



**Colac Otway**  
SHIRE

**COUNCIL MEETING**

**AGENDA**

**Wednesday 14 December 2022**

**at 4:00 PM**

**COPACC**

**95 - 97 Gellibrand Street, Colac**

**Next Council Meeting: 22 February 2023**



# COLAC OTWAY SHIRE COUNCIL MEETING

Wednesday 14 December 2022

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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 14 December 2022 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](http://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 12 December 2022. 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 12 December 2022.
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 23 November 2022**

### ***RECOMMENDATION***

***That Council confirm the minutes of the Council meeting held on 23 November 2022.***

Item: 9.1

## Petition - Visitor Information Centre

<b>OFFICER</b>	James Myatt
<b>GENERAL MANAGER</b>	Ian Seuren
<b>DIVISION</b>	Community and Economy
<b>ATTACHMENTS</b>	Nil

### 1. PURPOSE

To respond to the petition supporting the opening of the Colac Visitor Information Centre seven days a week.

### 2. EXECUTIVE SUMMARY

On 24 October 2022 a petition was presented to Council with approximately 660 signatures supporting the opening of the Colac Visitor Information Centre seven days a week. The petition was tabled at the 23 November 2022 Council meeting with this report providing a response to the petition. This report responds to the petition and provides a number of options available to Council.

### 3. RECOMMENDATION

*That Council:*

- 1. Notes the petition received from members of the community seeking the opening of the Colac Visitor Information Centre seven days per week.*
- 2. Acknowledges the community support in originally building the facility and providing volunteer support over many years.*
- 3. Continues to operate the Colac Visitor Information Centre two days per week, being a Friday and Saturday.*
- 4. Commits to undertake a Colac Visitor Servicing Review in the first half of 2023 and provide a report to a future Council meeting informed by:*

- a. *Engagement with external organisations interested in delivery of visitor services from the Colac Visitor Information Centre.*
- b. *Community consultation regarding potential options for delivery of visitor serving in Colac.*

## 4. KEY INFORMATION

### History

The Colac Visitor Information Centre (ColacVIC) was originally built by community volunteers lead by the former Colac Apex Club with contributions from local industry. Over a number of years ColacVIC experienced declining visitation leading to an internal review of visitation numbers in 2019 resulting in changes to the opening hours to align with peak visitation. In the year prior to the COVID pandemic, approximately 8,900 visitors used the ColacVIC. During the COVID pandemic ColacVIC closed due to Government regulations and did not re-open due to decreased tourist numbers. During this time visitors to Colac were serviced by the Great Ocean Road Visitor Information Centre (GORVIC) in Apollo Bay.

On 9 September 2022 Council re-opened ColacVIC two days a week in order to provide a physical visitor information experience in Colac and collect current data on demand. ColacVIC's current opening hours are:

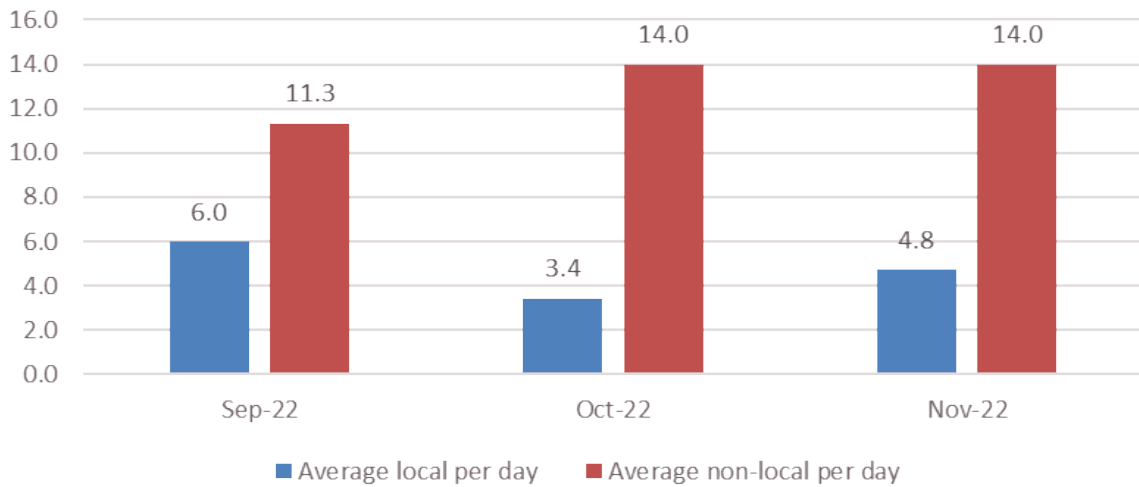
1. Friday 10am – 6pm
2. Saturday 9am – 4pm

These days were selected due to data demonstrating they experienced the highest visitor demand prior to COVID closures.

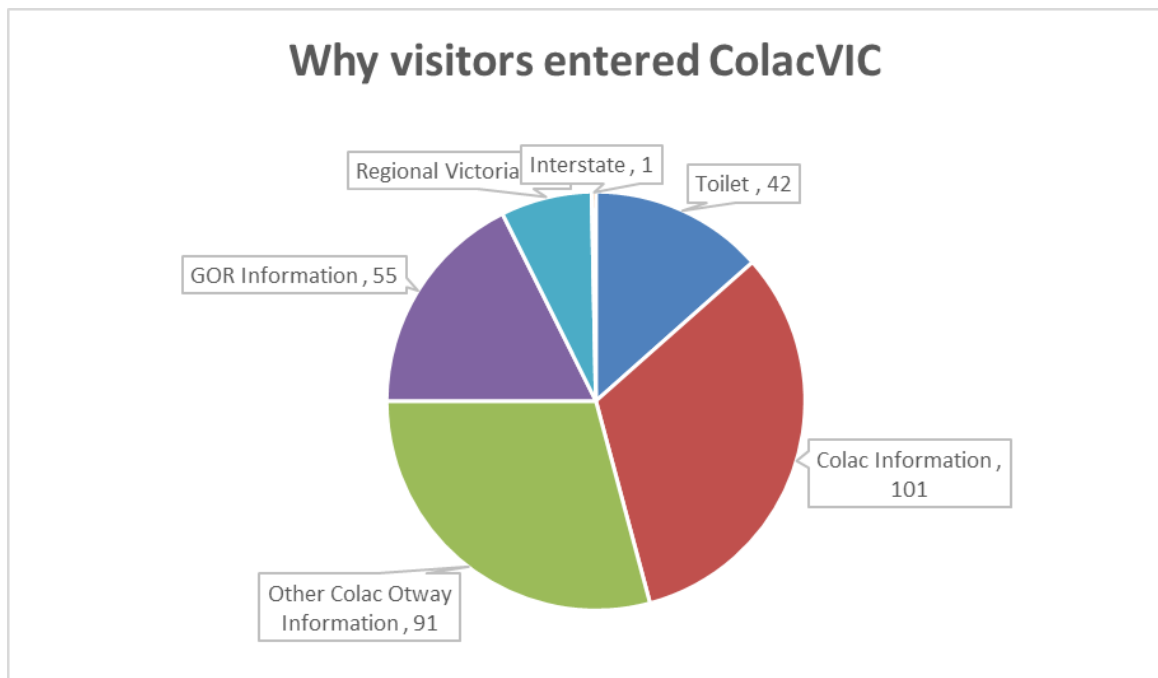
### ColacVIC Visitation

Since re-opening on 9 September 2022, data on visitor demand and enquiries at ColacVIC has been collected. Up to the end of November 2022, ColacVIC was open for a total of 24 days during which time 312 visitors entered the centre for an average of 13 visitors per day. The spread of visitors across this time period is displayed in the below bar chart. Prior to ColacVIC closing due to State Covid-19 restrictions in 2020, Friday and Saturdays experienced the highest visitation numbers. Based on knowledge of visitation trends across the region, there hasn't been a significant change since pre-Covid-19, so it can be assumed that if ColacVIC was open additional days, these would on average experience less visitation per day than that seen across Friday and Saturday.

### ColacVIC - Sept to Nov 2022 Visitation



Visitors utilised ColacVIC for a range of reasons displayed in the pie chart below. A theme across all visitors was that for the majority, Colac was not their end destination, rather they were seeking activities to do and places to visit during a rest stop or on the way to their end destination.



Due to the limited visitor demand experienced at ColacVIC, officers do not recommend increasing the opening hours at ColacVIC and recommend that it continues to operate two days per week to enable ongoing tracking of visitor demand. On days where ColacVIC is not open, a visitor information service is still provided via Great Ocean Road Visitor Information Centre in Apollo Bay who are available to Colac visitors via phone.

## **ColacVIC Operational Cost/Benefit**

Since re-opening on 9 September 2022 to 30 November 2022, ColacVIC cost a total of \$10,865 to operate excluding management support, coordination and maintenance. With 312 visitors utilising the facility, this equated to a service cost to the rate payer of \$34.80 per visitor. With pre-Covid visitor demand being lower on Sunday to Thursday, it is anticipated the cost per visitor to open on these days would be higher. Across the industry, the financial cost of ColacVIC per visitor is considered very high, limiting the economic stimulus benefit of ColacVIC to the community. This is a contributing factor to the officer recommendation not to increase ColacVIC's opening hours.

Providing information for visitors to our region is important in improving the visitor experience, increasing length of stay and dispersal, and driving throughput to local businesses and attractions. The way visitors collect information has changed including a significant shift towards digital and the majority of visitors collecting information prior to entering the region. This highlights the importance of a strong digital presence. Saying this, not all visitors attain information the same way and there is still a place for 'Bricks and Mortar' visitor information centres in the visitor servicing matrix. The most effective visitor serving model for Colac may be through ColacVIC, or it may be a blended model including roving ambassadors, digital touchpoints at high visitation nodes or other methods. Instead of committing to increasing ColacVIC's opening hours, it is recommended to use this opportunity to undertake a 'Colac Visitor Servicing Review' in the first half of 2023 including community consultation to understand the ideal visitor servicing mix for Colac now and into the future.

## **Staff Availability**

Currently Council is staffing ColacVIC two days a week, Friday 10am to 6pm and Saturday 9am to 4pm. At this point in time, Council does not have a sufficient number of trained tourism officers to resource ColacVIC seven days a week. An option exists to extend opening days until the end of January which would include a dedicated tourism officer resourcing ColacVIC Friday to Sunday, and a non-tourism officer (e.g. a Council Customer Service Officer) undertaking their standard duties from ColacVIC Monday to Thursday and include providing assistance when visitors enter the facility. Whilst this option exists due to the limited number of visitors currently utilising ColacVIC, it is not recommended ongoing to ensure a high-quality visitor experience is provided and to limit impacts on other Council services.

If Council committed to increasing ColacVIC's opening hours permanently, a period of time would be required for recruitment and training of staff.

## **Volunteers**

When ColacVIC first opened, the centre was predominantly volunteer run and managed, however over preceding years volunteer numbers and availability decreased resulting in Council providing paid staff to manage the volunteer program. Whilst a pool of dedicated and reliable volunteers remained, who provided a great service and experience to tourists and our community, the decrease in the number and availability of volunteers meant Council was required to staff ColacVIC full time, with volunteers providing supplementary support. This is reflective of the experience of many volunteer organisations across our community in regard to volunteer attraction and retention.

Utilising volunteers comes with the same level of complexity as using paid staff. Volunteers are effectively 'unpaid staff' and therefore Council has the full obligations as per any staff member. If a volunteer-managed centre model was introduced, Council would require a volunteer coordinator to ensure that our volunteers were adequately managed and supported in the workplace.



The petition allowed signatories to indicate if they would consider volunteering at ColacVIC, with 73 signatories selecting this option. Around half left contact details and Council has been reaching out to these signatories in order to gauge volunteer capacity. Whilst some signatories, including a number of existing ColacVIC volunteers, indicated the ability to make a regular commitment, overall sufficient volunteer capacity to manage ColacVIC for a number of days without staff support was not demonstrated. It is acknowledged this volunteer capacity may exist in the community, however would not be immediately implementable and requires further investigating and community surveying.

### **Other Management Options**

Council has been contacted by a number of external organisations, prompted by the petition, who expressed interest in managing or providing supplementary management and resourcing of ColacVIC in line with their business/community objectives. The proposals provide potential alternative options for ColacVIC's operations that include the continuation of a visitor information service. It is recommended to explore these proposals in more detail before providing a recommendation to a future Council meeting. It would be important to consider alternative management models in line with a more overarching review of what the most appropriate future visitor servicing model is for Colac.

### **Summary**

The preceding sections of this report discuss several topics and provide options/recommendations for ColacVIC. The below list summarises options available, with context provided above:

1. No immediate change to ColacVIC's opening hours.
2. Open ColacVIC seven days a week from 16 December 2022 to the end of January 2023 before reverting back to two days a week operation.
3. Open ColacVIC seven days a week permanently.
4. Continue further investigations including:
  - a. Surveying potential volunteers and the community to fully understand volunteer capacity to support the operation of ColacVIC.
  - b. Engage with external organisations who expressed interest in managing or supporting ColacVIC to explore options and bring a recommendation to the February 2023 Council meeting.
  - c. Undertake a full economic impact assessment for ColacVIC.
5. Undertake a 'Colac Visitor Servicing Review' in the first half of 2023 including community consultation.

Noting above options are not mutually exclusive, officers recommend proceeding with options 1, 4.b and 5.

## 5. CONSIDERATIONS

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

- a) Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- b) The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- c) The ongoing financial viability of the Council is to be ensured.
- d) The transparency of Council decisions, actions and information is to be ensured.

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

Not applicable.

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

Not applicable.

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

The office recommendation includes undertaking a 'Colac Visitor Servicing Review' in the first half of 2023 which would include community engagement. As discussed in the 'Key Information' section of this report, officers have engaged petition signatories who indicated an ability to provide volunteer assistance to gauge volunteer capacity.

### **Public Transparency** (s58 LGA 2020)

The decision in response to the petition will be made in a public Council meeting.

### **Alignment to Plans and Strategies**

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 4: Colac Otway Shire is a destination to visit

### **Financial Management** (s101 Local Government Act 2020)

ColacVIC operational costs are discussed in the 'Key Information' section of this report.

### **Service Performance** (s106 Local Government Act 2020)

Not applicable.

### **Risk Assessment**

Not applicable.

### **Communication/Implementation**

If the officer recommendation is approved, officers will continue engagement with external organisations to investigate alternative management options for ColacVIC and commence a 'Colac Visitor Servicing Review'.

### **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 officer recommendation

This option is recommended by officers as it provides a response to the petition driven by data collected from ColacVIC and commences a process for a more detailed review of visitor servicing options.

#### Option 2 – Adopt a recommendation with alternative options in the ‘Summary’ section of this report

These options are not recommended by officers as discussed in the ‘Key Information’ section of this report.

## Item: 9.2

### Project budget adjustments and cash reserve transfers

<b>OFFICER</b>	Anne Howard
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	Nil

## 1. PURPOSE

The purpose of this report is to present the project budget adjustments and cash reserve transfers for Council ratification and approval.

## 2. EXECUTIVE SUMMARY

The project budget adjustments presented in this December 2022 relate to the 202-23 financial year. It seeks formal approval to adjust project budgets, create new projects where needed or recognise that some projects are complete and can be formally closed. The report demonstrates good governance and project management practice and provides improved transparency to the community about matters that occur outside of the annual budget cycle. All figures in this report are exclusive of GST.

## 3. RECOMMENDATION

*That Council:*

- 1. Approves the new projects as presented in Tables 1 and 2 of this report, at a total cost to Council of \$150,000 (exc. GST).*
- 2. Approves the project budget adjustments in Table 3 of this report, with a net result of unallocated funds of \$150,000 (exc. GST).*

## 4. KEY INFORMATION

The following project budget transfers are presented for Council consideration and transparency to the community. Amounts are presented as exclusive of GST as per Council's adopted budget and financial reporting as follows:

- Increases in the project expense budget are presented without brackets
- Decreases in the project expense budget are presented with brackets

Council allocates funding to projects through its annual budget or specific resolution. Where matters arise that require urgent action to address compliance or safety concerns, and the service delivery cannot be reasonably stopped, the Chief Executive Officer may need to approve establishment of a project to address the issue. In these instances, the Chief Executive Officer will advise all Councillors as soon as possible, and the project will be ratified by Council at the next practical meeting through Table 1.

**Table 1 – Newly projects for Council ratification**

Project name	Funding source	Basis for variation	Project allocation (exc. GST)
WO00037723 Bluewater Dosing Pump Replacement	WO00031845 2022-2023 Unallocated renewal funds	The chemical dosing pump at Bluewater Leisure Centre was repeatedly failing and causing pool closures and ongoing maintenance. This also presented an operational risk and required urgent replacement. The CEO authorised the urgent replacement of the pump and advised Councillors of this action. A project budget needs to be established to cover the costs of the project.	\$40,000

Where an opportunity or need arises outside of the annual budget development process, it should be approved by Council before work on the project commences. This enables Council to confirm any financial commitment it makes to the project in a manner that is transparent to the community. Projects presented for Council approval are presented in Table 2.

**Table 2 – Newly initiated projects for Council approval**

Project name	Funding source	Basis for variation	Project allocation (exc. GST)
Forrest Caravan Park – Fire Services compliance project	WO00031845 2022-2023 Unallocated renewal funds	An audit of fires services has recently been undertaken at the caravan park in anticipate of re-registration. Upgrades to hose reels and hydrants are required to ensure that the park can retain registration. This project was not identified a the time of developing the Budget 2022-2023 and a commitment is required to be demonstrated to enable re-registration. While this is not a normal renewal project, it does relate to existing assets and facilities of Council and there is no alternative funding source identified.	\$110,000

From time to time, situations arise whereby initial budgets need to be reconsidered to achieve their planned objectives and project scope. It is important that Council’s decisions to adjust project budgets are open and transparent to the community. Therefore, any changes to project budgets or cash reserves are reported in Table 3 of this report to demonstrate the diligence and transparency of the organisation’s financial management principles.

**Table 3 – Project budgets requiring adjustment**

Transfers from project account	Transfers to project account	Basis for variation	Project allocation (exc. GST)
WO00037633 2022-2023 Bridge Replacement Program – Howells Access	WO00031845 2022-2023 Unallocated renewal funds	Council has awarded the design and construct contract for this project, affirming the major component of this project. The estimated project cost is significantly lower than the allocated budget, enabling Council to reduce the current project budget allocated to this project at this time.	(\$150,000)
WO00037019 2021-2022 Community Sport Lighting Upgrades	WO00031845 2022-2023 Unallocated renewal funds	This project is well progressed and approx. 75% of the works are complete and paid for with the remainder under contract. Council has committed a total of \$231,240 to this partnership project and can reduce its contribution without compromising the scope or acquittal of the grant. This reduction would normally occur at closure of the project but is recommended to occur now to enable other projects to be supported.	(\$62,000)

Transfers from project account	Transfers to project account	Basis for variation	Project allocation (exc. GST)
New income from South Colac Sports Club	WO00037559 2022-2023 Elliminyt Recreation Reserve Oval Lighting Replacement	Income commitment has been received in writing from the club and accordingly the project budget can be increased by this amount.	\$10,000
New income from Colac Cycling Club	WO00037559 2022-2023 Elliminyt Recreation Reserve Oval Lighting Replacement	Income commitment has been received in writing from the club and accordingly the project budget can be increased by this amount.	\$5,000
Income adjustment	WO00037559 2022-2023 Elliminyt Recreation Reserve Oval Lighting Replacement	Council was successful in securing \$250,000 from the Victorian Government through the Local Sport Infrastructure Fund. When the Budget 2022-23 was adopted it only recognised \$225,000 from the Victorian Government, and the project budget should be adjusted to recognise the full grant income.	\$25,000
WO00031845 2022-2023 Unallocated renewal funds	WO00037559 2022-2023 Elliminyt Recreation Reserve Oval Lighting Replacement	Council is preparing to award a contract for this project. A review of the anticipated project costs based on the preferred tender has identified that the total project budget required is \$527,000. With the inclusion of the additional income above, the current project budget is \$465,000. An additional adjustment of \$62,000 which can be sourced from Unallocated renewal funds.	\$62,000

Closure of projects is another important process for maintaining a well-managed program and involves financial review, asset management and project review activities. Closed projects are presented in Table 4 for Council's ratification and to provide transparency to the community that these projects are deemed to be complete.

**Table 4 – Project closures for ratification**

Project name	Funding source	Basis for variation	Project allocation (exc. GST)
Nil to report			

## 5. CONSIDERATIONS

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

This report contributes to financial viability by ensuring Council approves and is well informed about the allocation and movement of project funds to achieve the best outcomes for the municipal community.

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

Not applicable.

### **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)

This report contributes to public transparency by ensuring that the allocation and movement of project funds is made available to the community.

### **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)

This report contributes to financial management principles by recording the allocation and movement of project funds that may impact on the budget, current and future.

### **Service Performance** (s106 Local Government Act 2020)

This report contributes to service performance for project delivery by considering the allocation and movement of project funds successful project outcomes.

### **Risk Assessment**

There are (no) identified Workplace Health and Safety implications or identified risks associated with this report.

### **Communication/Implementation**

Implementation of Council's decision will be the responsibility of the responsible officers within Council. Project partners and stakeholders will be notified of Council's decision where relevant by the Project Sponsor or Project Manager.

### **Human Rights Charter**

There are matters identified with this report that impact on human rights as defined in the charter.



### **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 officer recommendation

This option is recommended by officers as the project budgets and cash reserve transfers supports implementations of Council's strategies.

#### Option 2 – Not approve transfers as recommended

This option is not recommended by officers as because transfers are necessary to allow ongoing delivery and closure of projects, and have been through a series of governance checks.

Item: 9.3

## Contract 2302 Sportsground Lighting at Elliminyt Recreation Reserve (Design and Construct) - Tender Award

<b>OFFICER</b>	Paula Gardiner
<b>GENERAL MANAGER</b>	Ian Seuren
<b>DIVISION</b>	Community and Economy
<b>ATTACHMENTS</b>	Nil

### 1. PURPOSE

To award Contract 2302 – Sportsground Lighting at Elliminyt Recreation Reserve.

### 2. EXECUTIVE SUMMARY

Council has received State Government funding through the 2021-22 Local Sports Infrastructure Fund (LSIF) Community Sports Lighting Stream for the Elliminyt Recreation Reserve Oval and Velodrome Lighting Upgrade project. The project will upgrade the sports lighting to provide lux levels of an average 150 lux for the oval (AFL match standard) and an average 100 lux for the velodrome (cycling training standard).

A public tender for the design and construction of the sportsground lighting upgrade was released on 26 August 2022, with tenders closing on Thursday 29 September 2022. Council received two submissions by the tender closing date.

The tender prices were well above the expected value allocated within the project estimate. The project was rescope to remove a number of ancillary items, and the tenderers were asked to price on the revised scope of the project. The tender pricing showed a significant project cost reduction from one tender submission, with no change to the tender price from the other tender submission.

Incorporating the project savings identified during the tender evaluation process and the recommended project budget adjustments, addressed in a separate agenda item, Council will have the ability to award the recommended contract.

### 3. RECOMMENDATION

***That Council:***

- 1. Awards Contract 2302 – Design and Construct Elliminyt Sportsground Lighting Upgrade, based on the revised scope of the project which removes the perimeter pathway lighting, to P & V Newell Electrical Contractors Pty Ltd for a total contract value of \$375,070 (exclusive of GST).***
- 2. Authorises the Chief Executive Officer to sign the contracts following award of Contract 2302 – Design and Construct Elliminyt Sportsground Lighting Upgrade.***
- 3. Authorises the Chief Executive Officer to perform all roles of the Principal.***
- 4. Authorises the General Manager Infrastructure and Operations as the Superintendent for Contract 2302 including managing variations in accordance with the contract conditions.***
- 5. Notes that unsuccessful tenderers will be advised of this decision and the relevant contract details will be published on Council’s website.***

### 4. KEY INFORMATION

Council has received State Government funding through the 2021-22 Local Sports Infrastructure Fund (LSIF) Community Sports Lighting Stream for the Elliminyt Recreation Reserve Oval and Velodrome Lighting Upgrade project. The project will upgrade the sports lighting to provide lux levels of an average 150 lux for the oval (AFL match standard) and an average 100 lux for the velodrome (cycling training standard).

This project implements a key priority of the Elliminyt Recreation Reserve Master Plan (2018) by addressing the extremely poor provision of sports lighting. The current average lux is 19.4 lux which is well below the 50 lux required to meet ball and physical training purposes and the 100 lux required for ‘match practice’ standard lighting for football training activities. This project proposes to upgrade the oval lighting to average 150 lux to provide options for football matches to be scheduled at the venue, and average 100 lux for the velodrome surface to provide training options for the Colac Cycling Club outside of daylight savings periods.

Oval lighting upgrades to this level meets Australian Standards for football match and training purposes and supports greater ground capacity options to address participation growth for the South Colac Sports Club. This project also supports the cycling club’s potential for participation growth by providing winter training options at the velodrome. Lighting upgrades improve facility capacity, boost fixturing and training flexibility for year-round cycling and football activities, and ensures the reserve remains viable and a reliable venue for active recreation.

The lighting upgrades will also enable the Colac Cycling Club and South Colac Sports Club (football and netball) to increase participation across club activities, including junior participation and female participation, and has the potential to provide greater capacity and access opportunities for community, sport, and casual users of the reserve.

A public tender for the design and construction of the sportsground lighting upgrade was released on 26 August 2022, with tenders closing on Thursday 29 September 2022. Council received two submissions by the tender closing date. The contract is a lump sum AS4300 contract.

The tender prices were well above the expected value allocated within the project estimate, with the lowest tender submission being approximately \$110,000 above the estimate. Due to the tender submission pricing, it was agreed to meet with the tenderers to understand if there was opportunity for cost savings that would not impact on the required outcome of the project.

The project was re-scoped to remove the proposed footpath lighting provision around the oval, and the tenderers were asked to price on the revised scope of the project. The tender pricing showed a significant project cost reduction from one tender submission, with no change to the tender price from the other tender submission.

As per the funding agreement milestone requirements, this contract would need to be awarded at the 14 December Council Meeting in order to meet funding milestone requirements for construction commencement (award of contract, construction signage and photo evidence of signage installation), which need to be submitted to SRV by 15 December 2022, or close to. Should the contract not be awarded, Council would need to apply for an extension to the milestone date with clear reasoning. An approved extension is not guaranteed.

## 5. CONSIDERATIONS

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

This report's recommendations focus on delivering best value outcomes for the community. The project also aligns with Governance Principles b) and c) relating to their focus on achieving positive outcomes for users of the facilities, as well as ongoing sustainable management of the facilities.

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

This report complies with the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

This lighting upgrade project has been identified in Council's Asset Management planning for open space, whilst also being identified in the Elliminyt Recreation Reserve Master Plan and the G21 and AFL Barwon Regional Strategy – Towards 2030.

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

The design of the lighting includes a range of Environmentally Sustainable Design elements. The lighting proposed will be LED lighting which is far more environmentally friendly than the current lighting at the site. The proposed lighting system for Elliminyt Recreation Reserve will use LED lighting technology and reduce Council's carbon footprint, cutting energy consumption. This project will result in a reduction of energy and maintenance costs by up to 50% over typical 2000W metal halide equipment. Over the course of its life (typically 20-25 years) greenhouse gas emissions will be reduced which would have been required to run the lighting at this facility by 40%. Extensive maintenance costs for the lighting system are saved, as this is fully covered for 10 years (materials and onsite labour warranty). Other benefits to an LED lighting system include:

- Power savings over the life of the lamp and the lifecycle of the whole lighting system when compared to conventional lighting systems.
- Constant guaranteed light output of 10,000 hours.

- Less spill light than conventional systems.

The successful tenderer is required to provide a Construction Environmental Management Plan (CEMP) that addresses environmental and social considerations. The CEMP will be actively managed by Council staff throughout the contract term.

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

This project is consistent with the Elliminyt Recreation Reserve Master Plan which was endorsed by Council in 2018. The master plan process included significant community engagement. In applying for the Victorian Government funding, Council worked with reserve user groups including the sporting club executive to understand their needs in scoping the project.

Engagement with the neighbouring residents in the lead up to the funding application being submitted was also undertaken to ensure neighbouring residents were aware of the project and the potential amenity impacts the new lighting would have.

The preliminary lighting designs, as submitted with the funding application and tender documentation, comply with sporting lighting lux requirements and Australian Standards relating to spill lighting requirements for neighbouring properties.

As this is a design and construct contract, the final approved lighting designs will be reviewed so as to achieve the lighting lux requirements to meet relevant the Australian Standards (AS2460) for average 150 lux (AFL match standard) for the oval and average 100 lux for the velodrome surface, and obtrusive lighting to neighbouring properties (AS4282).

**Public Transparency** (s58 LGA 2020)

Not applicable.

**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

Theme 2 - Valuing the Natural and Built Environment

Objective 2: We operate sustainably with a reduced carbon footprint

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

Theme 3 – Healthy and Inclusive Community

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

The sports oval lighting upgrade has been identified as a priority action in the Council-endorsed 2018 Elliminyt Recreation Reserve Master Plan. The need to upgrade the oval sports lighting was first identified in the G21 and AFL Barwon Regional Strategy (2015) and further highlighted in the G21 and AFL Barwon towards 2030: Strategy. These key strategic documents highlight a number of facility upgrades required to ensure player safety at a number of reserves and have been endorsed by Council, with recommendations of the master plan and AFL Barwon Strategy being implemented as funding

became available. This project implements these actions by completing facility upgrades where existing oval sports lighting does not meet facility and sporting standards.

#### **Financial Management** (s101 *Local Government Act 2020*)

The estimated total cost (revised following tender process and quotes from Powercor) is now \$527,000, which exceeds the original project budget. The required project budget adjustments to establish a viable project are outlined in an earlier item in this agenda. If the recommendation in the earlier item is not supported by Council this project is not viable and the award of this project should not proceed.

#### **Service Performance** (s106 *Local Government Act 2020*)

This project will significantly enhance the service standards delivered at the Elliminyt Recreation Reserve by supporting the maintenance of existing participation numbers, facility capacity, more even wear and tear on the oval surface, training flexibility, and ensure that lighting at the Reserve meets Australian Standards for football training and matches. With works for the new velodrome surface being completed, an upgrade to the oval lighting would also provide the Colac Cycling Club with the opportunity to extend the current cycling season and allow cycling training use of the new surface over winter.

#### **Risk Assessment**

There are no identified significant Workplace Health and Safety implications associated with this report.

Financial risks associated with this contract will be discussed in the confidential attachment.

The current lighting levels pose a risk to participants as they don't meet Australian Standards. This project will alleviate this risk by providing sports lighting that meets the required Australian Standards.

The successful tenderer is required to provide adequate documentation for occupational health and safety requirements including site specific potential hazard assessment and Safe Work Method Statements (SWMs). This documentation will be thoroughly checked by Council staff prior to commencement and measures put in place to ensure it is adhered to throughout the work.

#### **Communication/Implementation**

A proposed timeframe is as follows:

- Contract Award: 14 December 2022
- Contract Execution: December 2022
- Design and Works Commence: December 2022
- Practical Completion: 30 May 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**

### Option 1 – Award the contract in accordance with the recommendation.

This option is recommended by officers as the contractor, P & V Newell Pty Ltd, has been successful in Council's tender procurement process and provides the best value for money for the proposed works. This Contractor has a proven track record and has successfully completed six lighting upgrade projects within Colac Otway Shire over the previous two years.

Council has secured significant funding from the Victorian Government to undertake the project, which reduces the requirement of Council to fully fund the project. It is an important project as detailed in the body of this report.

### Option 2 – Do not award the contract and re-tender the project.

This option is not recommended by officers as due to the price escalation experienced in the construction sector, re-tendering the project is unlikely to result in a more favourable outcome for Council. In addition, failing to award the contract at this meeting will jeopardise the ability for this project to meet the milestone requirements for the funding agreement with SRV.

### Option 3 – Cancel the project and return funding to the Victorian Government.

Council has been successful in securing significant funding from the Victorian Government. The project is a high priority of the Elliminyt Recreation Reserve Master Plan and supported by other strategic planning. Ceasing the project and returning the funding to the Victorian Government would likely mean that the project would not be undertaken for many years. Council may not secure external funding again to complete this project. Not completing the project would pose a risk to users of the reserve due to the current lighting levels falling well below Australian Standards.

Item: 9.4

## Lake Colac Foreshore Basketball Facilities

<b>OFFICER</b>	Ian Seuren
<b>GENERAL MANAGER</b>	Ian Seuren
<b>DIVISION</b>	Community and Economy
<b>ATTACHMENTS</b>	Nil

### 1. PURPOSE

To consider the installation of informal basketball facilities on the Lake Colac foreshore.

### 2. EXECUTIVE SUMMARY

Members of the Colac community have proposed the installation of a basketball backboard/ring on the Lake Colac foreshore. The informal recreation facility would utilise the existing hardstand of the CFA running track however would not impact on the activities of the CFA.

The installation of the equipment and improvements to the hardstand area would be borne by community funds, with no cost implications for Council. As the facility would become a Council asset, have longer-term maintenance and renewal costs, and is not specifically identified in an endorsed master plan, Council is required to consider its support for a new asset.

The long-term costs to Council are minimal and it is anticipated that the basketball backboard/ring would provide health and social benefits for the local community.



### 3. RECOMMENDATION

**That Council:**

- 1. Provides in-principle support for the installation of a basketball backboard and minor surface works on the Lake Colac Foreshore at the west end of the Country Fire Authority running track.**
- 2. Notes that the proposed installation of a basketball backboard is broadly consistent with the Lake Colac Foreshore Master Plan 2016-2026, which identifies the area as a location for a future playspace.**
- 3. Notes that this in-principle support does not imply or give support for any statutory approvals that may be required, and that any required approvals and/or consents will be required to be obtained by the project proponents.**
- 4. Notes that Council is not a financial contributor to the project however the installed facility will become Council's asset.**

### 4. KEY INFORMATION

Local community members have presented an opportunity to install a basketball backboard on the Lake Colac foreshore, utilising the hard stand surface that exists in the form of the CFA running track.

The proposal presented to Council would see a basketball backboard be installed at the west end of the CFA running track, with the track surface being upgraded with a new asphalt surface in this location.

The proposal seeks to:

- Increase use of the Lake Colac foreshore for informal activities.
- Complement existing play facilities in the Botanic Gardens which would be in close proximity to the new facility, providing activities for an older age group.
- Increase access to informal basketball facilities in public open space areas.

A need has been identified for additional informal basketball facilities in Colac and use of the existing hard stand on the Lake Colac foreshore was seen to be a good location. Presently, the community has access to one basketball backboard in Wyuna Reserve, Elliminyt and then at local schools.

Recreational basketball is a popular activity and basketball backboards are a common feature in many recreational areas and parks. The existing facility at Wyuna Reserve Elliminyt services its local residential catchment however is not accessible to many within the Colac community.

Quotes have been received for the infrastructure, installation and improvements to the west end of the CFA running track. The project would be fully funded by the community who have identified likely funding sources.

As this project is proposed on Council managed crown land, Council needs to provide approval for the project to proceed and would need to provide land manager consent for the works to be completed.

## 5. CONSIDERATIONS

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

This report gives consideration to the following governance principles:

- priority is to be given to achieving the best outcomes for the municipal community, including future generations
- the ongoing financial viability of the Council is to be ensured
- the transparency of Council decisions, actions and information is to be ensured

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

The project proponents will need to consider the requirement for statutory approvals prior to works being undertaken.

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

It is considered that the installation of a basketball backboard in this location will not have any environmental impacts.

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

Community members have undertaken consultation with a number of key stakeholders including the Colac Basketball Association, Colac Fire Brigade/CFA District 6 and the Friends of the Colac Botanic Gardens.

The Colac Fire Brigade/CFA District 6 have no concerns with the proposal subject to the following conditions:

- The Brigade would like to ensure they have priority access to the CFA running track.
- The basketball equipment must be off to the side of the existing bitumen area as to not impact the functionality of the running track.
- CFA District 6 and the Colac Brigade need to be consulted and agree to the final location and installation prior to any work commencing.

The Friends of the Gardens have raised concerns about the project. They have a strong view that the CFA running track should be relocated, which is a recommendation in the Lake Colac Foreshore Master Plan. Concerns are that the installation of a basketball backboard would diminish the opportunity to relocate the running track from the foreshore and potentially be used as a reason for it to remain on the foreshore. Council is committed to the relocation of the CFA running track from its foreshore location, as recommended in the Lake Colac Foreshore Master Plan, subject to available resources and an agreed site. A site at Central Reserve has been identified in the draft Central Reserve Master Plan, which has recently been on public exhibition seeking feedback from the community. Should a site be agreed to, and resources become available to relocate the CFA running track, the installation of a basketball backboard wouldn't be used as a reason to keep the running track in its current location.

### **Public Transparency (s58 LGA 2020)**

This matter is presented to Council in open forum to ensure a transparent process is undertaken.

### **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

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

Whilst this small project is not specifically identified in the Lake Colac Foreshore Master Plan, it is not inconsistent with the plan which identifies the proposed location as a future regional playspace.

### **Financial Management (s101 Local Government Act 2020)**

The community proponents of the project have received quotes to undertake the project. It is anticipated that the project in total will cost approximately \$20,000, which includes purchase and installation of the basketball equipment and improvements to the hard stand area.

The project will be fully funded by external contributions and Council is not expected to contribute financially to the project. Council officers will need to have some level of oversight of the project to ensure that what is constructed and installed suits public use.

The construction or installation of new assets does have a longer-term impact on Council's financial position which Council needs to consider. For a new asset such as this, at a value of approximately \$20,000, it is considered that the ongoing maintenance and asset renewal costs would be minimal. Based on an asset value of \$20,000, the anticipated lifecycle costs inclusive of maintenance (approximately \$350 per annum) and depreciation (approximately \$1,000 per annum).

### **Service Performance (s106 Local Government Act 2020)**

This project will provide further opportunities for the community to participate in informal recreation and physical activity through the installation of facilities that are currently provided. It aims to encourage greater use of the Lake Colac foreshore area.

### **Risk Assessment**

Council officers will work with the community members to ensure that a risk assessment has been undertaken and risk plan in place prior to any works commencing. Council officers have already sought advice to ensure that the basketball tower and backboard complies with our insurer's requirements for public basketball facilities. This information has been provided to the proponents for consideration.

The proponents will be required to undertake the necessary site investigations such as dial before you dig and locally held plans for the running track, to ensure the installation of the basketball tower footings has no impact on existing services.

### **Communication/Implementation**

Should Council support the recommendation, this will be communicated to the community including the key stakeholders identified through the consultation process. The community members will be required to provide an implementation plan including consideration of any required statutory approvals and insurance requirements for the installation of public basketball facilities.

## **Human Rights Charter**

The project would provide the community with free and accessible access to informal recreation facilities.

## **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 – Support the proposal to install informal basketball facilities on the Lake Colac foreshore.

This option is recommended by officers as it would result in new recreation facilities and provide social and health benefits to the community, at limited cost to Council.

### Option 2 – Support the installation of informal basketball facilities but in a different location.

This option is not recommended by officers as the proposal makes use of an existing hardstand area and would encourage further use and visitation of the Lake Colac foreshore area. It would also complement existing playspace facilities in the Colac Botanic Gardens.

### Option 3 – Not support the proposal to install basketball facilities on the Lake Colac foreshore.

This option is not recommended by officers as it would result in a missed opportunity to create additional physical activity opportunities as proposed and delivered by local community members.

Item: 9.5

## Appointments to Committees and external organisations and rescheduling of March 2023 Council meeting

<b>OFFICER</b>	Lyndal McLean
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	Nil

### 1. PURPOSE

To appoint Council representatives to committees and external organisations and to reschedule the March 2023 Council meeting date from 22 March 2023 to 29 March 2023.

### 2. EXECUTIVE SUMMARY

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.

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

- Apollo Bay Harbour Precinct Redevelopment Project Control Group.
- Barwon South West Waste Recovery Local Government Forum.
- City Deals Project – Colac Otway Shire Executive Steering Committee.

- Colac Community Library and Learning Centre Joint Use Committee.

At the 23 November 2022 Council meeting, Council set its meeting dates for 2023. The G21 Delegation is being held from 21 to 23 March 2023. Therefore, it is recommended that the 22 March 2023 Council meeting be rescheduled to 29 March 2023.

### 3. RECOMMENDATION

**That Council:**

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

Committee name	Councillor Representative/s
<b>Committees Established by Council/Colac Otway Shire</b>	
Audit and Risk Committee	Cr Margaret White and Cr Kate Hanson
Central Reserve Advisory Committee	Cr Chris Potter
Colac Municipal Aerodrome Advisory Committee	Cr Jamie Bell
Colac Regional Saleyards Advisory Committee	Cr Jamie Bell
Friends of the Colac Botanic Gardens Advisory Committee	Cr Margaret White
Lake Colac Coordinating Committee	Cr Graham Costin and Cr Jamie Bell
COPACC Trust	Cr Margaret White
Mooleric Road Quarry Consultative Committee	Cr Jamie Bell
Ondit Quarry Consultative Committee	Cr Jamie Bell
Port of Apollo Bay Consultative Committee	Cr Chris Potter
Weeds Consultative Committee	Cr Jamie Bell
<b>External Committees and other bodies</b>	
Australian Local Government Association (ALGA)	Cr Kate Hanson Cr Graham Costin (sub representative)
RoadSafe Otway	Cr Chris Potter
G21 Region Alliance (Board)	Cr Chris Potter
Municipal Association of Victoria	Cr Stephen Hart Cr Kate Hanson (sub representative)
Rural Councils of Victoria	Cr Kate Hanson Cr Chris Potter (sub representative)
Rural Financial Counselling Service Vic – Wimmera Southwest (RFC)	Cr Kate Hanson
SouthWest Victoria Alliance (Board)	Cr Chris Potter
Timber Towns Victoria Committee	Cr Chris Potter
G21 Pillar Membership – Culture and Economic Development	Cr Kate Hanson
G21 Pillar Membership – Health and Wellbeing	Cr Margaret White
G21 Pillar Membership – Sustainability	Cr Stephen Hart
G21 Pillar Membership – Managing Growth Advisory Group	Cr Graham Costin

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 there is no proposed change to the current appointment (Cr Stephen Hart) to the Geelong Regional Library Corporation.*
4. *Endorses the Chief Executive Officer as the nominated Council Officer on the boards of G21 Region Alliance and SouthWest Victoria Alliance.*
5. *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.*

## 4. KEY INFORMATION

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

*Apollo Bay Harbour Precinct Redevelopment Project Control Group*

This group is no longer required now that the Harbour Development Plan has been completed, and that the Great Ocean Road Coast and Parks Authority will ultimately take over management of the harbour precinct.

*Barwon South West Waste and Resource Recovery Local Government Forum*

Barwon South West Waste and Resource Recovery Local Government Forum no longer exists with the introduction of the *Waste Act 2021*. Recycling Victoria delivers the services previously offered by the former Waste and Resource Recovery Groups in Victoria.

*City Deals Project – Colac Otway Shire Executive Steering Committee*

A Councillor representative is no longer required on this committee.

*Colac Community Library and Learning Centre Joint Use Committee*

A Councillor representative is no longer required on this committee.

## 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 14 December 2022 Council meeting, 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 – Endorses the schedule of Councillor appointments to committees and external organisations as outlined in the recommendation.

Option 2 – Endorses a revised schedule of Councillor appointments to committees and external organisations as outlined in the recommendation.



Option 3 – Do not endorse the schedule of Councillor appointments to committees and external organisations as outlined in the recommendation.

Item: 9.6

## Community Asset Committee Appointments and Progress Report

<b>OFFICER</b>	Janine Johnstone
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	Nil

### 1. PURPOSE

To appoint/reappoint members to Council's Community Asset Committees and determine Council's position on the governance matters related to Community Asset Committees while Council undertakes a review of the governance models for Community Asset Committees.

### 2. EXECUTIVE SUMMARY

This report deals with two related topics.

#### **Appointing/reappointing members to Community Asset Committees**

At the 26 August 2020 Council meeting, Colac Otway Shire Council established and appointed members to 22 Community Asset Committees that manage public halls, recreation reserves and sporting facilities across the Colac Otway Shire.

The term of the Committee member's appointment will expire on 31 December 2022.

This report recommends the appointment/reappointment of Committee members to Council's Community Asset Committees as listed in the Recommendation, and to revoke the Barwon Downs Hall Community Asset Committee.

## Examining future governance models for Community Asset Committees

Council is undertaking a timely review of the governance of Community Asset Committees.

A Council briefing is scheduled for 14 December 2022 to examine future governance models for Community Asset Committees. This Council briefing will include information about how other Victorian Councils manage Community Asset Committees and examine how best to manage the governance challenges related to a small number of Community Asset Committees that have become Incorporated Associations.

The current review will be an important first step in examining how Council and Community Asset Committees can best work together to manage important community facilities.

While this governance review is taking place, it is important for Council to cease implementation of its 18 April 2018 meeting resolution that directed Committees to incorporate and develop management agreements.

### 3. RECOMMENDATION

*That Council:*

- 1. Appoints the following members to Community Asset Committees as listed and advised 28 November 2022:***

<b>Alvie Recreation Reserve</b> Purpose – to manage the Alvie Recreation Reserve	Peter Delahunty Damien Fleming John Miller Noel McKay Barry Parker Neil Cook Peter Holland
<b>Barongarook Hall and Tennis</b> Purpose – to manage the Barongarook Hall and Tennis Courts	Tim Fifis Cathy Thompson Melissa Smith Daryl Langdon Matt Daniels
<b>Beech Forest Hall</b> Purpose – To manage the Beech Forest Hall	Jacqueline Langley Scott McAllester Rob Henry Natalie Murray Anthony Zappeili Jacqueline Zappeli Simon Williamson Linda Perkins
<b>Beech Forest Recreation Reserve</b> Purpose - To manage the Beech Forest Recreation Reserve	Jacqueline Langley Rory Harrington

<p><b>Birregurra Public Hall</b> Purpose – To manage the Birregurra Public Hall</p>	<p>Desma Hutchinson Simon Oldfield Chris Barter Fiona Branschied Vicki Jeffrey Linda McCormack</p>
<p><b>Carlisle River Recreation Reserve</b> Purpose – To manage the Carlisle River Recreation Reserve</p>	<p>Owen Lucas Karen Lucas Paul Hodgson</p>
<p><b>Chapple Vale Public Hall</b> Purpose – To manage the Chapple Vale Public Hall</p>	<p>Alistair Macdonald Emma Ferrari Jo Macdonald</p>
<p><b>Cororooke Hall</b> Purpose – To manage the Cororooke Hall</p>	<p>Rod Stephenson Lucy Darcy Caroline Grist Wayne Burnett Neil Cook Kerrie Thackeray Ann Duryea Geoff Robinson Joanne Becroft</p>
<p><b>Cressy Hall</b> Purpose – To manage the Cressy Hall</p>	<p>Ashley Nelson Jan Nelson Murray Horne Brad Nelson Don Potter Ross Alexander Ian Mowat Stephen Turner Paul Lamont</p>
<p><b>Eurack Public Hall and Tennis Reserve</b> Purpose – To manage the Eurack Public Hall and Tennis Reserve</p>	<p>Barbara Paine Gerald Paine John Carew Jeff Johnson Raelene Johnson Dan Wood Kaylene Wood Shirley Carew</p>

<p><b>Irrewillipe Hall and Reserve</b> Purpose – To manage the Irrewillipe Hall and Recreation Reserve</p>	<p>Don Henderson Tim Ryan Chris Ambrose Tony Cirillo Matthias Weiss John Ladhams Kevin McNabb Jim (James) Carson Phil Riches Gayle Johnson</p>
<p><b>Kennett River Tennis Reserve</b> Purpose – To manage the Kennett River Tennis Reserve</p>	<p>Heather Noble Tim Rothman Elenore Lannigan Geoff Quinn Franck Morin Murray Rogers Karen Hutchings</p>
<p><b>Larpent Hall</b> Purpose – To manage the Larpent Hall</p>	<p>Alistair Harris Helen Ezard Ken Ezard James Boyd Phil Harris Lachlan Sutherland Michael Lenehan Geoff Turner</p>
<p><b>Lavers Hill Hall</b> Purpose – To manage the Lavers Hill Hall</p>	<p>Kim Robertson Virginia Atkins Bob Atkins Ellen Rayner</p>
<p><b>Pirron Yallock Recreation Reserve</b> Purpose – To manage the Pirron Yallock Recreation Reserve</p>	<p>Kevin Boyd Elaine Menzies Paul Castle Fiona Castle</p>
<p><b>Stonyford Hall</b> Purpose – To manage the Stonyford Hall</p>	<p>Paul Wilson James Reynolds Kelly Reynolds</p>
<p><b>Swan Marsh Hall &amp; Tennis Reserve</b> Purpose – To manage the Swan Marsh Hall and Tennis Reserve</p>	<p>Fiona Castle Michael Everett John Janssens</p>

<p><b>Warncoort Tennis Reserve</b> Purpose – To manage the Warncoort Tennis Reserve</p>	<p>Brent Harwood Jody Middleton Stephen Sells Jane Harwood</p>
<p><b>Warrion Public Hall</b> Purpose – to manage the Warrion Public Hall</p>	<p>Tony Mahoney Peter Facey Lesley Inglis Lynette Facey Graeme Inglis Colin Bayne Alex Siminiew Peter Ponton Andrew Kerr Kathy Mahoney Charlotte Henry Merilyn Sutherland Isabelle Chant Barbara Hallyburton Belinda Donovan Tamara Bateman Tom Alston Helen Breen</p>
<p><b>Yeo Recreation Reserve</b> To manage the Yeo Recreation Reserve</p>	<p>Lochlan Veale Simon Dewar Hayley Dewar Chris Parker Chris Pearson Diana Veale Kathryn Pearson Matt Gibson Jemma Gibson</p>
<p><b>Apollo Bay Senior Citizens Centre</b> Purpose – to manage the Apollo Bay Senior Citizens Centre</p>	<p>Sally Forrester Stephanie Goodlet Talisha McCann Jade Forest</p>

2. ***Notes that Council officers will undertake necessary administrative actions to dissolve the Barwon Downs Hall Community Asset Committee.***
3. ***Notes that officers are currently undertaking a review of Community Asset Committee governance models and will report this information to a Councillor Briefing in early 2023.***
4. ***Ceases the implementation of Council’s decision of 18 April 2018 regarding the transition of Community Asset Committees to become Incorporated Associations and or sign***

*management agreements, while Council undertakes the current review of Community Asset Committee governance models.*

## 4. KEY INFORMATION

There are several previous Council resolutions that are relevant to this report.

### **Resolutions related to the establishment and appointment of Committee members to Community Asset Committees**

At its 26 August 2020 meeting, the Council, under section 65 of the *Local Government Act 2020*, formally resolved to establish, and appoint members to, 20 Community Asset Committees, for the purposes of managing the following community assets in the Colac Otway Shire.

1. Alvie Recreation Reserve
2. Barongarook Hall and Tennis
3. Barwon Downs Hall
4. Beech Forest Hall
5. Beech Forest Recreation Reserve
6. Birregurra Public Hall
7. Carlisle River Recreation Reserve
8. Chapple Vale Public Hall
9. Cororooke Hall
10. Cressy Hall
11. Eurack Public Hall and Tennis Reserve
12. Irrewillipe Hall and Reserve
13. Kennett River Tennis Reserve
14. Larpent Hall
15. Lavers Hill Hall
16. Pirron Yallock Recreation Reserve
17. Stonyford Hall
18. Swan Marsh Hall and Tennis Reserve
19. Warncoort Tennis Reserve
20. Yeo Recreation Reserve.

The Council also resolved to establish, and appoint Committee members of, two other Community Asset Committees:

21. Warrion Public Hall – Council resolution passed at its 29 January 2020 meeting; and
22. Apollo Bay Senior Citizens Centre - Council resolution passed at its 20 April 2022 meeting.

Council formally resolved that each appointment to the respective Community Asset Committees was for the period to 31 December 2022, unless revoked earlier by a subsequent Council decision or legislative requirement.

### **Resolutions relevant to the governance model of Community Asset Committees**

At its 18 April 2018 meeting, Council resolved as follows:

*That Council:*

- 1. endorses the replacement of the current Section 86 Committee structure with Community Asset Committees, in line with the proposed changes to the Local Government Bill;*
- 2. assists, financially and practically, the Community Asset Committees to become incorporated associations;*
- 3. enters into Management Agreements with the Community Asset Committees; and*
- 4. commences the transition of Section 86 Committees to Community Asset Committees in May 2018, to be completed by June 2020.*

This resolution clearly indicates Council support at this time for Special Committees, established under section 86 of the *Local Government Act 1989*, to become Incorporated Associations and for Council to establish Management Agreements with these Committees.

Council officers have been in contact with most of the community groups to ascertain current and future membership and also to determine if memberships have lapsed.

There has been some difficulty in contacting previous members, although good progress has been made to determine current membership, as listed. As an example, the Barwon Downs Committee is not currently in operation. Council officers will continue to determine current status and membership with each group and finalise each.

Council officers will continue to undertake a review of Community Asset Committee governance models and provide an initial briefing to Councillors on this matter on 14 December 2022.

Council officers will commence the process to cease the current practice of requiring Community Asset Committees to become Incorporated Associations and or sign management agreements, while Council undertakes the current review of Community Asset Committee governance models.



## 5. CONSIDERATIONS

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

The information provided in this report has given due consideration to the following overarching governance principles:

- 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) innovation and continuous improvement are to be pursued
- d) collaboration with other Councils and Governments and statutory bodies is to be sought
- e) the ongoing financial viability of the Council is to be ensured
- f) the transparency of Council decisions, actions and information is to be ensured.

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

Council's responsibilities in respect of Community Asset Committees are defined in s65 of the *Local Government Act 2020* that states:

1. *A Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee to achieve the purpose specified in subsection (2).*
2. *A Council may only establish a Community Asset Committee for the purpose of managing a community asset in the municipal district.*

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

Not applicable.

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

Council officers have made contact with many of the Community Asset Committee members that were appointed by Council, seeking confirmation of their interest in continuing as a member of the relevant Community Asset Committee.

The report lists each Community Asset Committee and provides details of confirmed Community Asset Committee members who are seeking to continue their appointment. It is anticipated that Council, as part of its review of governance models, will actively engage with Community Asset Committees, including finalisation of membership details.

### **Public Transparency (s58 LGA 2020)**

Council's previous 2020 and 2022 resolutions to establish Community Asset Committees and appoint Community Asset Committee members were made in an open Council meeting. Similarly, the decision to re-appoint Community Asset Committee members is to be made in an open Council meeting after consultation with Committee members.

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

## **Financial Management (s101 Local Government Act 2020)**

Council's decision to establish Community Asset Committees and appoint Committee members is one practical way of harnessing the knowledge, skills, experience and motivation of community members to manage community assets. When complemented with Council resources, this often results in positive benefits for the local community and more efficient ways of maintaining and managing community assets.

## **Service Performance (s106 Local Government Act 2020)**

Community assets are provided in a manner to ensure equity of access and inclusion. These principles form part of the Instrument of Delegation that defines purpose of community assets and the role and responsibilities of all Community Asset Committee members.

## **Risk Assessment**

Not applicable.

## **Communication/Implementation**

Following Council's resolution, Council officers will communicate the re-appointment or appointment to all Community Asset Committee members. Council officers will also advise Community Asset Committees of Council's governance review and any decision regarding changes in Council's position related to Incorporation and management agreements.

## **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 as presented

This option is recommended by officers to (a) maintain continuity of Community Asset Committee membership across Council's Community Asset Committees, (b) dissolve the Barwon Downs Community Asset Committee (c) communicate Council's current review of Community Asset Committee governance models and (d) cease officers' promotion of Community Asset Committees becoming incorporated and or developing management agreements with Community Asset Committees.

### Option 2 – Adopt the recommendation as presented with amendments

This option is not recommended by officers. Officers will need to provide information and advice in response to any proposed Councillor amendments to ensure that any risks regarding community asset governance are avoided or effectively managed.

Option 3 – Do not adopt the recommendation as presented

This option is not recommended by officers as it will (a) create the circumstance whereby there are no Committee members appointed to manage Council's 22 community assets, (b) limit information to Community Asset Committees regarding Council's current review of governance models and (c) at a time when a review of governance models is being undertaken by Council, not cease actions of Council officers, consistent with Council's 18 April 2018 meeting resolution, that may encourage Community Asset Committee to incorporate and or develop management agreements.

## Item: 9.7

# Assessment of Audit and Risk Committee Performance

<b>OFFICER</b>	Natasha Skurka
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	1. Annual Assessment of the Audit and Risk Committee Survey 2022 [9.7.2 - 6 pages]

## 1. PURPOSE

To provide a summary of the 2021-22 assessment of the Audit and Risk Committee's performance against the Audit and Risk Committee Charter.

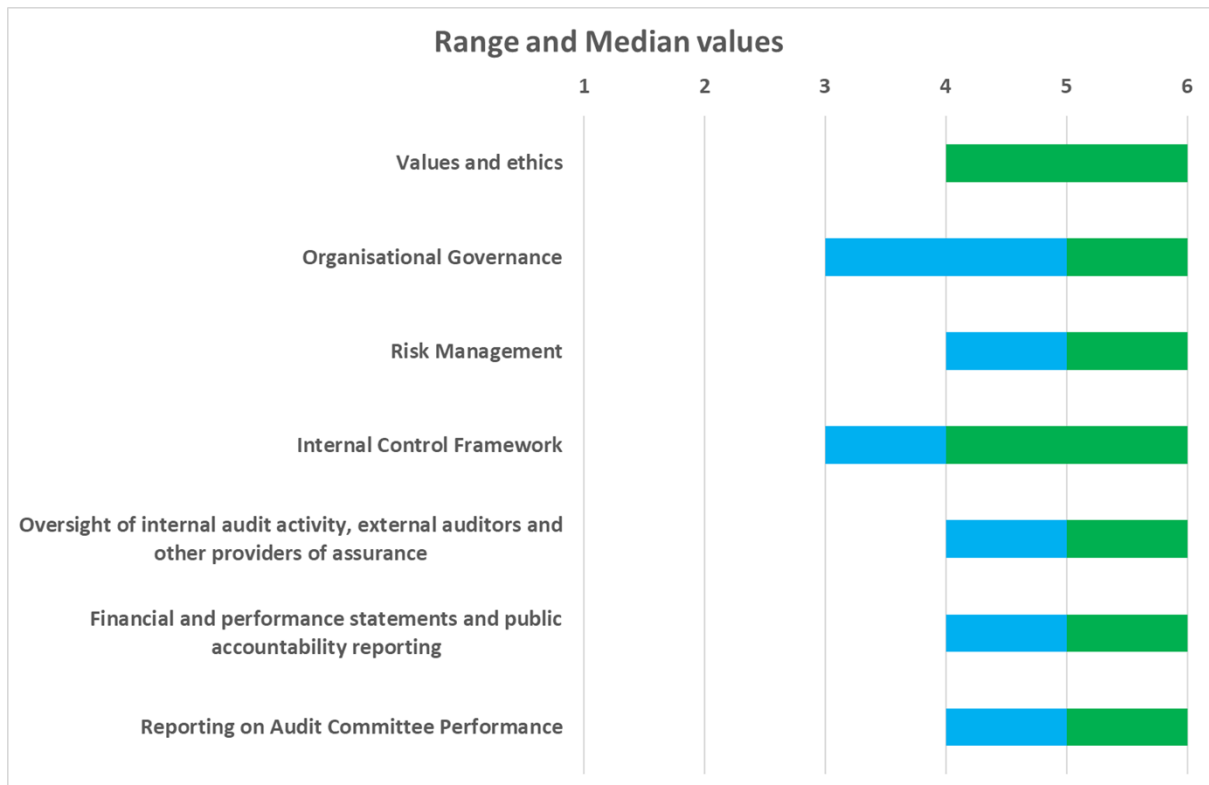
## 2. EXECUTIVE SUMMARY

The Audit and Risk Committee is required to undertake an annual assessment of its performance against the Audit and Risk Committee Charter.

Each Audit and Risk Committee member completed an assessment survey that consisted of 30 questions, categorised under the following headings and five general questions:

- Values and Ethics
- Organisational Governance
- Risk Management
- Internal Control, Framework
- Oversight of internal audit activity, external auditors and other providers of assurance
- Financial and performance statements and public accountability reporting
- Reporting on Audit Committee Performance.

Each question was graded on a scale of one to six, with one and two being *less than adequate*, three and four *adequate* and five and six *more than adequate*. The following graph shows a summary of the minimum score, median and maximum score for each of the seven categories. The left-hand side of each bar is the minimum, the right-hand side is the maximum, and the change of colour indicates the median value.



### 3. RECOMMENDATION

***That Council notes the results of the Audit and Risk Committee’s annual assessment of its performance against the Audit and Risk Committee Charter, in accordance with section 54(4) of the Local Government Act 2020.***

### 4. KEY INFORMATION

A Council must establish an Audit and Risk Committee which is required to undertake an annual assessment of its performance against the Audit and Risk Committee Charter, under sections 53(1) and 54(4)(a) of the *Local Government Act 2020*.

The Annual Assessment of the Audit and Risk Committee Survey for 2021-22 was provided to and completed by the 2021-22 Audit and Risk Committee members.

The Audit and Risk Committee consists of two Councillors and three independent members, being:

- Councillor Graham Costin
- Councillor Margaret White
- Brian Keane (Chair)
- Richard Trigg
- Melissa Field.

The results of the assessment were presented to and discussed at the Audit and Risk Committee meeting on 7 December 2022.

## **ANALYSIS OF RESULTS**

All questions received a median score of four or five indicating that the strong majority view of the Committee is that it is functioning well across all areas. Analysis of the questions and scores are listed below for Council's information.

### **1. Values and Ethics**

The questions in this section were scored four (9 of 15), five (4 of 15) and six (2 of 15) by Audit and Risk Committee members, with an overall median score of four.

### **2. Organisational Governance**

The questions in this section were scored three (1 of 19), four (8 of 19), five (5 of 19) and six (5 of 19) by Audit and Risk Committee members, with an overall median score of five.

**Note:** Commentary from one respondent stated that they couldn't grade 2.4, as no matters (ongoing legal matters) have formed part of the agenda scope for the Committee this year. Section 2.4 had a bigger variation than the other sections with a range of scores from three to six.

### **3. Risk Management**

The questions in this section were scored four (12 of 20), five (4 of 20) and six (4 of 20) by Audit and Risk Committee members, with an overall median score of four.

### **4. Internal Control Framework**

#### **4.1. Fraud and Corruption**

The questions in this section received scores between four and six. Four (8 of 15), five (4 of 15) and six (3 of 15) - with a median score of four.

#### **4.2. Control**

The questions in this section received a wider spread of results. Three (1 of 15), four (8 of 15), five (2 of 15) and six (4 of 15) - with a median score of four.

#### **4.3. Compliance**

The questions in this section received scores between four and six. Four (8 of 15), five (4 of 15) and six (3 of 15) - with a median score of four.

### **5. Oversight of internal audit activity, external auditors and other providers of assurance**

#### **5.1. Internal Audit Activity**

The questions in this section received scores between four and six with the breakdown being: four (6 of 15), five (6 of 15) and six (3 of 15) - with a median score of five.

#### **5.2 External Auditors**

The questions in this section received scores between four and six. Four (7 of 15), five (5 of 15) and six (3 of 15) - with a median score of five.

### **6. Financial and performance statements and public accountability reporting**

The questions for this category scored between four and six. Four (6 of 15), five (3 of 15) and six (6 of 15) - with a median score of five.

## 7. Reporting on Audit Committee Performance

The questions for this category scored between four and six. Four (2 of 5), five (1 of 5) and six (2 of 5) - with a median score of five.

## 8. General

The Audit and Risk Committee responded to five general questions around meeting facilitation, information and agendas provided to the Committee and Committee member participation. The results from these questions indicate that the Audit and Risk Committee is comfortable with the administration and running of its meetings with 14 scores of "Agree" and 11 scores of "Strongly Agree".

## 9. Other Comments

The Committee members were given the opportunity to raise other matters and provide any suggestions for improvement. There was no additional commentary provided.

A summary of the responses can be found in Attachment 1.

# 5. CONSIDERATIONS

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

Audit and Risk Committee meetings relate to the following overarching governance principles:

- Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- Innovation and continuous improvement is to be pursued.
- The ongoing financial viability of the Council is to be ensured.

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

*Local Government Act 2020*

Audit and Risk Committee Charter

### **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)

An Audit and Risk Committee is required to undertake an annual assessment of its performance against the Audit and Risk Committee Charter, under sections 53(1) and 54(4)(a) of the *Local Government Act 2020*. The results of the assessment were presented to and discussed at the Audit and Risk Committee meeting on 7 December 2022 and are now presented to Council for noting.

**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**

The Annual Assessment of the Audit and Risk Committee against the Audit and Risk Committee Charter and presentation to the next Council meeting is a requirement under section 54(4) of the *Local Government Act 2020*.

**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.



Item: 9.8

## Authorisation of Officers under the Planning and Environment Act 1987 - Stefanie Riches and Prudence Ferlazzo

<b>OFFICER</b>	Janine Johnstone
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Instrument of Appointment and Authorisation Prudence Ferlazzo Planning Environment [9.8.1 - 1 page]</li><li>2. Instrument of Appointment and Authorisation Stefanie Riches Planning Environment [9.8.2 - 1 page]</li></ol>

### 1. PURPOSE

The purpose of the report is for Council to appoint Stefanie Riches and Prudence Ferlazzo as authorised officers 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 Stefanie Riches and Prudence Ferlazzo as authorised officers 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 officers Stefanie Riches and Prudence Ferlazzo 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 Instruments of Appointment and Authorisation (*Planning and Environment Act 1987*) come into force immediately upon execution.

### **Human Rights Charter**

Not applicable.

### **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 officers as Authorised Officers.

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 officers as Authorised Officers.

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

Item: 9.9

## Report of Informal Meetings of Councillors

<b>OFFICER</b>	Lyndal McLean
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Informal Meeting of Councillors - Councillor Briefing - 16 November 2022 - CB 20221116 [9.9.1 - 2 pages]</li> <li>2. Informal Meeting of Councillors - Council Meeting - 23 November 2022 - CM 20221123 [9.9.2 - 2 pages]</li> <li>3. Informal Meeting of Councillors - Draft Environmental Sustainability Strategy 2023-2033 Workshop - 3 [9.9.3 - 2 pages]</li> </ol>
<b>PURPOSE</b>	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.*

- |   |                         |
|---|-------------------------|
| <b>1. Councillor Briefing</b>             | <b>16 November 2022</b> |
| <b>2. Council Meeting Preparation</b>     | <b>23 November 2022</b> |
| <b>3. Councillor Environment Workshop</b> | <b>30 November 2022</b> |

## 3. KEY INFORMATION

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

- |                                    |                  |
|------------------------------------|------------------|
| 1. Councillor Briefing             | 16 November 2022 |
| 2. Council Meeting Preparation     | 23 November 2022 |
| 3. Councillor Environment Workshop | 30 November 2022 |

## 4. OFFICER DIRECT OR INDIRECT INTEREST

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

