from the project?
- Details of short term and long term benefits.
- The expected number of people who will benefit from the project.

Assessment Criteria 2 – Why is this project needed? (Weighting 20%)

In your response, please describe:

- What demand exists that has created the idea for this project?
- The evidence to show why this approach will work?
- Provide support letters to demonstrate support from the community for your project and detail any discussions held with related groups in the area. (if applicable)
- Will the project be an innovative and creative response to the issue?
- Will the project address gender equity? Describe how. Priority will be given to projects that address gender equity.

Assessment Criteria 3 – How will the project be delivered? (Weighting 15%)

Applications must clearly demonstrate the capacity of the applicant to deliver the project.

In your response, please describe:

- Who will manage the project?
- What planning has been undertaken to complete this project?
- Detail the stages involved in your project and how you will deliver it.
- Details if it involves knowledge and skills development.
- Will it be sustainable? Explain how you intend to fund this project into the future.
- Demonstrated experience of the Applicant organisation to deliver and acquit the project within timeframes.

Assessment Criteria 4 – Who is involved? (Weighting 15%)

In your response, please describe:

- Are suppliers based in the Colac Otway shire? What percentage of suppliers or contractors are located in Colac Otway Shire? Priority will be given to the use of local trades and suppliers.
- Who are the partners?
- Will there be voluntary or in-kind contributions? Who is involved?
- How many people from your organisation will be involved?
- Does the project actively involve a range of stakeholders?

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15. Events Grants

An event is any organised activity held on public or private land where an open area, facility, venue, road or temporary structure is to be used by more people than are usually found in that location.

Events can include but are not limited to:

- Cultural, Historical, Artistic (theatre, visual), Culinary, Sporting, Environmental
- Festivals, Live music events and performances
- Markets, Cinema in the park, Carnivals, Exhibitions, Community fair/shows

15.1 Community Events

Events must benefit Colac Otway Shire's residents and businesses, and have a strong community focus. Events should enhance the region's profile, develop community cooperation and cohesion, build local skills, provide social opportunities or in other ways have a positive impact on the local community.

- Grants up to \$5,000 to provide support for established events
- Grants up to \$2,000 to provide support for new or one-off events
- COPACC Hire Assistance grants available for up to 50% of the cost of standard room hire at COPACC for the provision of performing arts and cultural activities. Maximum \$5,000.

Grants are provided on a matching dollar for dollar cash and/or in-kind basis. In-kind contributions should be calculated from activities that directly contribute to the delivery of the event.

15.2 Tourism Events

Major events which attract a significant number of out of area visitors, with major branding/promotional opportunities for the host town & Colac Otway Shire.

- Grants up to \$10,000 for major tourism events organised by local community
- Grants up to \$5,000 for major tourism events organised by commercial event organisers
- New tourism events maximum is \$5,000. Event organiser must demonstrate previous experience in major events.

Grants are provided on a matching dollar for dollar cash and/or in-kind basis. In-kind contributions should be calculated from activities that directly contribute to the delivery of the event.

15.3 Who can apply?

<i>Event Organiser</i> - any individual, community group or entity who undertakes the planning, control, management and/or implementation of an event.	✓
Event organisers holding an event within the Colac Otway Shire.	✓

Applicants with an overdue Acquittal Report from a previous round. Contact the Grants Officer if you need to check.	✘
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15.5 What will be funded?	
Community Events that benefit Colac Otway Shire's residents and businesses, and have a strong community focus.	✔
Tourism Events that attract significant numbers of out of area visitors, with major branding/promotional opportunities for the host town & Colac Otway Shire.	✔
Performing arts and cultural activities/events at COPACC	✔
Hire of entertainers & performers	✔
Traffic management plans and personnel for the event	✔
Promotional material for the event	✔
Event infrastructure and equipment hire costs (E.g. sound equipment, lighting, staging, portable toilets, fencing etc.). Use of local suppliers is encouraged	✔
Events that are inclusive and embrace, celebrate and promote diversity to connect our community.	✔
Commercial events (subject to substantial community benefit)	✔
Events must include: <ul style="list-style-type: none"> • Environmentally sustainable initiatives to restrict use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water. • Waste management plans that demonstrate a level of excellence in event management from an environmental aspect (includes rubbish removal, waste reduction, recycling) • Consideration of the environmental impact on the site selected. Events that include environmental waste initiatives to address waste reduction will be prioritised in the assessment stage.	✔
Hire of Council's Events Trailer	✔
Venue Hire	✔
15.6 What will not be funded?	
Applications received after the closing date/time will not be considered	✘
Requests for retrospective funding. The event expenditure cannot have occurred prior to signing the funding agreement.	✘
Activities that could be considered core business i.e. those associated with the applicant organisation's normal or day-to-day operation (including administration, staffing costs, insurances and permits.)	✘
Public Liability or other Insurance	✘
Events conducted completely outside of the Colac Otway Shire boundary	✘
Fundraising Events Events that are held primarily for the purpose of fundraising with the majority of profit generated distributed to a third-party organisation, agency or charity and that provide limited direct benefits to Colac Otway Shire residents/visitors, are not eligible for grant funding. Applications may be considered where fundraising is a secondary purpose and the proposed event:	✘

<ul style="list-style-type: none"> • will attract substantial local/visitor attendance, • provides direct benefit to Colac Otway Shire residents and • aligns with the Council Plan. 	
A second or subsequent element of an Event or Festival will not be funded where the main Event or Festival is to receive funding	✗
Event management costs	✗
Events held outside of the funding (financial year) period	✗
<ul style="list-style-type: none"> • Weddings • Private / Family events • Events not open to the general public • Prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers 	✗
COPACC Hire Assistance does not include: <ul style="list-style-type: none"> • Cleaning • Box office fees • Security • Catering • Piano Tuning • Labour charges • Specialised lighting 	✗
Events which are accepting sponsorship from companies that Council deem are not suitable or do not align with the Council Plan 2021-2025	✗
Contingency costs	✗

15.7 Assessment Criteria - Community Events

Assessment Criteria 1 – Social opportunities (Weighting 50%)

Detail the community benefits provided by the event – short and long term including:

In your response, please describe:

- How the event will create social gathering opportunities;
- The level to which people of diverse groups and ages are brought together;
- Evidence of how the event will positively impact the host community;
- Identify if the social opportunities are short (event specific) or long term (ongoing spin offs) in nature;
- Level of involvement by local volunteers (no. of people and hours);
- How the event caters for needs of all abilities (accessibility etc.);
- How will the event address gender equity? Priority will be given to events that address gender equity.
- The expected number of people who will attend the event, estimating:
 - Local resident numbers within Colac Otway Shire
 - Visitor numbers from outside of Colac Otway Shire
- New events should comment on why the event is needed? What demand exists?
- Does the event actively involve a range of stakeholders?
- Demonstrate support from the community & detail any discussions held with related groups in the area. (Letters of support may assist)

Assessment Criteria 2 - Environmental Sustainability (Weighting 20%)

In your response, please describe:

- How you will manage and reduce waste generated by the event?
- How your waste management plan includes recycling options and waste mitigation strategies?
- How the event will restrict use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water?
- How the site will be returned to pre-event condition?

Assessment Criteria 3 – Event delivery (Weighting 15%)

Application must clearly demonstrate the capacity of the applicant to deliver the event.

In your response, please describe:

- Who will manage the event?
- Demonstrated experience of the Applicant to deliver and acquit the event within timeframes.
- What planning has been undertaken to deliver this event? Detail Land Owner Consent & Permits required?
- **Permits and Approvals** Events may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the event plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in the application that you are aware of the necessary permits and approvals required for your event.

If you are unsure what permits and other approvals your event may require, please contact Council's Events Officer on 5232 9400 or inq@colacotway.vic.gov.au to discuss your event. Approvals required may include any of the following:

- [An Event in a Public Place Permit](#)
- [A Place of Public Entertainment \(POPE\) permit](#)
- [Consumption of Liquor in a Public Place permit](#)
- [Temporary Limited Liquor License](#)
- A Planning Permit for the event (or specific elements related to the event) that is held on private land
- Detail the elements involved in your event and how you will deliver it.
- Will it be sustainable? Explain how you intend to fund this event into the future.

Assessment Criteria 4 – Economic return and who is involved (Weighting 15%)

In your response, please describe:

- The level of involvement of local businesses in the event both pre (supply chain expenditure in event set up) or during (stall holders). Priority will be given to the use of local trades and suppliers.
- What other key stakeholders in the community are involved in the event? Describe their level of involvement. (Letters of support may assist)

15.8 Assessment Criteria - Tourism Events

Assessment Criteria 1 - Community Economic development opportunities (Weighting 40%)

Describe how the event will stimulate the economy including:

- Boosting off peak visitation, overnight stays and expenditure;
- The amount of visitation/tourism from people attending from outside Colac Otway Shire and the length of stay during the event;
- The level of pre training or visitation that the event will generate in the lead up to the event;
- The level of expenditure these visitors will generate (or have generated historically);
- The opportunities where Colac Otway Shire or the host township can be promoted, the nature of this promotion and the marketing reach;
- The level of involvement of local businesses in the event both pre (supply chain expenditure in event set up) or during (stall holders);
- The ability of the event to trigger repeat visitation to Colac Otway Shire;
- Reinforce and/or strengthen the desired 'brand' of the host township or Colac Otway Shire in a positive way.

Assessment Criteria 2 - Social opportunities (Weighting 25%)

Detail the community benefits provided by the event – short and long term including:

- How the event will create social gathering opportunities;
- The level to which people of diverse groups and ages are brought together;
- Evidence of how the event will positively impact the host community;
- Identify if the social opportunities are short (event specific) or long term (ongoing spin offs) in nature;
- Level of involvement by local volunteers (No. of people and hours);
- How the event caters for needs of all abilities (accessibility etc.);
- How will the event address gender equity? Priority will be given to events that address gender equity.
- The expected number of people who will attend the event, estimating:
 - Local Colac Otway Shire resident numbers
 - Visitor numbers from outside of Colac Otway Shire (e.g. 2000 – 5000 attendees or above)

Assessment Criteria 3 - Environmental sustainability (Weighting 20%)

Does the event plan for and contribute to:

- Positive environmental sustainable outcomes in the short (event specific) or longer term;
- Provide an element of environmental education or awareness for attendees;
- A level of excellence in event management from an environmental aspect (includes rubbish removal, waste reduction, recycling, techniques that minimise the carbon footprint of the event);
- Restricted use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water.

Assessment Criteria 4 – Event delivery? (Weighting 15%)

Must clearly demonstrate the capacity of the applicant to deliver the event.

In your response, please describe:

- Detailed Event Program
- What planning has been undertaken e.g. meeting with Events officer, detail Land owner consent & what permits will be required?
- **Permits and Approvals** Events may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the event plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in the application that you are aware of the necessary permits and approvals required for your event.
- Detail the stages involved in your event and how you propose to deliver it.
- Demonstrated experience of the Applicant organisation to deliver and acquit the event within timeframes.
- Who will manage the event and relevant experience?
- Will it be sustainable? Explain how you intend to fund this event into the future.

All applicants should discuss their event with Council's Event Officer between Monday to Friday, 9.00am - 5.00pm on (03) 5232 9400 or inq@colacotway.vic.gov.au.

16 Business Grants

Council supports local businesses through two business grants.

Building Façade Improvement Program to revitalise the shopping strips across the Shire.

Grants up to \$3,000 max.

Environmentally Sustainable Business Grants supports businesses to reduce their environmental impact.

Grants up to \$5,000 max

Grants require a matching dollar for dollar cash contribution.

16.1 Building Façade Improvement Program

The Building Façade Improvement Program assists businesses to improve the appearance of their building facades and increase the overall attractiveness of the shopping strips in Colac, Apollo Bay and the small towns throughout the Shire.

Grants up to \$3,000 maximum.

16.1.1 Who can apply?	
Businesses located in the commercial area of towns within the Colac Otway Shire	✓
Business must have street frontage	✓
Building owner or Lessee/Business owner	✓
16.1.2 Who cannot apply?	
Elected members (Councillors), Council employees (staff) Note that guidance and advice for Applicants is available through Council's Grants Officer.	✗
Applicant organisation (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): <ul style="list-style-type: none"> any illegal activity any activity not in accordance with relevant legislation; permitting; regulations etc. tobacco offensive or sexually explicit material discrimination on the grounds of race, gender or religion activities violating human rights political parties gambling 	✗
Applicants with an overdue Acquittal Report from a previous round. Contact the Grants Officer if you need to check.	✗

16.1.3 What will be funded?	
Commercial building façade improvements may include: <ul style="list-style-type: none"> • Exterior painting of retail business building façade • Cleaning the existing façade • Removal or replacement of redundant signage, air conditioning units and hoardings • Replacement of signage in disrepair • Minor repairs, maintenance or reinstatement of missing elements • Minor repairs to existing façade tile or stone accents • Minor repairs to structural façade elements and awnings • New, repairs and replacements of verandahs 	✓
Proposed works must be visible from the street	✓
The use of local trades and suppliers is strongly encouraged & will be prioritised in the assessment stage.	✓
16.1.4 What will not be funded?	
Re-branding of existing signage that is in good condition	✗
Proposed works where a permit has been refused	✗
Requests for retrospective funding. The project cannot commence prior to approval.	✗
Equipment purchased to undertake the works (e.g. Ladders, gurneys, scaffolding, and safety barriers). Hiring of equipment is permitted when directly related to the project.	✗
Internal works or works which are not visible from the street.	✗
Contingency costs	✗
Activities that could be considered core business i.e. those associated with the Applicant organisation's normal or day-to-day operation (including regular projects and activities, administration, staffing costs, insurances and permits).	✗
Residential based businesses, including Airbnb or similar type accommodation	✗

Information you will need to provide as part of your application

You will need to provide the following documents as part of your application:

- An itemised quote for the proposed works.
- If proposing the painting of a building, the colour palette will need to be provided for approval by Council.
- Photographs of the building 'Before'. 'After' photos will be required in the Acquittal Report.
- **Permits and Approvals** Proposed projects may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them will be a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in your application that you are aware of the required permits and approvals for your project. If you are unsure about permits, please contact the Grants Officer to discuss your project.
 - Planning Permit may be required for proposed building facade works e.g. signage, painting, verandahs and works on a heritage listed building or a building in an area covered by a heritage overlay.

- Building Permit may be required if the proposed facade improvements include any structural works.
- Public Protection (Hoarding) Permit may be required.

16.1.5 Assessment Criteria - Building Façade Improvement

1. **Assessment Criteria 1 – Description of works** (Weighting 75%)

Provide a detailed description of the proposed works and specify the area of the façade to be worked on?

- Are the works visible from the street? What street will the works be visible from?
 - works above the verandah e.g. painting, replacement signage, replace heritage elements, cleaning
 - works below the verandah? e.g. painting, tile repairs
 - Works along the verandah / awning fascia? E.g. replace rusted fascia & signage
 - Works on the shop window? E.g. replacement signage, replacement window frames
- Describe the level of visual impact expected as a result of the façade works?
- What percentage of the façade will be included in the improvement works?

2. **Assessment Criteria 2 – Economic Return** (Weighting 10%)

- Will local suppliers and contractors (within the Colac Otway Shire) be engaged to undertake the works?
- What percentage of the works will be procured locally?

3. **Assessment Criteria 3 – Capacity to deliver** (Weighting 15%)


Must clearly demonstrate the capacity of the applicant to deliver the project.

- Has the project been fully scoped and costed as part of the project plan?
- Applicant has researched and demonstrated awareness of permit requirements?
- Is the timeframe to complete the project within the funding period?

16.2 Environmentally Sustainable Business Grant

Council assists small businesses within the Colac Otway Shire to reduce their environmental impact.

Grants up to \$5,000 maximum.

16.2.1 Who can apply?	
<ul style="list-style-type: none"> ● Small Businesses located within the Colac Otway Shire ● Businesses with an annual aggregated turnover of less than \$10 million ● Businesses with less than 20 employees ● Must have an Australian Business Number (ABN) ● Must be a trading business entity 	
16.2.2 Who cannot apply?	

Residential based businesses, including Airbnb or similar type accommodation	✗
Applicants with an overdue Acquittal Report from a previous round. Contact the Grants Officer if you need to check.	✗
Elected members (Councillors), Council employees (staff) Note that guidance and advice for Applicants is available through Council's Grants Officer.	✗
Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): <ul style="list-style-type: none"> any illegal activity any activity not in accordance with relevant legislation; permitting; regulations etc. tobacco offensive or sexually explicit material discrimination on the grounds of race, gender or religion activities violating human rights political parties gambling 	✗

16.2.3 What may be funded?

Business energy audit Support businesses to undertake an energy audit of their business by an approved energy auditor (refer Sustainability Victoria for energy auditors)	✓
Building Upgrades Support upgrades that reduce energy consumption e.g. Insulation, draught proofing, double glazing etc.	✓
Waste reduction and diversion initiatives Support businesses to implement initiatives that reduce waste and divert business waste from landfill. Projects that encourage recycling, Food Organics Garden Organics (FOGO), circular economy, environmentally friendly packing etc.	✓
Emerging technology Support innovation and emerging technology e.g. EV Chargers to encourage electric vehicle use	✓
Energy storage Support installation of battery storage or other proven technology, to allow businesses to maintain continuity.	✓
Water re-use Support initiatives to reduce the use of potable water	✓
Urban Greening Support planting shade trees along north or west facing walls for small to medium enterprises, including commercial businesses. Support green wall plantings on north or west facing walls of business	✓
Transition from gas to electricity Support businesses to transition from gas to electric equipment, particularly where a renewable energy source is used.	✓

16.2.4 What will not be funded?

Requests for retrospective funding	✗
Proposed works where a permit has been refused.	✗

Items which are eligible for subsidies from other Agencies or State/Federal Government e.g. solar panels. Check for current subsidies available at time of application.	✗
Equipment purchases to undertake the works (e.g. ladders, gurneys, scaffolding and safety barriers). Hiring of equipment is permitted when related directly to the project.	✗
Contingency costs	✗
Funding an organisation's core business activities	✗

Information you will need to provide as part of your application

You will need to provide the following documents as part of your application:

- An itemised quote for the proposed service, works or equipment.
- **Permits and Approvals** Proposed projects may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them is a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in your application that you are aware of the necessary permits and approvals if required for your project. If you are unsure about permits, contact the Grants Officer to discuss your project.
 - Planning Permit may be required for proposed works
 - Building Permit may be required if proposed works include any structural works.
- Public Liability Insurance Certificate of Currency is required for all projects (except equipment purchases) and is not funded by the grant program
- Details of suppliers / contractors to be used to demonstrate the benefit to the local economy. Calculate the percentage of works &/or equipment to be procured locally.

16.2.5 Assessment Criteria - Environmentally Sustainable Business Grants

1. **Assessment Criteria 1 - Why the project is needed and the environmental benefits?** (Weighting 60%)
 - Provide a detailed description of the proposed works, upgrade or equipment purchase?
 - Provide a detailed description of the environmental impact/benefit of the project.
 - What issue or problem are you trying to resolve or improve?
 - How your project will address or improve this issue?
 - Is your project receiving any subsidy from another agency, State or Federal Government?
2. **Assessment Criteria 2 - Benefit to business** (Weighting 15%)
 - What anticipated benefits will this project provide to your energy consumption or business costs?
 - How have you calculated the benefits?
 - What is the estimated payback period or annual savings on the proposed energy efficient equipment, upgrade or environmental initiative?
3. **Assessment Criteria 3 - Capacity to deliver** (Weighting 15%)

Must clearly demonstrate the capacity of the applicant to deliver the project.

 - Has the project been fully scoped and costed as part of the project plan?

- Applicant has researched and demonstrated awareness of permit requirements?
- Is the timeframe to complete the project within the funding period?
- Is the capability (skills and experience) and capacity (resources) demonstrated and available to deliver the project?

4. **Assessment Criteria 4 - Economic return** (Weighting 10%)

- Will local suppliers and contractors (within the Colac Otway Shire) be engaged to undertake the works?
- What percentage of contractors and suppliers will be procured locally in the Colac Otway Shire?
- The use of local suppliers/contractors is strongly encouraged and will be prioritised during the assessment.

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1	<p>Evidence of cash contribution <i>Business Grants</i> Applicant will complete a declaration to commit to providing the matching dollar for dollar cash contribution to the value of the grant, rather than providing a bank statement.</p>
2	<p><u>Not Eligible:</u> Applicant organisation: Churches or religious organisations</p>
3	<p>Strategic Planning Currently eligible: Community Asset Committees of Council land and facilities.</p> <p>Proposed <u>Eligible:</u> Other community or not-for-profit organisations on non-Council, Government or other Authority land or asset may be considered.</p> <p>Proposed <u>Not eligible:</u> Strategic planning on other Government or Authority land or asset.</p>
4	<p><u>Ineligible:</u> Parents & friends or groups affiliated with <u>schools</u> are not eligible.</p>
5	<p>Eligibility criteria: Eligible events must be environmentally sustainable</p> <ul style="list-style-type: none"> • Environmentally sustainable initiatives to restrict use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water. • Waste management plans that demonstrate a level of excellence in event management from an environmental aspect (includes rubbish removal, waste reduction, recycling, techniques that minimise the carbon footprint of the event). • Consideration of the environmental impact on the site selected.
6	<p>Events signage <u>Ineligible expenditure</u></p>
7	<p>Improve transparency of the grants program process by adding timings for each stage of the application process.</p>
8	<p>Clarification for eligibility in line with Grants, Contribution & Sponsorship Policy.</p> <p><u>Ineligible:</u> Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to):</p> <ul style="list-style-type: none"> • any illegal activity • any activity not in accordance with relevant legislation; permitting; regulations etc. • tobacco • offensive or sexually explicit material • discrimination on the grounds of race, gender or religion • activities violating human rights • political parties • gambling <p><u>What will not be funded:</u> Council will not enter into funding arrangements with organisations, venues or for activities deemed inappropriate which are associated with or promote (including but not limited to):</p>

	<ul style="list-style-type: none"> • any illegal activity • any activity not in accordance with relevant legislation; permitting; regulations etc. • tobacco • offensive or sexually explicit material • discrimination on the grounds of race, gender or religion • activities violating human rights • political parties • gambling
9	A <u>new</u> Tourism Event maximum \$5,000 (rather than \$2,000) as an incentive to attract event organisers demonstrating experience elsewhere in major events.
10	<p>Title of former Category 5 -Small Business Environmental Sustainability Grant Program will be changed to <i>Environmentally Sustainable Business Grant</i>.</p> <p>Eligibility criteria updated for what will be funded:</p> <ul style="list-style-type: none"> • Business energy audit • Building upgrades • Waste reduction & diversion initiatives • Emerging technologies • Energy storage • Water re-use • Urban Greening • Transition from gas to electricity
11	<p>Business Grants</p> <p><u>Ineligible:</u> Residential based businesses, Airbnb or similar</p>
12	<p><u>Ineligible</u> expenditure: Contingency costs</p>
13	<p><u>Ineligible</u></p> <p>Fundraising Events</p> <p>Events that are held primarily for the purpose of fundraising with the majority of profit generated distributed to a third-party organisation, agency or charity and that provide limited direct benefits to Colac Otway Shire residents/visitors, are not eligible for grant funding.</p> <p>Applications may be considered where fundraising is a secondary purpose and the proposed event:</p> <ul style="list-style-type: none"> • will attract substantial local/visitor attendance, • provides direct benefit to Colac Otway Shire residents • aligns with the Council Plan.

Item: 9.9

Update on Appointments to Committees and External Organisations

OFFICER	Lyndal McLean
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	Nil

1. PURPOSE

To provide an update on the Appointments of Councillors to Committees and External Organisations.

2. EXECUTIVE SUMMARY

In November each year, Council considers Councillor appointments to committees and external organisations.

At its meeting on 14 December 2022, Council resolved to appoint the following Councillors to the following committees/organisations:

- **Council's Audit and Risk Committee:** Councillors Kate Hanson and Margaret White.
- **G21 Alliance (Board):** Councillor Chris Potter
- **SouthWest Victoria Alliance (Board):** Councillor Chris Potter.

The remaining Councillor appointments (from 24 November 2021 Council meeting) and G21 Pillars (from 27 July 2022 Council meeting) were to remain in place until Council determines new appointments at the February 2023 Council meeting.

Following the resignation of Councillor Jamie Bell on 25 January 2022, a Countback to fill the extraordinary vacancy (and elect the seventh Councillor) has been scheduled for 10am on Wednesday 1 March 2023. It is now proposed that the remaining appointments be considered at the 29 March 2023 Council meeting, when there is a full complement of Councillors on board.

3. RECOMMENDATION

That Council:

- 1. Notes a Countback will be held at 10am on Wednesday 1 March 2023, to fill the extraordinary vacancy that occurred due to Councillor Jamie Bell's resignation on 25 January 2023.***
- 2. Defers consideration of the remaining appointments to committees and external organisations to the Council meeting scheduled to be held on Wednesday 29 March 2023, to enable participation by all seven Councillors.***

4. KEY INFORMATION

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

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.

At its meeting on 14 December 2022, Council resolved as follows:

That Council:

- 1. Appoints Councillors to committees and external organisations as outlined below:***

Committee name	Representative/s
<i>Audit and Risk Committee</i>	<i>Cr Margaret White and Cr Kate Hanson</i>
<i>G21 Region Alliance (Board)</i>	<i>Cr Chris Potter</i>
<i>SouthWest Victoria Alliance (Board)</i>	<i>Cr Chris Potter</i>

- 2. Notes that all Councillors are appointed to the Planning Committee, Submissions Committee and Chief Executive Officer Employment Matters Advisory Committee as set out in their respective Terms of Reference.***
- 3. Notes that other Councillor appointments from 24 November 2021 Council meeting and G21 Pillars from 27 July 2022 Council meeting will remain in place until Council determines new appointments.***
- 4. Considers appointments to other committees at the February 2023 Council meeting.***
- 5. Endorses the Chief Executive Officer as the nominated Council Officer on the boards of G21 Region Alliance and SouthWest Victoria Alliance.***
- 6. Resolves to change the date of the March 2023 Council meeting from Wednesday 22 March to Wednesday 29 March 2023 and notes that the commencement time of 4pm remains unchanged.***

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

The Overarching Governance Principles that are applicable to the contents of this report are:

- priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- collaboration with other Councils and Governments and statutory bodies is to be sought.
- the transparency of Council decisions, actions and information is to be ensured.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

Council Committees Policy.

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

Not applicable.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

Not applicable.

Public Transparency (s58 LGA 2020)

The appointments of Councillors to the various committees occurs at a Council meeting that is open to the public.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 3 – Healthy and Inclusive Community

Objective 3: We are a safe, equitable and inclusive community

Theme 4 – Strong Leadership and Management

Objective 1: We commit to a program of best practice and continuous improvement

Financial Management (s101 Local Government Act 2020)

Not applicable.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

Following the appointments of Councillors to committees and external organisations, officers will advise the relevant committee (where appropriate) of the Council representative.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Adopt the recommendation to consider appointments at the 29 March 2023 Council meeting

This option is recommended by officers as it will allow Councillor appointments to be considered once the seventh Councillor is declared elected.

Option 2 – Adopt the recommendation to consider appointments with a date earlier than 29 March 2023

This option is not recommended by officers as the March 2023 Council meeting is the first meeting of Council after the election of the seventh Councillor.

Item: 9.10

Audit and Risk Committee Meeting - Confirmed Minutes - 7 December 2022

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. 7 December 2022 Audit and Risk Committee Meeting Minutes [9.10.1 - 15 pages]

1. PURPOSE

To provide for information the Colac Otway Shire Audit and Risk Committee minutes, dated 7 December 2022.

2. EXECUTIVE SUMMARY

The Audit and Risk Committee Charter (adopted by Council on 28 September 2022), requires that the draft minutes of each meeting be presented to the next practicable Council meeting as 'unconfirmed minutes'.

If the Audit and Risk Committee (which meets quarterly) determines that changes are required to the unconfirmed minutes (ie changes other than minor administrative changes), then the final minutes will be re-presented to Council.

Given no Council meetings were held in the month of January 2023, the Audit and Risk Committee (ARC) actually convened prior to the next scheduled Council meeting (22 February 2023). As such, the unconfirmed ARC meeting minutes were confirmed by the ARC at its meeting held on 15 February 2023.

The confirmed minutes of the ARC meeting held on 7 December 2022 are presented at Attachment 1.

3. RECOMMENDATION

That Council receives for information the Colac Otway Shire Audit and Risk Committee confirmed minutes, dated 7 December 2022.

4. KEY INFORMATION

The Audit and Risk Committee (ARC) plays an important role in providing oversight of Colac Otway Shire Council's governance, risk management, internal control practices, internal and external audit functions. This oversight mechanism also serves to provide confidence in the integrity of these practices.

Section 53(1) of the *Local Government Act 2020* stipulates that a Council must establish an ARC. The Colac Otway Shire ARC consists of two Councillors and three independent members. The ARC meets at least four times per year.

The ARC Charter states that the draft minutes of Committee meetings will be prepared and circulated to Committee members within ten working days of each meeting. These draft minutes will then be presented as 'unconfirmed minutes' to the next practicable Council meeting to ensure that Council receives the Committee's advice in a timely manner.

The ARC will confirm its minutes at its next meeting (held quarterly) and will become the 'final minutes'. Final minutes will only be presented to a Council meeting if there are significant changes to the unconfirmed minutes (ie changes other than minor administrative changes).

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

The Overarching Governance Principles that are most applicable to the work of the Audit and Risk Committee are:

- a) Council decisions are to be made and actions taken in accordance with the relevant law
- b) priority is to be given to achieving the best outcomes for the municipal community, including future generations
- e) innovation and continuous improvement is to be pursued
- g) the ongoing financial viability of the Council is to be ensured.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

Audit and Risk Committee Charter
Local Government Act 2020

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

Not applicable.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

Not applicable.

Public Transparency (s58 LGA 2020)

Whilst the meetings and agendas of the Audit and Risk Committee are confidential, the outcomes/recommendations from the meeting are reported to the next practicable open Council meeting.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

Objective 1: We commit to a program of best practice and continuous improvement

Financial Management (s101 Local Government Act 2020)

Not applicable.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

Not applicable.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Receive for information the Colac Otway Shire Audit and Risk Committee Confirmed Minutes dated 7 December 2022

This option is recommended by officers as the Audit and Risk Committee Charter requires that the minutes be presented to the next practicable Council meeting.

Option 2 – Do not receive for information the Colac Otway Shire Audit and Risk Committee Confirmed Minutes dated 7 December 2022

This option is not recommended by officers as the Audit and Risk Committee Charter requires that the minutes be presented to the next practicable Council meeting.



AUDIT AND RISK COMMITTEE MEETING

MINUTES

Wednesday 7 December 2022

at 9:00 AM

COPACC

95 - 97 Gellibrand Street, Colac



COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

Wednesday 7 December 2022

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COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

MINUTES of the *AUDIT AND RISK COMMITTEE MEETING OF THE COLAC OTWAY SHIRE* held at COPACC on
Wednesday 7 December 2022 at 9:00 AM.

MINUTES

1 DECLARATION OF OPENING OF MEETING

2 PRESENT

Brian Keane (Chair)
Melissa Field
Cr Graham Costin
Cr Margaret White

Anne Howard, Chief Executive Officer
Andrew Tenni, General Manager Corporate Services
Heath Chasemore, General Manager Infrastructure and Operations
Ian Seuren, General Manager Community and Economy
Marlo Emmitt, Manager Governance and Communications
Natasha Skurka, Risk and Insurance Officer
Amanda Barber, Manager Financial Services
Shane Thompson, Moore Australia
Kylie Maher, Moore Australia (via videoconference)

3 APOLOGIES

Richard Trigg
Nick Bell from RSD
Janine Johnstone, Governance Officer

4 DECLARATIONS OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

- Audit and Risk Committee meeting held on 6 October 2022.

RESOLUTION

That the Audit and Risk Committee confirm the minutes from the Audit and Risk Committee meeting held on 6 October 2022.

CARRIED 4 : 0

6 BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil



Item: 7.1
CEO Report

OFFICER	Anne Howard
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	Nil

RESOLUTION

MOVED Cr Graham Costin, SECONDED Cr Margaret White

That the Audit and Risk Committee receives and notes the Chief Executive Officer report.

CARRIED 4:0



Item: 7.2

Risk Management: Review IT Disaster Recovery Plan framework and testing regime including cyber security

OFFICER	Samara Riley
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. Internal Vulnerability Scan Detail - 2-11-22 [7.2.1 - 6 pages]

RESOLUTION

MOVED Melissa Field, SECONDED Cr Margaret White

That the Audit and Risk Committee notes the update on the Disaster Recovery Plan framework and testing regime.

CARRIED 4:0

NOTE: Queries were raised by Committee members in relation to residual unresolved Cyber Risk vulnerabilities and the Executive agreed to provide a further update on these queries at the next Audit and Risk Committee meeting.



Item: 7.3

**Financial and Performance Reporting: Review Management
Finance Reports and Performance Statements**

OFFICER	Marlo Emmitt
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. 2022-23 Quarterly Performance Report - July to September 2022 - Attachment 1 [7.3.1 - 45 pages]

RESOLUTION

MOVED Cr Graham Costin, SECONDED Cr Margaret White

That the Audit and Risk Committee notes the Quarterly Performance Report for the first quarter 2022-23, for the period 1 July to 30 September 2022.

CARRIED 4:0



Item: 7.4

Risk Management: Review Council's Strategic Risks and the timeliness of mitigating actions and progress against plans

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. ARC meeting 7 December 2022 - Risk Executive Report November 24 [7.4.1 - 31 pages]2. Corporate Risk Matrix [7.4.2 - 1 page]

RESOLUTION

MOVED Cr Margaret White, SECONDED Melissa Field

That the Audit and Risk Committee notes Council's 19 updated strategic risks and the timeliness of mitigating actions and progress against plans.

CARRIED 4:0



Item: 7.5

Internal Audit: Review of Progress on Delivery of Internal Audit Plan

OFFICER	Marlo Emmitt
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. Internal Audit Program - endorsed August 2022 [7.5.1 - 1 page]

RESOLUTION

MOVED Melissa Field, SECONDED Cr Margaret White

That the Audit and Risk Committee notes the progress on delivery of the Internal Audit Program for Colac Otway Shire.

CARRIED 4:0

NOTE: Note the change in order of Delegations and Authorisations and Workplace Health and Safety in the internal audit schedule.



Item: 7.6

**Internal Audit: Review reports on Internal Audit reviews -
Project Management**

OFFICER	Marlo Emmitt
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. COS Project Management Internal Audit Report - Final [7.6.1 - 26 pages]

RESOLUTION

MOVED Cr Graham Costin, SECONDED Melissa Field

That the Audit and Risk Committee receives the Internal Audit Report on Project Management, noting management comments.

CARRIED 4:0



Item: 7.7

**Internal Audit: Review reports on Internal Audit reviews -
Review of Progress of Incomplete Audit Actions**

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. Audit Actions Matrix - Completed actions since may 2022 printed November 1 2022 - for EMT report [7.7.1 - 4 pages]2. Audit Actions Matrix - as individual actions 2022 Incomplete Printed 1 November 2022 [7.7.2 - 42 pages]

RESOLUTION

MOVED Cr Margaret White, SECONDED Melissa Field

That the Audit and Risk Committee notes the update on Internal Audit actions of high and medium risk rating from previous audits.

CARRIED 4:0



Item: 7.8

Compliance: Legislative Compliance at Colac Otway Shire

OFFICER	Janine Johnstone
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. New or emerging risks identified [7.8.1 - 1 page] 2. Statutory Obligations and Policy - Final [7.8.2 - 8 pages]

RESOLUTION

MOVED Cr Graham Costin, SECONDED Melissa Field

That the Audit and Risk Committee:

- 1. Notes the results from the September 2022 quarterly legislation and risk survey, noting this is the first time the survey has been conducted.*
- 2. Notes management's suggested actions to address concerns raised in the quarterly legislation and risk survey.*
- 3. Notes the preliminary work undertaken, and further work to be completed, to develop a whole-of-organisation statutory obligations reporting register.*

CARRIED 4:0



Item: 7.9

Performance Evaluation: Assessment of Audit and Risk Committee Performance

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. Annual Assessment of the Audit and Risk Committee Survey 2022 [7.9.1 - 6 pages]

RESOLUTION

MOVED Cr Margaret White, SECONDED Cr Graham Costin

That the Audit and Risk Committee:

- 1. Notes the results of the annual assessment of its performance against the Audit and Risk Committee Charter.*
- 2. Requests that a copy of the annual assessment be provided to the Chief Executive Officer for tabling at the next Council meeting, as required by the Local Government Act 2020.*

CARRIED 4:0



Item: 7.10

Meeting Schedule: Review Audit and Risk Committee Plan

OFFICER	Marlo Emmitt
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none">1. 2022 Audit & Risk Committee Plan FINAL - 7 December ARC meeting [7.10.1 - 2 pages]2. 2023 Audit and Risk Committee Work Plan (endorsed) - 7 December 2022 [7.10.2 - 2 pages]

RESOLUTION

MOVED Melissa Field, SECONDED Cr Margaret White

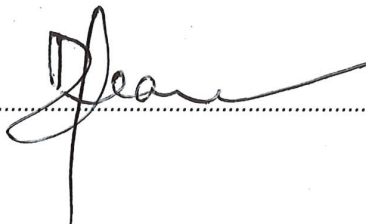
That the Audit and Risk Committee:

- 1. Notes the updated 2022 Audit and Risk Committee Work Plan.*
- 2. Notes the items listed in the 2023 Audit and Risk Committee Work Plan for the 15 February 2023 meeting.*
- 3. Notes that the Policy Review Plan (normally appended to this report) requires a thorough review by EMT and that a draft revised plan will be presented to the 15 February 2023 meeting for consideration/feedback.*

CARRIED 4:0

The meeting was declared closed at 11.27am

CONFIRMED AND SIGNED at the meeting held on 15 February 2022

..........CHAIR

Item: 9.11

Authorisation of Officer under the Planning and Environment Act 1987 - Scott McKenzie

OFFICER	Janine Johnstone
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. S 11 A - Delegations - Instrument of Appointment Planning and Environment Act Scott Mc Kenzie [9.11.1 - 2 pages]

1. PURPOSE

The purpose of the report is for Council to appoint Scott McKenzie as an authorised officer under section 147(4) of the *Planning and Environment Act 1987*.

2. EXECUTIVE SUMMARY

The *Planning and Environment Act 1987* (the Act) establishes a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.

Various staff members within the Council's Planning, Environment and Community Safety Departments are required to undertake assessments, give advice or investigate various issues in relation to the Act. In order to undertake these assessments legally, particularly during issues of non-compliance, authorisation under the Act is required.

3. RECOMMENDATION

That Council:

- 1. Appoints Scott McKenzie as an authorised officer pursuant to section 147(4) of the Planning and Environment Act 1987.**
- 2. Authorises the use of the common seal in accordance with Colac Otway Shire's Governance Local Law No 4 – 2020.**

3. **Notes that the Instrument of Appointment and Authorisation (Instrument) comes into force immediately the common seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.**

4. KEY INFORMATION

It is required that Council appoint new officer Scott McKenzie under the Act due to the following:

- The *Planning and Environment Act 1987* regulates enforcement and is reliant on authorised officers acting on behalf of the Responsible Authority.
- Legal advice recommends that authorised officers be appointed by Council using an instrument to address specific authorisation provisions of section 147(4) of the *Planning and Environment Act 1987*, versus the broader authorisations of section 224 of the *Local Government Act 1989*.

It is important to note that the broader Instrument of Appointment and Authorisation by the Chief Executive Officer pursuant to section 224 of the *Local Government Act 1989* must also be retained as it appoints the officers' positions as authorised officers for the administration and enforcement of other acts.

5. CONSIDERATIONS

Overarching Governance Principles (s(9)(2) LGA 2020)

Council decisions are to be made and actions taken in accordance with the relevant law.

Policies and Relevant Law (s(9)(2)(a) LGA 2020)

Not applicable.

Environmental and Sustainability Implications (s(9)(2)(c) LGA 2020)

Authorisation is required for officers to investigate and enforce planning and land use issues as outlined in this report serve to protect the wider environment in line with the requirements of the planning scheme and *Planning and Environment Act 1987*.

Community Engagement (s56 LGA 2020 and Council's Community Engagement Policy)

Not applicable.

Public Transparency (s58 LGA 2020)

Not applicable.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

Objective 1: We commit to a program of best practice and continuous improvement

Financial Management (s101 Local Government Act 2020)

Not applicable.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

The attached Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) come into force immediately upon affixation of the common seal.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options**Option 1 – Appoint the officer as an Authorised Officer**

This option is recommended by officers as various staff members are required to undertake assessments, give advice or investigate various issues in relation to the Act. In order to undertake these assessments legally, particularly during issues of non-compliance, authorisation under the Act is required.

Option 2 – Not Appoint the officer as an Authorised Officer

This option is not recommended by officers as the staff member will be unable to undertake various aspects required of the position.

S11A Instrument of Appointment and Authorisation (Planning and Environment Act 1987)

Colac Otway Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987* only)**

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

SCOTT MCKENZIE

By this instrument of appointment and authorisation Colac Otway Shire Council -

- 1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
- 2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Colac Otway Shire Council on 22 February 2023.

THE COMMON SEAL of Colac Otway Shire Council was hereunto affixed in accordance with Local Law No 4

.....
Chief Executive Officer

.....
Dated

Item: 9.12

Report of Informal Meetings of Councillors

OFFICER	Lyndal McLean
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Informal Meeting of Councillors - Online Planning Committee Briefing - 05 December 2022 [9.12.1 - 2 pages] 2. Informal Meeting of Councillors - Councillor Briefing - 07 December 2022 [9.12.2 - 2 pages] 3. Informal Meeting of Councillors - Planning Committee Meeting Preparation - 07 December 2022 [9.12.3 - 2 pages] 4. Informal Meeting of Councillors - Councillor Briefing - 14 December 2022 [9.12.4 - 2 pages] 5. Informal Meeting of Councillors - Council Meeting Preparation - 14 December 2022 [9.12.5 - 2 pages] 6. Informal Meeting of Councillors - Councillor Briefing - 25 January 2023 [9.12.6 - 2 pages] 7. Informal Meeting of Councillors - Councillor Briefing - 01 February 2023 [9.12.7 - 2 pages] 8. Informal Meeting of Councillors - Unscheduled Council Meeting Preparation - 01 February 2023 [9.12.8 - 2 pages] 9. Informal Meeting of Councillors - Councillor Briefing - 08 February 2023 [9.12.9 - 2 pages] 10. Informal Meeting of Councillors - Planning Committee Meeting Preparation - 08 February 2023 [9.12.10 - 2 pages]
PURPOSE	To report the Informal Meetings of Councillors

1. EXECUTIVE SUMMARY

INFORMAL MEETINGS OF COUNCILLORS

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

If there is a meeting of Councillors that;

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

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

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

2. REPORTING

The Informal Meetings of Councillors are reported herewith;

1. Online Planning Committee Briefing	5 December 2022
2. Councillor Briefing	7 December 2022
3. Planning Committee Meeting Preparation	7 December 2022
4. Councillor Briefing	14 December 2022
5. Council Meeting Preparation	14 December 2022
6. Councillor Briefing	25 January 2023
7. Councillor Briefing	1 February 2023
8. Unscheduled Council Meeting Preparation	1 February 2023
9. Councillor Briefing	8 February 2023
10. Planning Committee Meeting Preparation	8 February 2023

3. KEY INFORMATION

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

- | | |
|--|------------------|
| 1. Online Planning Committee Briefing | 5 December 2022 |
| 2. Councillor Briefing | 7 December 2022 |
| 3. Planning Committee Meeting Preparation | 7 December 2022 |
| 4. Councillor Briefing | 14 December 2022 |
| 5. Council Meeting Preparation | 14 December 2022 |
| 6. Councillor Briefing | 25 January 2023 |
| 7. Councillor Briefing | 1 February 2023 |
| 8. Unscheduled Council Meeting Preparation | 1 February 2023 |
| 9. Councillor Briefing | 8 February 2023 |
| 10. Planning Committee Meeting Preparation | 8 February 2023 |

4. OFFICER DIRECT OR INDIRECT INTEREST

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



Informal Meeting of Councillors Record

Online Planning Committee Briefing

Date: 05 December 2022

Time: 11.00am

Meeting Location: Videoconference

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Joe McCracken, Anne Howard, Heath Chasemore, Andrew Tenni, Ian Seuren, Marlo Emmitt
Attendees:
Cr Graham Costin, Cr Kate Hanson, Cr Chris Potter, Cr Margaret White, Anne Howard, Heath Chasemore, Andrew Tenni, Ian Seuren, Doug McNeill, Bláithín Butler
External attendees:
Nil
Apologies:
Cr Joe McCracken Cr Jamie Bell Cr Stephen Hart Marlo Emmitt
Absent:
Nil

Meeting Commenced at: 11.05am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Graham Costin	Material Conflict	PP 101/2020-1 - 979 Corangamite Lake Road, Cororooke - Use and Development of Land for Dwelling	A family member has assisted the applicant and may be perceived as gaining a benefit or suffering a loss depending on the outcome of the matter.



Online Planning Committee Briefing – 05 December 2022 (continued)		
Time	Item	Attendees
11.05am-12.21pm	<ul style="list-style-type: none"> • Planning Committee Report - PP70/2022-1 – 1075 Larpent Road, Larpent – Use and Development of Dwelling • Planning Committee Report - PP223/2022-1 – 1140 Irrewillipe Road, Barongarook West – Use and Development of Land for Dwelling • Development Plan (DP05)6230 and 6280 Great Ocean Road Apollo Bay - Hearing of submissions • Planning Committee Report - PP188/2021-1 - 255 Colac Ballarat Road, Irrewarra - Use and Development of a Dwelling • Planning Committee Report - PP101/2020-1 – 979 Corangamite Lake Road, Cororooke – Use and Development of Land for Dwelling <p>Having declared a Conflict of Interest for PP 101/2020-1 - 979 Corangamite Lake Road, Cororooke - Use and Development of Land for Dwelling, Cr Costin left the meeting at 12.00pm, prior to discussion taking place on this item and did not return to the meeting.</p>	Doug McNeill Bláithín Butler
12.21pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 07 December 2022

Time: 1.25pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Joe McCracken, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt
Attendees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Anne Howard, Andrew Tenni, Ian Seuren, Heath Chasemore, Marlo Emmitt, Paula Gardiner, Nicole Frampton, David Butterfield, Mark McLennan, Brendan Walsh, Tamzin McLennan, Marc Camararis, Doug McNeill, James Myatt, Simon Clarke, Louise Harvey
External attendees:
Nil
Apologies:
Cr Joe McCracken
Absent:
Nil

Meeting Commenced at: 1.35pm

Declarations of Interest:

Name	Item	Reason
Nil		



Councillor Briefing - 07 December 2022 (continued)		
Time	Item	Attendees
1.35pm-1.37pm	Councillor and EA to CEO, Mayor and Councillors catch up	Louise Harvey
1.37pm-1.44pm	Contract 2302 - Sportsground Lighting at Elliminyt Recreation Reserve (Design and Construct) - Tender Award	Paula Gardiner Nicole Frampton David Butterfield
1.44pm-1.53pm	Elliminyt Wetlands Open Space Concept Plan	Paula Gardiner Nicole Frampton
1.53pm-2.00pm	Road Closure (part) - Hall Street Cressy	David Butterfield Mark McLennan Brendan Walsh
2.00pm-2.20pm	Irrewillipe Recreation Reserve off-field facility design discussion Cr Bell left the meeting at 2.07pm and returned to the meeting at 2.09pm.	Tamzin McLennan Marc Camararis Nicole Frampton
2.20pm-2.40pm	Petition - Visitor Information Centre	James Myatt
2.40pm-2.52pm	Final Report – Key Worker Housing Study Stage 2	Doug McNeill James Myatt
2.52pm-3.02pm	Strategic Planning Update Cr Hart left the meeting at 2.52pm and did not return.	Doug McNeill Simon Clarke
3.02pm-3.04pm	<u>General Business</u> <ul style="list-style-type: none"> Sea to Tree Horse Trail 	
3.04pm	Meeting Closed	



Informal Meeting of Councillors Record

Planning Committee Meeting preparation

Date: 07 December 2022

Time: 3.20pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Joe McCracken, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt
Attendees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt, Doug McNeill, Bláithín Butler, Helen Evans
External attendees:
Nil
Apologies:
Cr Joe McCracken
Absent:
Nil

Meeting Commenced at: 3.17pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Graham Costin	Material Conflict	8.3 PP 101/2020-1 - 979 Corangamite Lake Road, Cororooke - Use and Development of Land for Dwelling	A family member has assisted the applicant and may be perceived as gaining a benefit or suffering a loss depending on the outcome of the matter.



Planning Committee Meeting preparation– 07 December 2022 (continued)		
Time	Item	Attendees
3.17pm- 3.53pm-	<p>Planning Committee Meeting preparation</p> <ul style="list-style-type: none"> • Item 8.1 Development Plan (DPO5) - Amended - 6230 and 6280 Great Ocean Road Apollo Bay - Consideration of Submissions • Item 8.2 PP223/2022-1 - 1140 Irrewillipe Road, Barongarook West - Use and Development of Land for Dwelling • Item 8.3 PP101/2020-1 - 979 Corangamite Lake Road, Cororooke - Use and Development of Land for Dwelling <p>Having declared a Conflict of Interest, Cr Costin left the meeting at 3.25pm, prior to discussion taking place on item 8.3 PP 101/2020-1 - 979 Corangamite Lake Road, Cororooke - Use and Development of Land for Dwelling; and returned to the meeting at 3.47pm once discussions on this item had concluded.</p> <ul style="list-style-type: none"> • Item 8.4 PP188/2021-1 - 255 Colac Ballarat Road, Irrewarra - Use and Development of a Dwelling • Item 8.5 PP70/2022-1 - 1075 Larpent Road, Larpent - Use and Development of Dwelling 	Doug McNeill Bláithín Butler Helen Evans
3.53pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 14 December 2022

Time: 11.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Joe McCracken, Anne Howard, Andrew Tenni, Heath Chasemore, Frank Castles, Ian Seuren, Marlo Emmitt
Attendees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Anne Howard, Andrew Tenni, Frank Castles, Ian Seuren, Marlo Emmitt, Lenny Jenner, Janine Johnstone, Cameron Duthie, Natasha Skurka, David Butterfield, Toni Uphill, Amanda Barber, Sonia Giofches, Chris Saw (videoconference), Doug McNeill (videoconference), Nicole Frampton, Paul Austin
External attendees:
Nil
Apologies:
Cr Joe McCracken Heath Chasemore
Absent:
Nil

Meeting Commenced at: 11.09am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Councillor Briefing – 14 December 2022 (continued)		
Time	Item	Attendees
11.09am- 12.32pm	Councillor Workshop - Community Asset Committees Cr Bell attended the meeting at 11.58am	Lenny Jenner Janine Johnstone Cameron Duthie Natasha Skurka David Butterfield Frank Castles
12.32pm- 12:59pm	Break	
12.59pm- 1.36pm	Budget Briefing #1	Toni Uphill Amanda Barber Sonia Giofches Chris Saw (vc)
1.36pm- 2.02pm	Development Plan (DP05)6230 and 6280 Great Ocean Road, Apollo Bay	Doug McNeill (vc) Nicole Frampton Paul Austin
2.02pm- 2.18pm	<u>General Business</u> <ul style="list-style-type: none"> • Subdivisions <p>Cr Stephen Hart left the meeting at 2.15pm and did not return.</p>	
2.18pm	Meeting closed	



Informal Meeting of Councillors Record

Council meeting preparation

Date: 14 December 2022

Time: 2.00pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Joe McCracken, Anne Howard, Andrew Tenni, Heath Chasemore, Frank Castles, Ian Seuren, Marlo Emmitt
Attendees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Anne Howard, Andrew Tenni, Frank Castles, Ian Seuren, Marlo Emmitt, James Myatt, Paula Gardiner
External attendees:
Nil
Apologies:
Cr Joe McCracken Heath Chasemore
Absent:
Nil

Meeting Commenced at: 2.31pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Council meeting preparation – 14 December 2022 (continued)		
Time	Item	Attendees
2.31pm-3.03pm	<p>Council Meeting preparation</p> <p>Cr Bell left the meeting at 3.01pm and did not return.</p>	<p>James Myatt</p> <p>Paula Gardiner</p>
3.03pm	Meeting closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 25 January 2023

Time: 12:30pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Jamie Bell, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt, James Myatt
Attendees:
Cr Graham Costin, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, James Myatt, Marlo Emmitt, Belinda Rocka, Tamzin McLennan, Reuben Whyte, Lenny Jenner (videoconference), Janine Johnstone (videoconference)
External attendees:
Nil
Apologies:
Ian Seuren Cr Kate Hanson
Absent:
Cr Jamie Bell resigned prior to the Councillor Briefing session, effective immediately.

Meeting Commenced at: 12:31pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Councillor Briefing - 25 January 2023 (continued)		
Time	Item	Attendees
12.31pm- 12.34pm -	Councillor and EA to CEO, Mayor and Councillors catch up	Belinda Rocka
12.34pm - 12.59pm	Flag Policy update	Tamzin McLennan Reuben Whyte
12.59pm- 1.11pm	Community Asset Committees Update	Lenny Jenner (vc) Janine Johnstone (vc)
1.11pm - 1.34pm	<p><u>General Business</u></p> <ul style="list-style-type: none"> • Lake Colac • Unscheduled Council Meeting • Climate Change Action Plan • Bluewater <p>Cr Hart left the meeting at 1.28pm and did not return.</p>	
1.34pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 1 February 2023

Time: 12:30pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt
Attendees:
Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt, Belinda Rocka, Katrina Kehoe, James Myatt, Fiona Maw, Sally Conway (videoconference), Doug McNeill, Ravi Ayyagari, Nicole Frampton
External attendees:
President, Timber Towns Victoria
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 12:35pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Councillor Briefing - 1 February 2023 (continued)		
Time	Item	Attendees
12.35pm-1.02pm	Timber Towns Victoria	President, Timber Towns Victoria
1.02pm-1.06pm	Councillor and EA to CEO, Mayor and Councillors catch up	Belinda Rocka
1.06pm-1.34pm	Review of Colac Otway Shire Grants Program & Guidelines 2023-2024	Katrina Kehoe James Myatt Fiona Maw
1.34pm-1.54pm	Apollo Bay, Skenes Creek and Marengo Community Infrastructure Plan	Sally Conway (vc) Doug McNeill
1.54pm-2.07pm	Planning Committee Report – PP87/2022-1 – 710 Blue Johanna Road, Johanna – Proposed Group Accommodation	Doug McNeill
2.07pm-2.24pm	Development Plan (DPO5) – 6230 and 6280 Great Ocean Road, Apollo Bay	Doug McNeill Ravi Ayyagari Nicole Frampton
2.24pm-2.27pm	Break Cr Potter left the meeting at 2.24pm and did not return. Cr Finnigan left the meeting at 2.25pm.	
2.27pm-2.41pm	<u>General Business</u> <ul style="list-style-type: none"> • Colac East Roundabout • Countback • Forrest Caravan Park • EV chargers <p>Cr Finnigan returned to the meeting at 2.32pm. Cr Hart left the meeting at 2.38pm and did not return.</p>	
2.41pm	Meeting Closed	



Informal Meeting of Councillors Record

Unscheduled Council meeting preparation

Date: 1 February 2023

Time: 2.50pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt
Attendees:
Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt, James Myatt
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 2:53pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Unscheduled Council meeting preparation - 1 February 2023 (continued)		
Time	Item	Attendees
2.53pm-3.16pm	Unscheduled Council meeting preparation	James Myatt
3.16pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 8 February 2023

Time: 11.00am

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt
Attendees:
Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt, James Myatt, Frank Castles, Kanishka Gunesevara, Doug McNeill, Brendan Walsh, Fiona Maw
External attendees:
Executive Director and Project Director, Geelong and Great Ocean Road Major Projects, Regional and Suburban Development, Department of Jobs, Skills, Industry and Regions (DJSIR)
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 11.08am

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Councillor Briefing - 8 February 2023 (continued)		
Time	Item	Attendees
11.08am- 12.04pm	City Deal Projects Update	Frank Castles, Executive Director, Geelong and Great Ocean Road Major Projects (DJSIR), Project Director, Geelong and Great Ocean Road Major Projects (DJSIR)
12.04pm - 12.33pm	Break	
12.33pm - 12.50pm	Mooleric Road Rehabilitation works	Kanishka Guneseckara Doug McNeill Brendan Walsh
12.50pm - 1.12pm	Lake Colac Holiday Park Long Term Options	James Myatt
1.12pm - 1.43pm	Bruce Street, Colac and Local Roads and Community Infrastructure (LRCI) – Funding	
1.43pm- 1.49pm	<u>General Business</u> <ul style="list-style-type: none"> • Marengo beacon 	
1.49pm - 2.09pm	Break	
2.09pm - 2.11pm	Finalisation of Development Plan - Irrewillipe Road, Elliminyt	Doug McNeill
2.11pm - 2.26pm	Community Award Nominations Process 2023	Fiona Maw
2.26pm	Meeting Closed	



Informal Meeting of Councillors Record

Planning Committee meeting preparation

Date: 8 February 2023

Time: 3.00pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt
Attendees:
Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Heath Chasemore, Ian Seuren, Marlo Emmitt, Doug McNeill
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 2.30pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Planning Committee meeting preparation - 8 February 2023 (continued)		
Time	Item	Attendees
2.30pm - 2.54pm	Planning Committee meeting preparation	Doug McNeill
2.54pm	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 26 October 2022.</i>	This matter deals with confidential meeting information, being records of meetings closed to the public under section 66(2)(a).	Section 3(1)(h)
<i>Community Awards Nominations 2023</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.	Section 3(1)(f)