



Colac Otway
SHIRE

COUNCIL MEETING

AGENDA

Wednesday 13 December 2023

at 4:00 PM

COPACC

95 - 97 Gellibrand Street, Colac

Next Council Meeting: 28 February 2024



COLAC OTWAY SHIRE COUNCIL MEETING

Wednesday 13 December 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 13 December 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

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 11 December 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 11 December 2023.
2. Questions via videoconference by prior arrangement.
3. Questions from the floor.

6 PETITIONS / JOINT LETTERS

A petition with 730 signatories was received on 7 December 2023, in response to the Community Care Service Review with the following preamble;

"We, the undersigned, petition Colac Otway Shire Council to maintain and continue to deliver quality in home support services for our community. We urge Council to continue direct delivery of this vital community service providing care; from Council workers to vulnerable and older residents in their homes.

Council's direct delivery of this vital community service protects our vulnerable and older residents in their homes. Victorian local government has a proud history of leading the country in delivering quality services in homes in this area and it must be maintained.

Any moves to cease direct delivery of this service would have the following consequences:

- **Reduced provision, lower quality and consistency of care to clients**
- **Loss of secure job**
- **No minimum qualification requirements, where vulnerable clients will be forced to allow potentially untrained providers into their homes, leaving them significantly vulnerable to abuse.**

The petition should be considered in conjunction with the report relating to the Best Value Review of Aged and Disability Services which is scheduled to be presented to the Council Meeting on 28 February 2023.

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 Meetings held on**
 - **22 November 2023**
 - **6 December 2023 (Unscheduled Council Meeting).**

RECOMMENDATION

That Council confirm the minutes of the Council Meetings held on:

- **22 November 2023**
- **6 December 2023 (Unscheduled Council Meeting).**

Item: 9.1

Aged and Disability Services Review

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

1. PURPOSE

The purpose of this report is to provide an Options Report and update on the progress of the Best Value Review of Aged and Disability Services.

2. EXECUTIVE SUMMARY

On 3 May 2023 Council approved the undertaking of a Best Value Review of its Aged and Disability Services. The review was structured into a three stage report process with the aim of presenting a final report to Council at this meeting. It was anticipated that there would be sufficient detail about the reforms by this time to enable council to consider options and be able to make a decision about the future of its service delivery.

The Best Value Review has progressed well with respect to timelines, consultation and understanding the local market, however the information from the Commonwealth Government is being progressively released, and as recently as in the last fortnight further significant changes to deadlines have been announced.

The consultation phase of the review provided good engagement opportunities and it was heartening to see the interest in the service review and willingness of employees, clients and community to provide input to the review. The feedback from clients and their families demonstrates that there is a high level of trust and appreciation of the employees who deliver the services, and a desire that this continues. There was also some confusion and concern about the Commonwealth Government reforms, and some have difficulty in navigating the systems for support. Focus groups conveyed that there is a high level of trust in the Council, they appreciate the quality and consistency of care delivered by local employees, and that employees are "familiar, courteous, compassionate and always have a smile".

A preliminary Options Report has been provided for Council's review, however, further information is required and no recommendations are made at this time. The range of options explored include continuing delivery of all current services, transitioning out of all current services, and an option to consider transitioning out of some services and retaining those services that Council can deliver in an effective and compliant manner under the reforms being introduced.

There are further announcements from the Commonwealth Government expected in the next few weeks that may directly influence the options analysis and it is valuable to the review process to have these considered before a recommendation is made.

Officers are not seeking any decision about the future of the service at this time. There are still important announcements to come from the Commonwealth Government that will directly inform the final options. It is essential that the review doesn't become unduly protracted so that employees, clients and the community can have certainty and clarity about the future of Council's delivery of Aged and Disability Services. It is anticipated that a final report will be presented early in 2024.

3. RECOMMENDATION

That Council:

- 1. Thanks the employees, clients and community that have participated in the Best Value Review thus far and provided their valuable insights and views about Council's delivery of Aged and Disability Services.***
- 2. Notes that a petition with 730 signatures has been received at this meeting and thanks people who took the time to convey their views through the petition.***
- 3. Notes that a Final Report will be provided at the Council meeting on 28 February 2024.***

4. KEY INFORMATION

At the Unscheduled Council Meeting on 3 May 2023 Council approved the undertaking of a Best Value Review of its Aged and Disability Services, in response to the Commonwealth Government's aged care reforms and the proposed introduction of the new 'Support at Home Program'.

In July 2023, Council appointed Lake Advisory to undertake the best value review in accordance with an endorsed Project Plan and supporting Stakeholder and Community Engagement Plan.

The scope of the review of aged and disability services included;

- Overview of reforms and key principles
- Service and program audit
- Engagement with stakeholders
- Unit costing
- Market sounding
- Analysis of strategic risks
- Future role of Council
- Options, pathways, and recommended direction

The review was structured into a three stage report process:

Report 1 – Context Report

- Overview of the reforms, its implications for the aged care and disability sector and Council
- Review of service data across programs delivered by Council

Report 2 – Progress Report

- Stakeholder and community engagement providing qualitative analysis.
- Unit costings and implications for Council
- Market sounding to review market status and market capacity

Report 3 – Final Report

- Analysis of strategic risk associated with reform
- Assessment of the future role of council
- Options, pathways and recommendations relating to future direction for Council

The aim of the review was to provide a final report to Council at its meeting on 13 December 2023. A preliminary Options Report has been received that addresses some of the deliverables of Report 3, but cannot fully address these at this stage as there are ongoing changes to the program. The absence of detailed information from the Commonwealth regarding the new aged care program means that a recommendation cannot be made at this time. Further information is required for Council to properly consider the options and for additional information to be provided to facilitate an informed decision being made.

Latest aged care reforms announcement:

On 29 November 2023, the Federal Minister for Aged Care, Anika Wells MP announced that the new aged care Support at Home Program will now be delivered in two stages, with the Commonwealth Home Support Programme (CHSP) to transition into the new program no earlier than 1 July 2027.

Staged approach

Stage 1: Home Care Packages Program and Short-Term Restorative Care Program will join Support at Home from *1 July 2025*.

Stage 2: CHSP will transition into Support at Home *no earlier than 1 July 2027*.

The staged approach is intended to allow CHSP providers time to change their business systems and adjust to new payment arrangements, supporting continuity of care for clients.

On the same day it was announced that the tender for the new single assessment service is expected to be released in January 2024 with the new assessment system commencing on 1 July 2024.

Over the coming weeks it is anticipated that further announcement will be made by the Commonwealth government regarding;

- the development of the new Aged Care Act
- a new model for regulating aged care
- the strengthened Aged Care Quality Standards
- in-home aged care reforms, including the new Support at Home program.

Updates are still pending in relation to registration categories and provider obligations and the proposed funding model including unit pricing for the 'Support at home' program.

5. CONSIDERATIONS

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

This report engages the municipal community in the strategic decision making process around the future of Council's involvement in the delivery of aged and disability services and as well as ensuring the transparency of Council decisions, actions and information.

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

The Best Value Review aims to position Council to prepare for changes to legislation in relation to the provision of Aged Care and Disability Services.

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

Not applicable.

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

Throughout the review process, an extensive staff, client and community engagement process has been undertaken in line with the Council endorsed Stakeholder Engagement Plan that was developed for the project. The Stakeholder Engagement Plan ensured that those persons and groups (as well as the general community) affected by the outcomes of the review had multiple opportunities to engage with the process.

A summary of engagement includes:

- 238 survey response
- 2 focus groups of 20 people each
- Distribution of FAQs via website, and directly upon request

Finally, two open sessions (Colac and Apollo Bay) were offered to the public for 'drop-in' discussions, neither of which attracted any further engagement.

Public Transparency (s58 LGA 2020)

This report ensures that Council decision making processes around its future in the provision of aged and disability services is as transparent as possible, other than for information that is appropriately considered confidential until the review is concluded and an outcome determined.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

Objective 2: We are a financially robust organisation

Financial Management (s101 Local Government Act 2020)

This report is for noting. No financial implications are presented at this time.

Service Performance (s106 Local Government Act 2020)

The review is exploring the future delivery of aged and disability services in the shire and how that is best delivered in the future considering both program reforms being introduced and the diverse needs of the municipal community.

Risk Assessment

This report is for noting. No risk assessment is presented at this time because no decision is being sought. Final options will be presented with relevant risk assessments.

The Audit and Risk Committee was provided with an update on the status of the best value review on 6 December 2023.

Communication/Implementation

Communication has been guided by the Stakeholder Engagement Plan.

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 – That Council notes the progress of the Best Value Review and Options Report

This option is recommended by officers as it provides further information in relation to ongoing options in the delivery of aged and disability services in the Colac Otway shire.

Option 2 – That Council does not note the Best Value Review and Options Report

This option is not recommended by officers. This outcome does not respect the process or people impacted by this important work.

Item: 9.2

Sale of 69 McLachlan Street Apollo Bay - consideration of community submissions

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

1. PURPOSE

To consider submissions on the potential use of Council owned land at 69 McLachlan Street, Apollo Bay.

2. EXECUTIVE SUMMARY

Council has considered the potential sale of 69 McLachlan St, Apollo Bay on several occasions since 2016, in recognition that the building has served the community well for many decades as a kindergarten, but that the sale of the aging facility and property could assist in funding a new fit-for purpose kindergarten for the community at the Apollo Bay school site.

The construction of the new kindergarten facility (Apollo Bay Early Years Hub) was completed in late 2021 and Council resolved on 22 February 2022 to sell the property at 69 McLachlan Street, Apollo Bay.

On 13 September 2023, Council received a petition from the Apollo Bay Community Voice requesting that Council not sell its property located at 69 McLachlan Street, Apollo Bay. The petition was tabled at the September 2023 Council meeting.

Council considered the petition at its 25 October 2023 meeting and determined to pause the sale of the property and undertake further community consultation seeking views on the potential use of the property. Two submissions were received, one being from an individual and one being from the Apollo Bay Community Voice which was accompanied by 132 signatories.

This report considers the submissions and seeks direction from Council on whether to progress with the sale of the property.

3. RECOMMENDATION

That Council:

- 1. Notes and considers the submissions received regarding the potential use of the property located at 69 McLachlan Street, Apollo Bay.***
- 2. Determines whether to proceed with the sale of the property located at 69 McLachlan Street, Apollo Bay.***

4. KEY INFORMATION

The sale of 69 McLachlan Street Apollo Bay has been considered by Council on several occasions including at meetings held on the following dates:

- 24 August 2016
- 27 October 2021
- 23 February 2022
- 20 April 2022
- 29 March 2023
- 23 August 2023
- 25 October 2023

This report aims to not duplicate the background provided in the above reports, but the dates are provided for reference if needed.

At its 25 October 2023 meeting, Council resolved:

That Council:

- 1. Notes the petition received on 13 September 2023 from the Apollo Bay Community Voice requesting that Council not sell the property at 69 McLachlan Street, Apollo Bay.***
- 2. Determines to pause the sale of the property at 69 McLachlan Street, Apollo Bay in order to undertake further community consultation of approximately 30 days (closing Monday 27 November 2023), inviting views on the potential use of the property.***
- 3. Receives a report at its 13 December 2023 meeting detailing the response from the community consultation before determining whether to proceed with the sale of the property at 69 McLachlan Street, Apollo Bay.***
- 4. Advises the petitioner that this decision is Council's response to the petition.***

Community consultation was undertaken in accordance with the resolution via the 'Have Your Say' page on Council's website, advertising in the Apollo Bay Newsletter and via direct contact with the Apollo Bay Community Voice. The closing date for written submissions was 5:00pm on Monday 27 November 2023.

Following the conclusion of the community consultation period, two submissions were received which have been provided to Councillors separately to this report. One submission was from the Apollo Bay Community Voice, which was accompanied by 132 signatories whilst the second submission was from an individual.

Apollo Bay Community Voice submission

The submission from the Apollo Bay Community Voice was prepared following consultation with the community and meetings with a number of key local organisations. The submission includes three options regarding the future of 69 McLachlan Street Apollo Bay.

Option 1 – Guaranteed Childcare at the Early Years Hub (Hub)

This option states that the community will support the sale of the property only if Council receives assurance from the Victorian Government that the Council's commitment of the proceeds from the sale of 69 McLachlan Street (as per the 20 April 2022 resolution) will leverage sufficient funds to build an appropriately sized childcare space at the Hub. Until that assurance is established, the community feels strongly that the site should not be sold.

Option 2 – Community Flexi-Hub

The community believes that it is primarily Council's responsibility to provide space for community activities and services. Therefore, if childcare at the Hub can be achieved by the Victorian Government without a financial contribution from Council, the community requests that Council retains the site and seeks infrastructure funds from the Victorian Government to build an innovative 'Flexi-Hub' for the site. The proposal for the 'Flexi-Hub' includes four rooms of 80m² each to be used for the community's immediate and changing needs such as meeting rooms, arts space, Great Ocean Road Health consulting rooms along with provision for eight car parking spaces. The overall building is to be in the order of 500 m².

Option 3 – Gift to the Community

The submission states that community leaders have discussed whether the community could raise the finances required to purchase the site but don't believe this would be achievable. The community requests that Council gift the site to the community for community use and benefit, to address what the Apollo Bay Community Voice claims to be an imbalance of Council investment in Apollo Bay.

Other submission

The second submission received was from an individual who has suggested that Council could utilise the site to provide low-cost accommodation or double story Arts Hub with a large community car park.

5. CONSIDERATIONS

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

The matter being considered by Council aligns with the governance principles as it has engaged the community in strategic planning and decision making, whilst also considering the ongoing financial viability of Council through the potential sale of surplus land.

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

The additional community engagement was undertaken in accordance with Council's Community Engagement Policy.

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

No applicable.

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

As per Council's resolution at its 25 October 2023 Council meeting, the community was provided with a further opportunity to express their views on the potential use of the property at 69 McLachlan Street Apollo Bay. This was advertised on the 'Have Your Say' page on Council's website, in the Apollo Bay Newsletter and via direct contact with the Apollo Bay Community Voice. The closing date for written submissions was 5:00pm on Monday 27 November 2023.

Public Transparency (s58 LGA 2020)

The consideration of this matter is being undertaken in a transparent manner with all relevant information available to Councillors and the community.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

Objective 2: We are a financially robust organisation

Financial Management (s101 Local Government Act 2020)

In December 2020, Council committed to use the proceeds from the sale of the property as a contribution to the Maternal and Child Health component of the new Apollo Bay Early Years Hub (the Hub). Council's contribution to the construction and fit out of the Hub was approximately \$348,000. These funds have been paid; however, Council is yet to recover these funds from the sale of the property as planned. Council has also resolved at its 20 April 2022 meeting to reserve the remaining net sale proceeds for part funding of the childcare component of the Apollo Bay Early Years Hub.

If Council decides to not proceed with the sale of the property, it's financial capacity to fund other projects for the community will be permanently reduced by \$348,000.

If the property is to be developed as per the proposals identified by the Apollo Bay Community Voice and the other submitter, there could be an expectation that Council contributes financially to any redevelopment of the property. Whilst the Apollo Bay Community Voice states in its submission that infrastructure funds would be sought from the Victorian Government, government grants typically require a local matching contribution. With the scale of the proposed redevelopment, it is likely that Council would be requested by the community to financially support any future works. Council would also have future asset management responsibilities and costs should this proposal proceed.

Service Performance (s106 Local Government Act 2020)

Following the construction of the new Apollo Bay Early Years Hub, the property is not required for its previous use as a kindergarten. The community has raised options that would potentially extend Council's service provision.

Risk Assessment

Not applicable.

Communication/Implementation

The decision of Council will be communicated to the submitters to the consultation process.

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 – Proceed with the sale of the property located at 69 McLachlan Street Apollo Bay.

Council could resolve to immediately proceed with the sale of the property as per its previous resolutions. This would enable Council to recoup the funds (\$348,000) already expended on the Early Years Hub.

Option 2 – Pause the sale of the property located at 69 McLachlan Street Apollo Bay and reconsider the sale at a future time.

Council has allocated funds in its 2023-24 budget to investigate the potential of its property located at 69-71 Nelson Street, Apollo Bay to be developed for key worker housing. This investigation would encompass the property in its entirety including the Council depot and former office building.

The former office building at Nelson Street is currently used by several community groups who could potentially be displaced in the future should the site be considered feasible for housing development. It may be prudent for Council to pause the sale of the property at 69 McLachlan Street until the future of its Nelson Street site is known, as it may wish to consider using the site for potentially displaced community groups.

Option 3 – Determine not to sell the property located at 69 McLachlan Street Apollo Bay at all and retain for an alternative use.

Council could decide not to sell the property at all, and pursue options for alternative uses of the site as identified in the submissions. The Apollo Bay Community Voice has identified an option in its submission where the site could be developed and used for community purposes. The submission references engagement with the community and key organisations to inform its recommendations, including an identified need for additional community facilities.

This option would come at a direct and immediate cost to Council as it wouldn't recoup the funds already expended on the Early Years Hub. It is possible that there would be a future capital and asset renewal cost to Council should it determine to help fund any potential development of the site for community purposes.

Option 4 – Gift the property to the community.

One of the options identified by the Apollo Bay Community Voice is to gift the property to the community. This would mean that Council would no longer own the property and wouldn't be responsible for any future asset management requirements and costs.

This option would come at a direct and immediate cost to Council as it wouldn't recoup the funds already expended on the Early Years Hub. It is possible that there would be a future capital cost to Council should it determine to help fund any potential development of the site for community purposes.

Item: 9.3

Social Housing at 36-52 Bruce Street, Colac

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

1. PURPOSE

To seek Council endorsement of the proposal by TW Projects for the establishment of social housing at 36-52 Bruce Street, Colac.

2. EXECUTIVE SUMMARY

In 2022, Council sold land at 36-52 Bruce Street, Colac, to developer TW Projects. In addition to realising a financial benefit from the sale and facilitating land supply for housing, Council sought to achieve the provision of social housing within the development to advance objectives of its Social Housing Plan.

The contract of sale requires the developer to facilitate social housing outcomes within eighteen months of the subdivision being completed. The contract allows for this to be achieved through two options. TW Projects can either provide three titles to Council (at no cost to Council) or it can directly partner with a suitable housing provider and together deliver three social housing dwellings without the need to involve Council.

Either of the two options are available to TW Projects under the contract, although the latter option does include a requirement that Council approve the housing provider to ensure that it is a reputable organisation.

While Council has the power to reject the nominated provider, it cannot impose the first option on the purchaser when both are valid under the contract.

TW Projects has proposed that they enter into an agreement with Disability Housing Limited (DHL), a subsidiary of Housing Choices Australia (HCA), to construct the housing without further Council

involvement. This proposal is considered to meet the intent of Council when selling the land and suitably meet the contract of sale conditions. This method of social housing provision will have least cost to Council by avoiding a future process for securing agreements directly with social housing providers.

3. RECOMMENDATION

That Council:

- 1. Notes that TW Projects have complied with all aspects of the contract of sale to date and are ahead of anticipated timelines for development of the land.*
- 2. Recognises Disability Housing Limited is a subsidiary of a registered housing provider.*
- 3. Endorses the proposal by TW Projects that it partners with Disability Housing Limited to develop social housing on three lots resulting from the subdivision of land at 36-52 Bruce Street, Colac*
- 4. Requires that a Section 173 agreement is entered into between Disability Housing Limited and Council to ensure that the social housing is retained for that purpose for a period of 20 years and notes that TW Projects have been consulted and raised no objection to this agreement.*
- 5. Notes that Council's endorsement of the above provider for the proposed social housing development will satisfy the special conditions in the contract of sale between TW Projects and Council.*
- 6. Notes that that the proposed partnership between TW Projects and Disability Housing Limited demonstrates a voluntary model for the provision of social housing that may be adopted in future developments.*

4. KEY INFORMATION

Council sold land at 36-52 Bruce Street, Colac to developer TW Projects in 2022. A key outcome of the sale was that the Contract of Sale include obligations for the purchaser to (amongst other things):

- Transfer three lots to Council for social housing (minimum size of 500sqm each); or
- Purchaser to develop three social housing dwellings in partnership with a Registered Housing Agency within eighteen months of Statement of Compliance being issued for the subdivision.

TW Projects has received a planning permit for subdivision of the land into 54 lots and is currently undertaking a range of tasks in preparation for construction of the subdivision including the preparation of design plans for construction of roads, drainage and other infrastructure (including the landfill gas ventilation system) and relocation of landfill gas monitoring bores on the land. They have applied for a minor variation to the approved plan which is under consideration.

To meet its contractual commitments with Council to provide social housing, TW Projects has advised Council that its intent is to enter into a partnership with Housing Choices Australia (HCA) to develop social housing on three lots within the subdivision. TW Projects has advised that:

- HCA is an independent, national, not-for-profit housing provider that delivers high quality, accessible and affordable housing for people on lower incomes and people with disability. It has an existing portfolio of properties in the Shire and is seeking to expand its presence.
- It is intended for the sites to be purchased by Disability Housing Limited (DHL), an entity within the HCA group specifically dedicated to the provision of disability housing. Whilst DHL is not regulated by the Housing Registrar, the company is a registered National Disability Insurance Scheme (NDIS) Provider and is regulated by the NDIS Quality and Safeguards Commission.
- DHL intends to use the sites for the provision of new Specialist Disability Accommodation (SDA), designed and built to meet the needs of people who have extreme functional impairment or very high support needs. HCA has advised that similar to traditional social housing, SDA provides subsidised rental housing to people who cannot afford to rent in the private market, and whose needs are not met by the private market. The maximum rent for SDA residents is calculated at 25% of the Disability Support Pension (DSP) plus Commonwealth Rental Assistance (CRA).
- HCA needs to undertake a further needs analysis and engagement process with prospective residents, however it is intended that the land would be used to construct a minimum of three dwellings, each providing housing for 2-3 SDA residents, with an additional bedroom space to allow for the provision of onsite overnight support. The onsite support is delivered by a third-party support provider and is staffed by residents of the region.
- Two of the lots would be adjacent to one another fronting McGonigal Street, providing flexibility for how they might be developed. There is potential they could be consolidated into a single title. The third lot would be within the new court accessed from Bruce Street. It is understood this strategy is to ensure that the housing is located close enough to each other to obtain the benefits of shared service provision between sites, whilst still allowing for a level of integration within the local community.
- The dwellings would be built to comply with Housing Choices Australia Design Guidelines, which contributes to a high quality of design though ensuring homes are attractive and appropriate for their location; integrate environmentally sustainable design principles; maximise natural light and ventilation; are robust, durable and require minimal maintenance; and promote resident security, offering adequate visual and acoustic privacy.

It is understood that, if this proposal is acceptable to Council, HCA would seek to enter into an agreement to purchase the nominated lots at the earliest opportunity. Preliminary design works would commence post-settlement, with detailed planning submissions to follow.

This arrangement would result in the developer facilitating provision of the required social housing in partnership with HCA. It has a significant advantage to Council in that it would negate the need for Council to accept ownership of the three lots intended for social housing and to then oversee a process of seeking a partnership with a suitable housing provider to develop the land. This will result in a significant cost saving to the community in staff time and consultant cost.

The contract of sale requires that the housing be provided by a Registered Housing Agency. As noted above, whilst HCA is a registered provider, its subsidiary Disability Housing Limited (DHL) is not. It is however specifically dedicated to the provision of disability housing, and whilst not regulated by the Housing Registrar, the company is a registered National Disability Insurance Scheme (NDIS) Provider and is regulated by the NDIS Quality and Safeguards Commission. It is also within the HCA company structure.

TW Projects has advised that HCA could achieve all of the contractual obligations and that whilst purchasing and developing the land under the DHL entity is HCA's preferred procurement strategy, it is accepted that if required the properties could sit within the HCA entity which is the registered housing association and then effectively lease it back to DHL. HCA has indicated a preference for development of the properties under the DHL entity as they will be housing social housing tenants and are governed by all the obligations of a registered housing association.

Officers are satisfied that the TW Projects proposal would achieve the outcome sought by the sale of land contract, and whilst Council could require the land to be held in the name of HCA instead of its DHL entity, all of the future residents of the housing to be established would be social housing tenants and the DHL entity is governed by all the obligations of a registered housing association.

It is recommended however that to ensure the housing is retained as social housing for a reasonable period of time, Disability Housing Limited should be required to enter into a Section 173 agreement with Council under the *Planning and Environment Act 1987*. A period of 20 years is recommended. This has been included in the recommendation and has been discussed with the proponent TW Projects who accept this outcome.

5. CONSIDERATIONS

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

This report seeks to transparently outline for Council consideration the option presented by TW Projects for provision of social housing on the Bruce Street land. The outcome will be of significant social benefit to Colac, providing high quality social housing for local residents which require specialised accommodation.

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

The social housing to result from the TW Projects proposal would be managed consistent with all of the obligations of a registered housing association. Officers consider that the proposal would meet the requirements of the contract of sale.

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

The proposed housing meets an identified social housing need in Colac.

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

There is no community engagement required for this decision. The community is aware of the requirement for social housing to be established within the subdivision.

Public Transparency (s58 LGA 2020)

Presenting this information for a Council decision seeks to ensure there is transparency concerning the manner in which the contractual obligations for social housing are met.

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

Theme 3 – Healthy and Inclusive Community

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

The provision of social housing on this site achieves outcomes sought by Council's adopted Social Housing Plan which identifies a significant need for additional dwellings for those on low and very low household incomes.

Financial Management (s101 *Local Government Act 2020*)

As noted in the report above, the option of the developer entering into a direct partnership with Housing Choices Australia's subsidiary, Disability Housing Limited, for provision of the required social housing will not only achieve social housing outcomes, but will avoid costs to Council that would otherwise be incurred if Council needs to directly facilitate or deliver the desired housing outcome itself.

Service Performance (s106 *Local Government Act 2020*)

The proposal will result in savings of staff time that would otherwise be required to support a process of selecting a suitable registered housing provider to develop the land being provided for social housing.

Risk Assessment

There is no risk identified arising from this report.

Communication/Implementation

Council's decision will be promoted in the media and TW Projects will be advised of the decision.

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 proposal of TW Projects

This option is recommended by officers as it will most efficiently result in social housing being developed on the land being subdivided, minimising the resource impacts to Council of this process. Housing Choices Australia is a well-respected social housing provider and Council can have confidence that its subsidiary DHL will operate and manage the new housing for persons who qualify for social housing in Colac.

The contract of sale requires the developer to facilitate social housing outcomes within eighteen months of the subdivision being completed. As noted earlier in the report, the contract allows for this to be achieved through two options. TW Projects can either provide three titles to Council (at no cost to Council) or it can directly partner with a suitable housing provider and together deliver three social housing dwellings without the need to involve Council. Either of the two options are available to TW Projects under the contract, although the latter option does include a requirement that Council approve the housing provider to ensure that it is a reputable organisation. While Council has the

power to reject the nominated provider, it cannot impose the first option on the purchaser when both are valid under the contract.

Option 2 – Endorse the proposal but require HCA to be the legal entity owning the land

This is a valid option for Council consideration but is not recommended by officers as there is confidence that the housing, once constructed, will be suitably managed on an on-going basis for social housing tenants with special needs, complying with all the obligations of a registered housing association. This option provides no apparent benefit to Council and so there is no need to make this a requirement.

Option 3 – Do not endorse the proposal

This option is not recommended by officers as the alternative approach to provision of social housing on the site would be for direct Council involvement in the process which would require the allocation of staff time and resources and potential an allocation of funds.

Item: 9.4

Appointments to Committees and external organisations

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

1. PURPOSE

To appoint Council representatives to committees and external organisations.

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:

- Central Reserve Advisory Committee
- Friends of the Colac Botanic Gardens Advisory Committee
- Weeds Consultative Committee.

3. RECOMMENDATION

That Council:

- 1. Appoints the following representatives to committees established by Council:***
 - a. Colac Municipal Aerodrome Advisory Committee representative is Cr ...***
 - b. Colac Regional Saleyards Advisory Committee representative is Cr ...***
 - c. Lake Colac Co-ordinating Committee representative is Cr ...***
 - d. Mooleric Road Consultative Committee representative is Cr ...***
 - e. Ondit Road Quarry Consultative Committee representative is Cr ...***
 - f. Port of Apollo Bay Consultative Committee representative is Cr ...***

- 2. Appoints the following representatives, and substitute representatives, to external committees and other bodies:***
 - a. COPACC Trust representatives are Cr ... and Cr ...***
 - b. Colac Road Safety Group representative is Cr ...***
 - c. Geelong Regional Library Corporation representative is Cr ...***
 - d. Geelong Regional Library Corporation substitute representative is Cr ...***
 - e. Rural Councils Victoria representative is Cr ...***
 - f. Rural Councils Victoria substitute representative is Cr ...***
 - g. Rural Financial Counselling Service Vic – Wimmera SouthWest (RFC) representative is Cr ...***
 - h. Timber Towns Victoria Committee representative is Cr ...***

- 3. Appoints the following representatives, and substitute representatives, to the State and Commonwealth Local Government associations:***
 - a. Australian Local Government Association representative is Cr ...***
 - b. Australian Local Government Association substitute representative is Cr ...***
 - c. Municipal Association of Victoria representative is Cr ...***
 - d. Municipal Association of Victoria substitute representative is Cr ...***

- 4. Appoints the following representatives to G21 Region Alliance Pillars:***
 - a. G21 Cultural and Economic Development Pillar representative is Cr ...***
 - b. G21 Health and Wellbeing Pillar representative is Cr ...***
 - c. G21 Sustainability Pillar representative is Cr ...***
 - d. G21 Managing Growth Advisory Group representative is Cr ...***

- 5. Notes the following representatives were appointed to the following committees and organisations at the Council meeting held on 22 November 2023:***
 - a. Councillors Max Arnott and Margaret White to Council's Audit and Risk Committee.***
 - b. Councillor Margaret White to the G21 Region Alliance (Board).***

- c. **Councillor Margaret White to the South West Victoria Alliance (Board).**
6. **Notes that the Central Reserve Advisory Committee and Friends of the Colac Botanic Gardens Advisory Committee will cease to be Advisory Committees to Council.**
7. **Thanks the current and previous members of the:**
- a. **Central Reserve Advisory Committee for their advice and contribution to the development of Central Reserve.**
- b. **Friends of the Colac Botanic Gardens Advisory Committee for their advice and contribution to the Colac Botanic Gardens.**

4. KEY INFORMATION

As part of the process of appointing Councillors to committees, the committees are reviewed for their performance and relevance against the Council Committees Framework and Policy (adopted by Council on 29 June 2022). This approach ensures that committees do not operate in perpetuity beyond achieving their purpose/objectives. Following this review, it has been determined that Council will not be making appointments to the following committees:

Central Reserve Advisory Committee

The Central Reserve Advisory Committee was “*established to facilitate communication between Council, regular user groups and local residents about matters concerning sustainability, planning, development, maintenance and operation of the Reserve.*” The objectives of the Central Reserve Advisory Committee were to:

- Provide a coordinated response to Council on strategic facility management issues and initiatives.
- Provide advice on new initiatives Colac Otway Shire could carry out, how they could be managed, how they could be resourced and how any ongoing maintenance would be managed.
- Assist with the development, review and implementation of the Central Reserve Master Plan actions.

It provided a forum for discussion and feedback on issues relating to the maintenance, operation, planning and the future development of the reserve facilities, and encouraged the users to become more involved in the management of their local Council recreation facilities.

With major development at the Central Reserve completed, the committee assessed its purpose and status. They determined at a recent meeting “*That those present at the 20 September 2023 Central Reserve Advisory Committee Meeting agree that the committee move from an Advisory Committee to a ‘user group’ status and meet at least 3 times per year*”. Therefore, formal Councillor representation is no longer required on this committee.

Council recognises the important role that the committee has played in the development of the Central Reserve facilities and the advice that they have provided on the maintenance, operation and future plans of the reserve, including their involvement in the development of the recently adopted Central Reserve Master Plan.

Friends of the Colac Botanic Gardens Advisory Committee

The Friends of the Colac Botanic Gardens (Friends) has recently become an Incorporated Association.

Council officers have been working with the Friends to develop a Memorandum of Understanding (the former having expired some time ago), which clearly sets out the rights and responsibilities of both parties to maintain and enhance the partnership for the mutual benefit of both organisations and the wider community. The draft MoU has been reviewed by the Executive Management Team and endorsed in-principle.

The draft MoU states that the Curator, or a nominated representative, will attend meetings of the Friends and be the primary contact. The Friends will be invited to present to a Councillor Briefing session annually, which will provide an opportunity for representatives of the Group to discuss their major achievements and activities. Given the Committee's incorporated status, Councillor representation is no longer required.

Weeds Consultative Committee

The Weeds Consultative Committee was formed in 2003, with the initial function of the committee being to plan for and aid in the implementation of Council's current and future weed management strategies and projects. However, in practical terms the Weeds Consultative Committee's function has evolved over the years.

The committee meetings now provide an opportunity for government and other agencies, and Landcare networks to meet and identify opportunities for collaborative weed projects, to engage in discussion around current issues, share knowledge, and invite experts to present on topics of interest. Therefore, 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)

Both the Central Reserve Advisory Committee and Friends of the Colac Botanic Gardens Advisory Committee have been consulted as part of the review process.

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 13 December 2023 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.

Item: 9.5

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 2022-23 [9.5.1 - 6 pages]

1. PURPOSE

To provide a summary of the 2022-23 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. The revised Charter was adopted by Council 28 September 2022.

Audit and Risk Committee (ARC) members completed an assessment survey that consisted of 36 questions, categorised under the following headings, with an additional five general questions:

- Organisational Governance
- Financial and Performance Reporting
- Internal Control Environment
- Risk Management
- Fraud Prevention Systems and Controls
- Oversight of internal audit activity, external auditors and other providers of assurance
- Reporting on Audit Committee Performance.

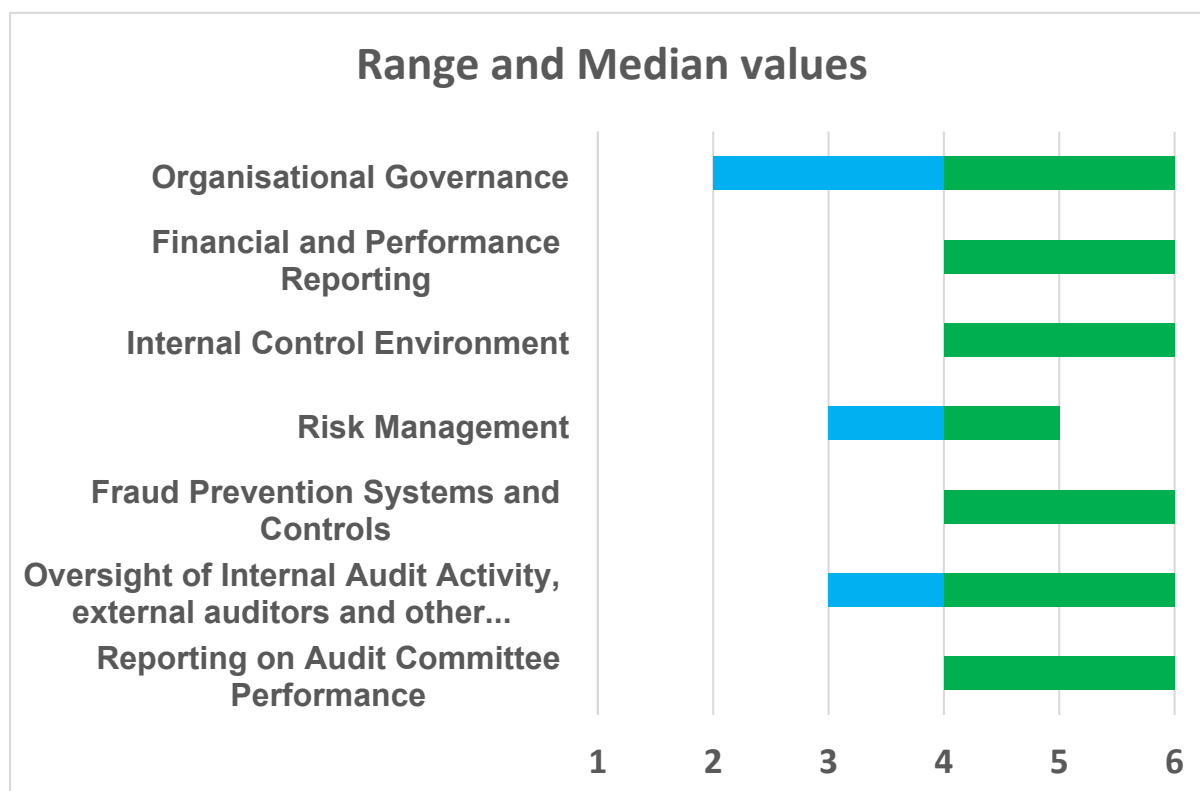
All ARC members responded to the survey.

Each question was graded on a scale of one to six, with:

- one and two being **less than adequate**
- three and four **adequate**

- 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 end of each bar is the minimum and the right-hand end is the maximum. The median score is the interface of blue and green bars and is rounded to the nearest whole number.



3. RECOMMENDATION

That Council notes the results of the Audit and Risk Committee's 2022-23 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 2022-23 was provided to and completed by the 2022-23 Audit and Risk Committee members and members of the Executive Management team that regularly attend Audit and Risk Committee meetings. Only the results from ARC members are presented to Council, in accordance with the requirements of the Act.

At the time of the survey, the Audit and Risk Committee consisted of two Councillors and three independent members, being:

- Councillor Kate Hanson
- 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 6 December 2023.

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. Organisational Governance

The questions in this section received scores of two (1 out of 20), four (12 out of 20), five (6 out of 20) and six (1 out of 20) - with a median score of 4.

Note: Commentary from one respondent stated that there were *"known issues with the quality of internal audit reports compared to understanding at appointment. This has been discussed with auditors and improved performance is expected in future."*

Note: This section had a larger variation than other sections with a range of scoring from 2 to 6.

2. Financial And Performance Reporting

The questions in this section received scores of four (14 out of 25), five (6 out of 25) and six (5 out of 25) - with a median score of 4.

3. Internal Control Environment

The questions in this section received scores of four (19 out of 25) and five (6 out of 25) - with a median score of 4.

4. Risk Management

The questions in this section received scores of three (1 out of 20), four (12 out of 20) and five (7 out of 20) - with a median score of 4.

5. Fraud Prevention Systems and Controls

The questions in this section received scores of four (9 out of 15), five (4 out of 15) and six (2 out of 15) - with a median score of 4.

6. Oversight of Internal Audit Activity, External Auditors, and other Providers of Assurance

6.1. Internal Audit Activity:

The questions in this section received scores of three (1 out of 30), four (14 out of 30), five (11 out of 30) and six (4 out of 30) - with a median score of 4.

Note: Commentary from another respondent: *“known shortcomings with quality of internal audit reports. Matter has been taken up with the firm and improvements are expected.”*

6.2 External Auditors:

The questions in this section received scores of four (17 out of 25), five (7 out of 20) and six (1 out of 20) - with a median score of 4.

6.3 Compliance Management:

The questions in this section received scores of four (10 out of 15), five (4 out of 15) and six (1 out of 15) - with a median score of 4.

7. Reporting on Audit Committee Performance

The questions in this section received scores of four (3 out of 5), five (1 out of 5) and six (1 out of 5) - with a median score of 4.

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 Audit and Risk Committee is comfortable with the administration and running of its meetings with 15 scores of “Agree” and 10 scores of “Strongly Agree”.

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 6 December 2023 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.



Annual Assessment of the Audit and Risk Committee's Performance against the Audit and Risk Committee Charter 2022-23

Thinking about the last year, to what extent do you believe the Audit and Risk Committee has:	Less than adequate		Adequate		More than adequate	
	1	2	3	4	5	6
Organisational Governance						
Reviewed and provided advice on the governance process established and maintained within the organisation and the procedures in place to ensure that they are operating as intended.	<input type="checkbox"/>	<input type="checkbox"/>		3	2	<input type="checkbox"/>
Monitored compliance of policies and procedures with the overarching governance principles, the <i>Local Government Act 2020</i> , relevant regulations and any Ministerial directions.	<input type="checkbox"/>	<input type="checkbox"/>		4		1
Reviewed and provided advice on the systems and practices established by management to monitor compliance with laws, regulations, policies, and standards of ethical conduct and identify and deal with any legal or ethical violations.	<input type="checkbox"/>	<input type="checkbox"/>		3	2	<input type="checkbox"/>
Ensured that internal and external auditors provide independent and objective analysis and reporting on internal corporate governance, risk management, internal control and compliance.	<input type="checkbox"/>	1	<input type="checkbox"/>	2	2	
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						
Financial and Performance Reporting (6.1 to 6.6)						
Reviewed with management and the external auditors the results of audit engagements, including any difficulties encountered (6.4).	<input type="checkbox"/>	<input type="checkbox"/>		3	1	1
Reviewed significant accounting and reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the audit thereof (6.1).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	<input type="checkbox"/>
Annually reviewed changes to the <i>Local Government Performance Reporting Framework</i> and understood the impact of those changes on Council's performance indicators (6.2).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	1
Reviewed the interim financial reports and annual financial statements and performance statement, and considered whether they were complete, consistent with information known to ARC Members, and reflected appropriate accounting standards (6.3).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	1	2
Recommended the adoption of the annual financial report and performance statement to Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	1

Thinking about the last year, to what extent do you believe the Audit and Risk Committee has:	Less than adequate		Adequate		More than adequate	
	1	2	3	4	5	6
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						
Internal Control Environment (6.7 to 6.11)						
Reviewed the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment (6.7).	<input type="checkbox"/>	<input type="checkbox"/>		4	1	<input type="checkbox"/>
Determined whether systems and controls are reviewed regularly and updated where required (6.8).	<input type="checkbox"/>	<input type="checkbox"/>		5		<input type="checkbox"/>
Monitored significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile (6.9).	<input type="checkbox"/>	<input type="checkbox"/>		3	2	<input type="checkbox"/>
Ensured that a programme is in place to test compliance with systems and controls (6.10).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	1	<input type="checkbox"/>
Assessed whether the control environment is consistent with the Governance Principles defined within the <i>Local Government Act 2020</i> (6.11)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	<input type="checkbox"/>
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						
Risk Management (6.12 to 6.17)						
Provided oversight on the effectiveness of Council's risk management framework, risk profile, risk appetite statement, on significant risks, control issues and other matters needed or requested by senior management and the Council (6.12 to 6.14).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	
Reviewed (every two years) Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans (6.15).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	<input type="checkbox"/>
Reviewed the insurance programme prior to renewal of insurance policies (6.16).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	<input type="checkbox"/>
Reviewed the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested (6.17).	<input type="checkbox"/>	<input type="checkbox"/>	1	3	1	<input type="checkbox"/>
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						

Thinking about the last year, to what extent do you believe the Audit and Risk Committee has:	Less than adequate		Adequate		More than adequate	
	1	2	3	4	5	6
Fraud prevention Systems and Controls (6.18 to 6.20)						
Reviewed Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes (at least every two years) (6.18).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	<input type="checkbox"/>
Received reports from management about actual or suspected instances of fraud or corruption including analysis of the underlying control failures and action taken to address each event (6.19)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	1
Reviewed reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies (6.20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	1
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						
Oversight of internal audit activity, external auditors and other providers of assurance						
Internal Audit Activity (6.21 to 6.30)						
Review the specifications for the Provision of Internal Audit Services prior to issuance to the market seeking internal audit services to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations (6.21).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	<input type="checkbox"/>
Review and approve the three-year strategic internal audit plan, the annual internal audit plan and any significant changes to them (6.22).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	1
Reviewed progress on delivery of the annual internal audit plan (6.23).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	3	
Reviewed and approved proposed scopes and reports on internal audit reviews, including recommendations for improvement arising from those reviews (6.24 and 6.25).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	2	1
Monitored action by management on internal audit findings and recommendations (6.27).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	1
Reviewed the effectiveness of the internal audit function and ensured that it has appropriate authority within Council and has no unjustified limitations on its work, and recommend to Council, if necessary, the termination of the internal audit contractor (6.28 and 6.30).	<input type="checkbox"/>	<input type="checkbox"/>	1	2	1	1
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						

Thinking about the last year, to what extent do you believe the Audit and Risk Committee has:	Less than adequate		Adequate		More than adequate	
	1	2	3	4	5	6
External Auditors (6.31 to 6.36)						
Reviewed and provided feedback on the external audit scope and plan proposed by the external auditor (6.31).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	<input type="checkbox"/>
Discussed with the external auditor any audit issues encountered in the normal course of audit work, including any restrictions on scope of work or access to information (6.32)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	1
Ensured that significant findings and recommendations made by the external auditor, and management's responses to them, are appropriate and are acted upon in a timely manner (6.33)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	<input type="checkbox"/>
Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views through Council (6.34)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	1	<input type="checkbox"/>
Considered the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them (6.35).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	1	<input type="checkbox"/>
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						
Compliance Management (6.37 to 6.39)						
Reviewed the systems and processes implemented by Council for monitoring compliance with relevant legislation and regulations and the results of management's follow up of any instances of non-compliance (6.37).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	1	<input type="checkbox"/>
Obtained briefings on any significant compliance matters (6.38)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	1
Received reports from management on the findings of any examinations by regulatory or integrity agencies (whether related to investigations at Council or other agencies), such as the Ombudsman, IBAC, Victoria Government Inspectorate, etc. and monitor Council's responses (6.39)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2	<input type="checkbox"/>
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						

Thinking about the last year, to what extent do you believe the Audit and Risk Committee has:	Less than adequate		Adequate		More than adequate	
	1	2	3	4	5	6
Reporting on Audit Committee Performance						
Prepared a biannual audit and risk report that described the Audit and Risk Committee's activities and included its findings and recommendations and provided a copy of the biannual report to the Chief Executive Officer for tabling at the next Council meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	1	1
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						

General						
Thinking about the last year, to what extent do you agree/disagree with the following statements?	Strongly disagree	Disagree	Slightly disagree	Slightly agree	Agree	Strongly agree
The Audit and Risk Committee has received whatever information, presentations or explanations it considers necessary to fulfil its responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	1
Meeting agendas and supporting papers have been of sufficient clarity and quality to enable the Committee to make informed decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2
Meetings were of an appropriate length and ensured that all key agenda items were well considered and allowed each member the opportunity to raise any further queries or areas for discussion as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	2
Committee members participated in active discussion and debate, with appropriate contribution from each member, around key agenda items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		3	2
The organisation and administration of the Audit and Risk Committee meetings was adequate to allow the committee to discharge its duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	3
Comments: Please provide commentary for any of the above items that you assigned a score of three or below to.						

Other comments

Are there any other matters you wish to raise as part of this assessment of the performance of the Audit and Risk Committee?

Do you have any other comments or suggestions for improvement?

Name: _____

Date: _____

Thank you for completing this survey. Please return to the Risk and Insurance Officer **by Friday 10 November 2023**.

Item: 9.6

Quarterly Performance Report - June to September 2023

OFFICER	Xavier Flanagan
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. 2023-24 Quarterly Performance Report - July to September 2023 [9.6.1 - 53 pages]

1. PURPOSE

To provide the Quarterly Performance Report for the period 1 July to 30 September 2023.

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 the Quarterly Performance Report also includes a progress report against the Council Plan objectives (via the 2022-23 Annual Plan).

3. RECOMMENDATION

That Council notes the Quarterly Performance Report for the first quarter 2022-23, for the period 1 July to 30 September 2023.

4. KEY INFORMATION

This Quarterly Performance Report provides Council with a progress report for the first quarter of the financial year (July to September 2023) 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)
- Capital Works and Major Initiatives Performance Report
- Budget Report for the quarter ending 30 September 2022

The Annual Plan Progress Report shows:

- 2 actions have been completed
- 51 actions are in progress
- 11 actions have not started

The Budget Report for the three months ending 30 September 2023 includes analysis of full year forecast and year-to-date results compared to the 2023-24 adopted budget, including:

➤ Financial Statements:

- Comprehensive Income Statement
- Balance Sheet
- Cash Flow Statement
- Capital Work Statement.

Council's total comprehensive result (actual) for the three months ended 30 September 2023 is a surplus of \$28.90 million.

The year-to-date operating surplus is \$281,000 favourable to the budgeted operating surplus for the same period, driven by timing variances, such as:

- Operating grants revenue (\$1.08) million not yet received
- Capital grants (\$230,000) not yet received
- Additional Employee costs of (\$500,000) mainly in Aged Care Management Administration (\$105,000), Risk & Insurance Operations (\$103,000), and Services & Operations (\$99,000)
- Lower than budgeted spend in Materials and services of \$943,000 seen in Contractors \$613,000, Consultants \$405,000, and Subscriptions and memberships \$231,000, offset by Insurances (\$617,000)
- Greater amount of user fees \$243,000 received for the first three months than expected, mainly in aged care services.

Further details of these results are provided in 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 2021-2025 and 2022-23 Budget

Public Transparency (s58 LGA 2020)

Council information on Council Plan progress, capital works and major initiatives 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 30 September 2023, including the Capital Works and Major Initiatives Performance Report, will be presented to the Audit and Risk Committee on 6 December 2023, in accordance with the Committee's functions and responsibilities under S54 LGA 2020. This report has been presented to a Councillor Briefing on 6 December 2023 as part of the Quarterly Budget Report.

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 Budget Report 2023-24 for the first quarter 2023-24, for the period July to September 2023

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 2023-24 for the first quarter 2023-24, for the period July to September 2023

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 2023-24

First Quarter

1 July to 3 September 2023

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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 uphold their continuing relationship to this land.

Chief Executive Report

The 2023-24 financial year has started with the news that the Commonwealth Games would take place in 2026 as planned, which meant a major re-set for our region. Colac Otway Shire was fortunate to be able to act quickly through our regional partnerships. We were able to make our case to the Victorian Government as they re-designed their funding programs. While many are disappointed that the games won't go ahead, Council sees that potential for our communities to still benefit and we continue to work on this in coming months.



Council endorsed a draft Local Law at the start of July and invited community feedback on this important document. Three older Local Laws were set to expire and so this was the chance to establish a single contemporary law that will serve the community for the next 10 years. Council received many submissions to the draft, and a number of changes were made as a result. Council adopted the final General Local Law on 23 August 2023, but the work wasn't finished. The consultation on the local law had raised community concerns about the impact of domestic cats on native wildlife, and in September Council did further work on this topic through exhibition of a proposed Cat Confinement Order.

Younger members of our community started the financial year with the opening of great new play spaces in Beeac and Cororooke. Both communities have been strong advocates for these projects, and have been active in working with Council to make sure that they hit the mark with local children and visitors.

Continuing on the theme of helping our families with children, we partnered with the Department of Education in August and hosted a successful Early Childhood Workforce Expo in Colac. The expo aimed to showcase careers in early childhood as well as highlight the range of State Government incentives available to people considering work in the kindergarten sector in rural and regional areas of Victoria. The Department of Education provided information on Early Childhood scholarships, traineeships and funding initiatives from the State Government. The event was well attended and we hope to see the fruits of this work in the future.

Council hosted a Community Grants Presentation event to celebrate the 72 successful initiatives that have in \$300,000 of Council funding. This recognises an important partnership between Council and the community and supports the incredible hard-working volunteers, club members and business that make our communities better through their events, regular activities and equipment and facility upgrades.

Continuing the theme of partnering, Council hosted two events to promote the Electric Homes Program, an initiative to assist people to move from gas to all-electric homes, powered by solar and battery storage. This is a regional program supported by Geelong, Borough of Queenscliffe, Surf Coast, Golden Plains and Colac Otway Shire Councils along with a large number of local community sustainability groups including Southern Otway Sustainable, the Colac Otway Sustainability Group and the Birregurra Community Group. Again, the sessions were well attended and provided great information to people who want to make the shift.

The Best Value Review into Aged Care Services started to mobilise this quarter with the appointment of consultant, Lake Advisory, to help Council to prepare its response to Commonwealth Government reforms to in-home care. The new reforms are a significant change and include increases in reporting and accountability requirements, changes to provider accreditation, new governance standards and increased prudential and financial reporting. The review is underpinned by feedback from clients, staff and community as well as financial analysis and risk assessment of various options. This is an important service and Council recognises the high level of trust that our community place in us. We will continue to move through the review in a considered manner and appreciate the professional approach of our employees through these months.

Community consultation continued for a range of projects, but one that is very exciting is the commencement of work to develop a new Master Plan for Colac Botanic Gardens. We know that this is a very special place for our community and it is important to have a blueprint to guide our work at the gardens over the next 10 years. The community response has been great, and I look forward to updating you in our next quarterly performance report.

Anne Howard
Chief Executive Officer

Annual Plan Progress Report

Council Plan 2021-2025

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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Annual Plan Progress Report

Annual Plan 2023-24

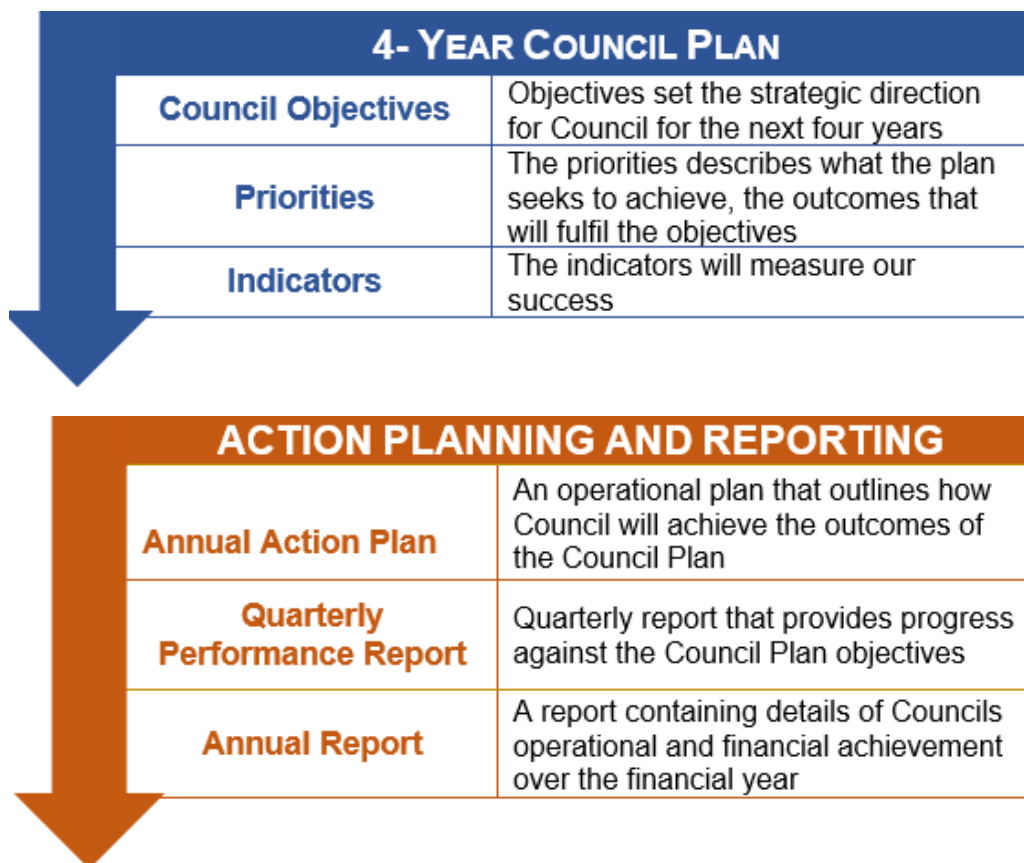
The Annual Plan 2023-24 is an operational plan that outlines how Council will work towards achieving the the outcomes of the Council Plan 2021-25.

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



Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% 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 ●	<ul style="list-style-type: none"> Strategic Growth Plan and Settlement Strategy developed Relevant Planning Scheme Amendments adopted 	Commence Birregurra structure plan review ●	Project planning completed and request for quote process commenced to appoint a consultant	25%	In progress
			Commence Northern Towns Growth Plan projects ●	Project planning completed and request for quote process commenced to appoint a consultant	25%	In progress
1.1.2	Deliver a refreshed Apollo Bay Structure Plan ●	<ul style="list-style-type: none"> Refreshed Apollo Bay Structure Plan delivered by 2022-23 Relevant Planning Scheme Amendments adopted 	Prepare information for Council to consider funding this as a 2024-25 project	Development of budget business case to commence in Quarter 2.	0%	Not started
1.1.3	Facilitate the delivery of more diverse housing stock in Colac and Apollo Bay ●●	<ul style="list-style-type: none"> Increase land supply by 200 new lots annually Increased availability of affordable housing Levels of housing stress including rental and mortgage stress 	Continue to work with Developers to promote greater diversity in housing stock, particularly developers of Great Ocean Road subdivision at Apollo Bay, Bruce Street in Colac and the two sites being rezoned at Elliminyt in Irrewillipe Road and Harris Road/Colac Lavers Hill Road ●●	<p>Negotiations have occurred with developers of land being rezoned at Elliminyt for provision of social housing within new developments.</p> <p>Officers have worked with the developer of the Bruce Street subdivision to finalise arrangements for provision of social housing in accordance with the contract of sale obligations.</p>	25%	In progress

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
1.1.4	Increase residential land supply in Colac 	<ul style="list-style-type: none"> • Number of hectares rezoned • Number of residential lots approved by planning permits 	Continue to progress the Deans Creek Precinct Structure Plan 	<p>Technical assessments are continuing to take place prior to the co-design phase early in 2024. Consultants have been engaged to undertake a cultural heritage assessment, land capability assessment and integrated water management plan (including stormwater and flooding).</p> <p>Nominations have been sought for establishment of a Community Reference Group for the project, and progress made in reaching an agreement with a major landowner for third party funding to complete the project.</p>	25%	In progress
			Finalise the Colac West Development Plan 	<p>A private landowner has submitted a new Development Plan for review after acquiring a significant portion of land in the precinct and is finalising technical assessment of stormwater and cultural heritage. Work has progressed in respect of a Shared Infrastructure Funding Plan. These are expected to be placed on public exhibition early in 2024.</p>	25%	In progress

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
			Progress Planning Scheme Amendments for rezoning land to residential in Colac ●●	An amendment to rezone land for residential purposes at Irwillippe Road in Elliminyt was approved by the Minister for Planning and gazetted in August. A second amendment to rezone land on Colac Lavers Hill Road is close to being finalised by the Minister.	50%	In progress
1.1.5	Deliver a Social Housing Strategy ●●●	<ul style="list-style-type: none"> Number of dwellings made available for social housing Social Housing Strategy completed and implemented 	Continue to work with Homes Victoria to advocate for social housing projects in the Shire	As part of its Housing Statement released in September 2023, the Victorian Government announced that they are undertaking detailed due diligence, feasibility and design work for at least 50 new public housing dwellings on government land in Pound Road, Colac.	25%	In progress
1.1.6	Increase access to affordable accommodation for essential workers ●●	<ul style="list-style-type: none"> Level of rental and mortgage stress More accommodation options are available in towns including Apollo Bay, Birregurra, Forrest and Colac, specifically for workers 	Commence Stage 1 exploration of Key Worker Housing Feasibility on Council owned land at Nelson Street Apollo Bay' ●●	Discussions have taken place with State Government representatives to identify potential funding streams.	25%	In progress

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
			Continue to advocate to State and Federal Government for funding support towards provision of key worker accommodation	Discussions have taken place with State Government representatives to identify potential funding streams.	25%	In progress
1.2 Attract, retain and grown business in our Shire						
1.2.1	Deliver Economic Development Strategy	<ul style="list-style-type: none"> At least 80% of actions from Strategy completed Community satisfaction with business and tourism increases annually from current result of 59% Increased level of investment in the region by 2025 Number of commercial and industrial lots approved by planning permits 	Prepare targeted accommodation investment prospectus for Colac and present to industry stakeholders	Information prepared and provided to potential accommodation developers.	50%	In progress

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
1.2.2	Attract and retain a diverse range of businesses and industries, particularly those with green credentials ●●	<ul style="list-style-type: none"> Gross Regional product increased Greenfield industrial land in Colac developed 	No year 3 action planned			
1.2.3	Deliver City Deals project in Colac Otway Shire's coastal towns ●	<ul style="list-style-type: none"> All three City Deals projects delivered on time and on budget 	NOTE: Council no longer has a delivery responsibility but will continue to support the implementation of the City Deals projects to achieve the community's aspirations			
1.2.4	Develop the Apollo Bay Harbour precinct for community activity, commerce and tourism ●●	<ul style="list-style-type: none"> Doubled berthings for recreational and commercial boats (currently 33 combined) Funding secured from private sector or government for commercial development of the harbour waterfront 	Support GORCAPA/s delivery of Great Ocean Road City Deal projects ●●	Council has supported GORCAPA in the delivery of the City Deals projects by attending Project Control Group meetings and providing information and feedback where requested.	25%	In progress
1.3 Key infrastructure investment supports our economy and livability						

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
1.3.1	<p>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 ●●●</p>	<ul style="list-style-type: none"> Number of projects that have attracted funding \$ funding received 	<p>Complete Memorial Square Toilets project ●●●●</p>	<p>Tender awarded for the construction of the Memorial Square toilets at the September 2023 Council meeting.</p>	10%	In progress
1.3.2	<p>Deliver improvements to Colac and Apollo Bay CBD's to support their role as a hub for commerce, tourism and the community</p>	<ul style="list-style-type: none"> Grant funds secured for Colac and Apollo Bay CBD streetscape upgrades 	<p>Finalise the Colac Civic Precinct Master Plan</p>	<p>Negotiations have occurred with the project consultant to refine the scope of works, with a draft plan to be finalised for public exhibition early in 2024.</p>	25%	In progress

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% 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	<ul style="list-style-type: none"> Priority upgrades are achieved (e.g. mobile black spots) 	Seek grant funding to upgrade Mooleric Road	Funding application is ready to be submitted to Heavy Vehicle Safety and Productivity Program funding.	75%	In progress
1.3.4	Advocate for implementation of the Forrest Wastewater scheme	<ul style="list-style-type: none"> Funding secured to deliver Wastewater Scheme in Forrest 	Support efforts by Barwon Water to introduce reticulated wastewater to Forrest ●	Planning and Health Protection staff have provided ongoing support to Barwon Water through advice on the design and location of various facilities forming part of the proposed sewer network.	25%	In progress
1.3.5	Include consideration of arts and culture in strategic processes and projects	<ul style="list-style-type: none"> Arts and culture groups are actively engaged as part of consultation processes for relevant strategic projects 	Engage with arts groups as the Civic Precinct Plan progresses ●	Arts groups have been engaged earlier in the project and will be further engaged when the plan is placed on public exhibition early in 2024.	25%	In progress
1.4 Colac Otway Shire is a destination to visit						

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
1.4.1	Promote the Shire as a destination, not a gateway ●	<ul style="list-style-type: none"> Increased visitor spend and stay 	Continue to participate with GORRT promotions ●	Council continues to work with GORRT and our regional partners on promotion of the region.	25%	In progress
1.4.2	Maximise our key tourist attractions	<ul style="list-style-type: none"> Increased total visitor overnight stays 	Forrest Mountain Bike trails ●●●	Trail works complete and preparation for a launch event well progressed. New merchandise to promote Forrest Mountain Bike Trails has been developed.	90%	In progress
1.4.3	Work with our community to promote our towns as places to stop, visit and explore	<ul style="list-style-type: none"> Delivery of Destination Actions Plans In partnership with GORA, achieve Ecotourism Certification 	Consult with community stakeholders to complete the visitor servicing review ●	A local business and community survey for the visitor servicing review has been created and is scheduled to be released in Quarter 2.	25%	In progress

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
1.4.4	Facilitate development of sustainable visitor infrastructure and accommodation	<ul style="list-style-type: none"> Increased availability of visitor accommodation Public Toilet Strategy completed and 60% of actions delivered by 2025 	No year 3 action planned			
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 ●	<ul style="list-style-type: none"> Increase total population of working-aged people and young families 1.5% annual population growth achieved Reduced seasonality impacts on businesses by having stable permanent population 	NOTE: Council is not actively promoting population growth as this is currently self-driven but constrained by accommodation access			

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% 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 ●●●	<ul style="list-style-type: none"> Action Plan completed by 2022 	Finalise the Climate Change Action Plan for Council Adoption ●●●	Climate Change Action Plan finalised for consideration at October Council meeting.	95%	In progress
2.1.2	Green our streets and public places ●●●●	<ul style="list-style-type: none"> Number of trees planted in public spaces (open space and streetscape) Development of an urban cooling strategy and canopy target as part of the reviewed environmental strategy Review the quality of street trees and streetscapes when planting appropriate trees in the future 	Deliver Council's Street Tree planting program to identified candidate streets ●●●●	The planting program for 2023-24 is planned, candidate streets identified, appropriate species have been selected and this is to be delivered in autumn 2024.	25%	In progress
			Complete the Colac Botanic Gardens Master Plan ●●●	The review of the Colac Botanic Masterplan commenced in September 2023, scheduled for completion in 2024.	25%	In progress

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
2.1.3	Minimise the effects of climate change and extreme weather events on our community ●●	<ul style="list-style-type: none"> Emergency Management Plan regularly reviewed Community satisfaction with emergency and disaster management increases annually from current result of 71% Upgrades completed in vulnerable locations 	Finalise the Climate Change Action Plan for Council Adoption ●●●	Climate Change Action Plan finalised for consideration at October Council meeting.	95%	In progress
2.2 We operate sustainably with a reduced carbon footprint						

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
2.2.1	<p>Improve Council's sustainability practices through the reduction of Council's carbon emissions and/or need to pay for carbon offsets ●●●</p>	<ul style="list-style-type: none"> Maintain Council's net zero carbon emissions and reduce dependence on carbon offsets through implementation of emission education projects Community satisfaction with environmental sustainability increases annually from current result of 61% 	<p>Investigate further the electrification of heat pumps and other plant at Bluewater Leisure Centre including exploration of external funding programs ●●</p>	<p>Yet to commence.</p>	<p>0%</p>	<p>Not started</p>
2.2.2	<p>Council supports the community to reduce carbon emissions ●●</p>	<ul style="list-style-type: none"> Raised awareness of whole-of-community climate change mitigation/adaptation focused activities Reduction in CO2 emissions for Colac Otway (Source: Victorian Greenhouse 	<p>Progress actions prioritised in the adopted Climate Change Action Plan (duplicate of action against priority 2.1.1) – will be subject to funding ●●●</p>	<p>Climate Change Action Plan finalised for presentation to the October 2023 Council meeting.</p>	<p>25%</p>	<p>In progress</p>

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
		Gas Emissions Report) <ul style="list-style-type: none"> Council has considered opportunities for regional partnerships in relation to climate change 	Support community initiated environmental projects through the Colac Otway Shire Grant Program	For the 2023-24 financial year, Council's community grants program funded approximately \$65,000 for a number of environmental, sustainability and climate change related programs and projects (under its three existing streams - events, environmentally sustainable business grants and general community grants). The funded projects include: solar installations; energy efficient appliance upgrades; environmental education, events and forums; invasive species reduction and biodiversity protection enhancement.	100%	Completed
2.2.3	Educating and assisting our community to act on climate change by reducing waste, emissions and water usage ●	<ul style="list-style-type: none"> Reduced waste to landfill, emissions and water usage in the community 	No year 3 action planned			
2.3 Protect and enhance the natural environment						

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
2.3.1	Environment Strategy reviewed ●	<ul style="list-style-type: none"> Reviewed Environment Strategy adopted by Council and implementation commenced by 2022 	Finalise and adopt an Environmental Sustainability Strategy 2023-2033 ●	Environmental Sustainability Strategy finalised for presentation to the October 2023 Council meeting.	95%	In progress
2.3.2	Protect native vegetation, ecosystems, flora and fauna ●	<ul style="list-style-type: none"> Number of community activities and education initiatives that promote stewardship of the natural environment 	Finalise and adopt an Environmental Sustainability Strategy 2023-2033 ●	Environmental Sustainability Strategy finalised for presentation to the October 2023 Council meeting.	95%	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 ●	<ul style="list-style-type: none"> Connecting and supporting Landcare and environmental interest groups Kilometres or hectares of roadside weed control conducted 	No Year 3 actions planned beyond BAU			

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% 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 ●	<ul style="list-style-type: none"> Community satisfaction survey (waste management components) Waste management charges 	Support the roll out of the Victorian Government reforms including the Container Deposit Scheme	From July to September, waste dashboards are showing a reduction in waste to landfill by 3.6% from same time last year. Organics have increased by 15.2% with an additional 636 tonnes received from same time last year.	On going	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 ●	<ul style="list-style-type: none"> % of FOGO waste diverted from landfill stream and composted 	Finalise the Events in a Public Place Policy	Draft Events Policy placed on public exhibition seeking feedback from event organisers and the community. The feedback is currently being reviewed, with the final Policy to be presented to the November 2023 Council meeting.	90%	In progress
2.4.3	Reduce the % of contamination of the recycling waste stream (yellow bin) by awareness raising and innovative approaches ●	<ul style="list-style-type: none"> % of contamination in recycling stream 	No year 3 action planned			

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
2.4.4	Divert glass from landfill by rollout of glass recycling bins (purple bin) and public awareness raising and innovative approaches ●	<ul style="list-style-type: none"> % of glass diverted from landfill stream 	No year 3 action planned			
2.4.5	Trial a hard waste collection service	<ul style="list-style-type: none"> Trial conducted, evaluated and recommendations made to Council 	No year 3 action planned			
2.5 Provide and maintain an attractive and safe built environment						
2.5.1	Maintain road and drainage assets to ensure they are safe and reliable	<ul style="list-style-type: none"> Community satisfaction with sealed roads increases annually from current result of 50% Community satisfaction with unsealed roads increases annually from current result of 44% Development of a Road Safety Strategy Road safety funding attracted and priority improvements implemented 	No Year three actions planned beyond BAU			

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
		<ul style="list-style-type: none"> Road Management Plan compliance 100% 				
2.5.2	Deliver a relevant Capital Works Program	<ul style="list-style-type: none"> Complete 85% or more of capital projects annually against allocated budget Greater than 85% of renewal work for sealed and unsealed roads annually 	<p>No Year 3 actions planned beyond BAU</p> <p><i>(Note, Capital Works progress is reported separately)</i></p>			
2.5.3	Council meets annual infrastructure renewal gap	<ul style="list-style-type: none"> Asset Management Plans completed Capital funding allocated annually in accordance with levels identified in AMPs 	<p>Update Buildings AMP based on new condition data</p>	The procurement process is to be commenced to select a building assessor to undertake condition assessments for each building that the Council owns and manages and the valuations of the buildings.	5%	In progress
2.5.4	Ensure planning processes and policies for new developments meet the intent of this objective	<ul style="list-style-type: none"> Landscape Guidelines for developers completed Conditions relating to quality landscape, open space, streetscape and urban design outcomes developed and enforced 	<p>Consider the principles of the Safer Design Guidelines for Victoria and other relevant guidance documents when assessing planning application for new developments</p>	Guidelines being considered in the assessment of planning permit applications	25%	In progress

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% 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 ●●●●	<ul style="list-style-type: none"> Reduced youth unemployment rate Reduced total unemployment rate Links facilitated between employers and educators to ensure workforce skills meet community needs Increase Year 12 or equivalent completion rate to at least the Victorian average (43.5% as at the 2016 census) 	No year 3 action planned			
3.1.2	Create environments where children can be happy, healthy, supported, educated and safe ●●●●●	<ul style="list-style-type: none"> Funding for early years infrastructure secured (\$) Increased childcare options/availability Partner with agencies to decrease 23.3% children developmentally vulnerable in more than one domain Increase in 3 and 4-year-old kindergarten participation rates 	Continue to work towards securing long-term childcare solutions for Apollo Bay and Colac ●	Council continues to advocate to the Victorian Government for a State-run childcare centre in Apollo Bay.	25%	In progress
			Complete Early Years Infrastructure Plan to guide facility maintenance and investment decisions across the shire ●	Council is working with the Department of Education to develop Colac Otway Shire's Kindergarten Infrastructure Services Plan. The data and outcomes from this plan will feed	10%	In progress

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
				into Council's Early Years Infrastructure Plan.		
3.1.3	Provide services to enable lifelong health and wellbeing from the early to senior years ●●	<ul style="list-style-type: none"> Community satisfaction for Family Support Services increases annually from current result of 66% Community satisfaction for Elderly Support Services increases annually from current result of 68% Participation rates in Maternal and Child Health checks 	Complete Community Care Best Value Review	Review on track. Progress report developed. Councillors briefed on progress of review.	70%	In progress
3.2 People are active and socially connected through engaging quality spaces and places						





Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
3.2.1	<p>Provide safe, inclusive, accessible and integrated transport networks that support active transport</p> <p>●●●</p>	<ul style="list-style-type: none"> New or upgraded priority footpath, trail and cycling connections and improvements delivered annually (meters) Review strategic footpath plans for Apollo Bay and Colac 	<p>No Year 3 actions planned beyond BAU</p>			
3.2.2	<p>Plan for and supply quality public open space to meet community needs ●●●</p> <p>●</p>	<ul style="list-style-type: none"> Council-managed open space provision aligns with standards for development outlined in the Public Open Space Strategy 	<p>Complete Birregurra Play Space redevelopment project ●●</p>	<p>Project plan completed, community engagement to commence in Quarter 2.</p>	5%	In progress
			<p>Complete Donaldson’s Play Space renewal works ●●</p>	<p>Project plan completed, community engagement to commence in Quarter 2.</p>	5%	In progress
3.2.3	<p>Provide fit for purpose accessible and well-utilised recreation, arts and community facilities and services</p> <p>●●●●</p>	<ul style="list-style-type: none"> Colac Otway Playspace Strategy developed and adopted Community satisfaction for recreation facilities 	<p>Undertake Birregurra Hall and streetscape works ●</p>	<p>Works to be completed in Quarter 3 as agreed with the Community Asset Committee.</p>	5%	In progress

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
		<p>increases annually from current result of 68%</p> <ul style="list-style-type: none"> Community satisfaction for arts, centres and libraries increases annually from current result of 73% Increased participation rates at libraries; and increased visitation to COPACC programs All new and upgraded Council facilities are universally accessible 	<p>Undertake Kitchen renewal at Colac Central Bowling Club ●●</p>	Project plan completed. Works to commence in Quarter 2.	0%	In progress
			<p>Undertake key renewal works at Lavers Hill Hall ●</p>	Project to be scoped in Quarter 2, with works to be undertaken in Quarters 3 and 4.	0%	Not started
3.2.4	<p>Plan, design and maintain attractive and safe public spaces in partnership with our community and key agencies ●●●</p>	<ul style="list-style-type: none"> Community satisfaction for appearance of public spaces increases annually from current result of 70% Perceptions of safety during the day greater than 97.6% and after dark greater than 65.5% 	<p>No year 3 action planned</p>			




Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
3.2.5	<p>Increase participation in physical activity throughout the shire through direct service provision and partnerships with health services and the wider community</p> 	<ul style="list-style-type: none"> Increased visitation and memberships at Bluewater Leisure Centre and Apollo Bay Aquatic Centre Level of community grants funding directed to projects that encourage physical activity 	<p>Community grants process scheduled for review in 2024-25, to encourage projects that encourage physical activity</p> 	Commence scoping review in Quarter 4 for the 2024-25 year.	0%	Not started
3.2.6	<p>Promote and demonstrate gender equity</p> 	<ul style="list-style-type: none"> Gender Equity Plan for Council adopted and implemented New and upgraded community facilities accommodate gender neutral design principles Community facility fees and charges structures encourage facility users to embrace gender equity 	<p>Report GEAP implementation to Gender Equality Commissioner</p> 	Discussions held with Leisure Networks to partner in the roll out of the State Government's Fair Access Policy Roadmap. Colac Otway Shire Council Draft Fair Access Policy developed and to be released for public exhibition in Quarter 2. Sporting club information sessions relating to Fair Access (Gender Equity) to be conducted in Quarter 2.	5%	In progress
<p>3.3 We are a safe, equitable and inclusive community</p>						

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
3.3.1	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 ●	<ul style="list-style-type: none"> • Accessibility of services that lead to reduced rates of: <ul style="list-style-type: none"> ➢ Suicide and self-inflicted injuries (101 per 100,000 people) ➢ Psychological distress (20.3%) ➢ Anxiety or depression (31.7%) 	No year 3 action planned			
3.3.2	Support relevant stakeholders to improve healthy eating and living in our community ●	<ul style="list-style-type: none"> • Reduced rates of diet-related chronic disease • Community facility fees and charges structures encourage facility users to embrace healthy eating, reduced tobacco, alcohol and other drug use • Increased partnerships and advocacy with relevant organisations 	No year 3 action planned			

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
3.3.3	Diversity is embraced 	<ul style="list-style-type: none"> Greater than 45% of residents support multiculturalism as measured by Department of Health data Contribute to greater than 57% of residents feel valued by society Key council documents and communications are provided in accessible formats and multiple languages Increase in number of community events that celebrate diversity 	Install Ceremonial/ Recognition Flagpole at Civic Precinct Colac 	Project to be scoped in Quarter 2.	0%	Not started
3.3.4	Deliver a Reconciliation Action Plan in consultation with Eastern Maar Aboriginal Cooperative 	<ul style="list-style-type: none"> Reflect level Reconciliation Action Plan delivered by 2022 	No year 3 action planned			

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
3.3.5	Provide community safety services that enhance the liveability of our shire ●●●	<ul style="list-style-type: none"> Community satisfaction for enforcement and local laws increases annually from current result of 64% Local Law reviewed by 2023 	Complete General Local Law review ●●●●	The General Local Law was completed and adopted by Council on 23 August 2023.	100%	Completed
3.3.6	Support health, enforcement and other services to support initiatives to reduce all forms of violence ●●●	<ul style="list-style-type: none"> Decrease family violence incident rates 	No year 3 action planned			
3.3.7	Reduce gambling-related harm in the Colac Otway Shire ●●	<ul style="list-style-type: none"> Gambling Policy developed for inclusion in the planning scheme 	No year 3 action planned			

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% 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	<ul style="list-style-type: none"> Community satisfaction for Councils overall performance increases annually from current result of 58% 	Undertake an internal audit relating to cybersecurity controls	A specification has been developed and has been released to the Victorian Auditor General's appointed Auditor or quote.	5%	In progress
4.1.2	Digital transformation to improve customer experience and interactions with community	<ul style="list-style-type: none"> Number of services that can be accessed by customers online 	No year 3 action planned			
4.1.3	Building and Planning services are customer and solution focussed	<ul style="list-style-type: none"> Community satisfaction for Planning and Building services greater than 50% by 2025 85% of planning applications, and 100% of Vic Smart applications determined in 60 days 	Undertake service specific feedback activity to identify opportunities to improve community perception	Survey responses from planning permit applicants are being used to source feedback on improvement opportunities, and this is informing service improvements.	25%	In progress
4.1.4	Undertake a rolling program of service reviews	<ul style="list-style-type: none"> Conduct at least two service reviews annually and implement decisions made by Council, with a view to 	Complete Best Value Review of Community Care Review	Review on track. Progress report developed. Councillors briefed on progress of review.	70%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
		saving at least \$250,000 per year	<p>Complete a service review of Colac Regional Saleyards</p> <p>Complete a service review of Services and Operations</p> <p>Complete visitor servicing review</p>	<p>The service review is scoped and ready to commence.</p> <p>Light Fleet Management is the first area to be reviewed from service and operations. The review is in the draft final report stage.</p> <p>Benchmarking and background research commenced. A local business and community survey has been created and is scheduled for release in Quarter 2.</p>	<p>5%</p> <p>75%</p> <p>25%</p>	<p>In progress</p> <p>In Progress</p> <p>In progress</p>
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 ●	<ul style="list-style-type: none"> Asset Management Policy reviewed to address asset decommissioning and divestment Asset Management Strategy and Plans adopted 	Implement Asset Management Strategy actions ●	Terms and references for the Asset Management Steering Committee have been prepared and reviewed.	5%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
4.2.2	Adopt a policy and approach to guide the disposal of assets no longer required ●	<ul style="list-style-type: none"> Asset Management Plans include strategic service planning recommendations Capital Funds Allocation and Prioritisation Policies adopted 	No year 3 action planned			
4.2.3	Manage procurement to get best value for the community	<ul style="list-style-type: none"> Agreed audit recommendations are implemented within defined timelines Rolling internal audit program implemented 	Implement Internal Audit into Procurement	Procurement training package has been developed and training is to be completed by the end of December 2023. A new draft Procurement Policy has been developed and is currently under review for comment prior to going to Audit and Risk Committee.	30%	In Progress
4.2.4	Council businesses maximise community utilisation and minimise council subsidy ratios	<ul style="list-style-type: none"> Reduced subsidy ratio for Council businesses (airports, saleyards, COPACC, Bluewater and Visitor Information Centres) 	Undertake strategic fee review for COPACC and Bluewater	To commence in Quarter 2.	0%	Not Started

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
4.2.5	Financial and risk management practices are responsible and sustainable	<ul style="list-style-type: none"> Deliver ten-year financial plan VAGO LGPRF financial sustainability measures 	Develop Statutory and Discretionary Reserve Policy	To commence in Quarter 2.	0%	Not Started
			Review Council's Borrowing Policy	To commence in Quarter 2.	0%	Not Started
			Review Council's Investment Policy	To commence in Quarter 2.	0%	Not Started

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% 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	<ul style="list-style-type: none"> Community satisfaction for Customer Service increases annually from current result of 68% Seek to understand factors contributing to the community's perception of Council's performance in Apollo Bay and surrounds 	Establish Customer Experience improvement program	<p>Monthly reporting to the Executive Team analyses compliments and complaints received, as well as opportunities for improvement. Initiatives to have arisen from this work include a review of planning information on the Council website and development of improved content for Council's Intranet to enhance the capacity of staff to respond to customer enquiries.</p> <p>A Customer Experience Strategy is currently being developed, and a Customer Experience Core Team established from across key business functions.</p>	25%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
			Review Complaints Policy	The Complaints Policy has been reviewed and is due for Audit and Risk Committee feedback prior to Council consideration. Work has also commenced on a review of the Complaints Handling Procedure.	25%	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 ●●	<ul style="list-style-type: none"> Employee satisfaction and engagement 	Develop action plan based on People Matters Survey results ●●	The key actions include further training in sexual harassment and bullying prevention to increase awareness and review and relaunching of policies to create awareness on processes and procedures if instances of unacceptable behaviour is experienced.	25%	In progress
4.4.2	We commit to safe work practices and take a positive approach to our work ●	<ul style="list-style-type: none"> Delivery of targets and measures as outlined in the OHS Strategic Plan 	Implement actions from Internal Audit into WHS systems ●	A proposed OHS Management System is planned to be implemented in early 2024. This system is a planned and structured flow of documented processes that creates and describes an intentional way	25%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
				that Council will manage health and safety within our organisation.		
4.4.3	Develop a skilled and diverse workforce by investing in training and development ●●	<ul style="list-style-type: none"> Attraction and retention of skilled workforce Number of secondments within the organisation Number of internal promotions Number of hours of training Number of traineeships/apprenticeships Development of a Workforce Plan 	Develop an organisation wide training program for mandatory and compliance training ●●●	A blended learning approach to mandatory and compliance training is being progressed. This is a combination of traditional face-to-face training and e-learning. By adding online training, a scalable approach to compliance training that automates tracking and reporting is being utilised. The Council manages e-learning compliance training programs with Blueprint Learning Management System.	30%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 3 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
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	<ul style="list-style-type: none"> Community satisfaction for Consultation and Engagement increases annually from current result of 54% Rolling program of Community Conversations implemented 	Conduct two 'community conversations' in small towns	The first community conversation will be scheduled in Quarter 3.	0%	Not started
4.4.5	Council decisions are open and transparent and the public has access to relevant Council information	<ul style="list-style-type: none"> Number of decisions made in closed Council meetings Community satisfaction for Council's community decision making increases annually from current result of 54% Compliance with Public Transparency Policy 	Review decisions made in closed Council meetings and develop further guidance to maximise public decision-making	This action will commence in Quarter 3.	0%	Not started

Quarterly Budget Report for the quarter ending 30 September 2023

Executive Summary

The year-to-date (YTD) financial performance for the quarter ending September 2023 is favourable as compared to the adopted budget 2023-24 for the same period.

After taking the 2022-23 actual financial results into consideration (including the carry forward balances relating to incomplete works for projects funded in 2022-23), the following summary is provided in relation to the 2023-24 forecast financial results.

Council's total comprehensive result (**actual**) for the three months ended 30 September 2023 is a surplus of \$28.90 million.

The year-to-date operating surplus is \$281,000 favourable to the budgeted operating surplus for the same period, this is a reflection of timing variances:

- Operating grants revenue **(\$1.08) million** not yet received,
- Capital grants **(\$230,000)** not yet received,
- Additional Employee costs of **(\$500,000)** mainly in Aged Care Management Administration (\$105,000), Risk & Insurance Operations (\$103,000), and Services & Operations (\$99,000)
- Lower than budgeted spend in Materials and services of **\$944,000** seen in Contractors \$613,000, Consultants \$405,000, and Subscriptions and memberships \$231,000, offset by Insurances (\$617,000)
- Greater amount of user fees **\$243,000** received for the first three months than expected, mainly in aged care services.

Cash Position

The Annual Budget has a cash balance of \$25.34 million at end of financial year.

The YTD cash balance is \$16.14 million comprising an opening balance of \$21.07 million at 1 July 2023 and year to date net cash outflows of \$4.93 million.

The forecast year end cash balance is \$26.69 million, being \$1.35 million greater than the Annual Budget. This position is driven by the opening cash balance at 1st July 2022, being \$1.35 million higher than budget.

Capital Performance

The 2023-24 Annual Budget is \$24.51 million, comprising of \$9.71 million of Capital Works projects and \$14.80 million carried forward from the 2022-23 financial year.

YTD Capital Works actual expenditure is \$1.24 million against a budget of \$6.11 million. This is a variance of (\$4.87) million, driven mainly by Roads (\$1.38) million and Other Infrastructure (\$2.31) million.

Further detail of these results are provided in the following report.

OPERATING RESULT

Colac Otway Shire Council
Comprehensive Income Statement
For the period ended 30 September 2023

	Year-To-Date				Full Year			
	Actual \$'000	Budget \$'000	Variance \$'000	Variance %	Budget \$'000	Forecast \$'000	Variance \$'000	Variance %
Revenue								
Rates and charges	35,040	35,252	(212)	(1%)	35,365	35,365	-	0%
Statutory fees and fines	197	173	24	14%	917	917	-	0%
User fees	1,903	1,660	243	15%	6,745	6,745	-	0%
Other income	635	86	549	638%	333	379	46	14%
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	-	-	-	-	-	-	-
Share of net profits/(loss) of associates and joint ventures	-	(25)	25	(100%)	(100)	(100)	-	0%
Total own-sourced revenue	37,775	37,146	629	2%	43,260	43,306	46	0%
Grants - operating	2,021	3,099	(1,078)	(35%)	11,734	12,594	860	7%
Grants - capital	3,682	3,912	(230)	(6%)	4,389	15,650	11,261	257%
Contributions - monetary	72	49	23	47%	67	195	128	191%
Total grants and contributions	5,775	7,060	(1,285)	(18%)	16,190	28,439	12,249	76%
Total revenue	43,550	44,206	(656)	(1%)	59,450	71,745	12,295	21%
Expenses								
Employee costs	6,095	5,600	(495)	(9%)	24,271	24,377	(106)	(0%)
Materials and services	4,668	5,612	944	17%	20,527	22,039	(1,512)	(7%)
Depreciation and amortisation	3,623	3,623	(0)	(0%)	14,493	14,493	-	0%
Amortisation - right of use assets	25	25	(0)	(1%)	101	101	-	0%
Bad and doubtful debts	(29)	-	29	-	20	20	-	0%
Borrowing costs	-	-	-	-	-	-	-	-
Finance costs - leases	9	3	(6)	(200%)	12	12	-	0%
Other expenses	285	750	465	62%	1,457	1,537	(80)	(5%)
Total expenses	14,677	15,613	937	6%	60,881	62,579	(1,698)	(3%)
Surplus for the year	28,874	28,593	281	1%	(1,431)	9,166	10,597	(741%)

*The above table does not include project carry forwards in Budget columns.

Council's total comprehensive result (**actual**) for the quarter ended 30 September 2023 is surplus of \$281,000.

Council's adopted operating budget for the full year accounts for a net loss or deficit of (\$1.43) million.

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 2023. These funds were set aside in Council's working capital at 30 June 2023 and are forecast to be spent in 2023-24.

Further information is provided below:

Income

Rates and charges

Rates and charges forecast no change to the adopted budget.

User fees

Greater amount of user fees \$243,000 received in the first 3 months than expected, mainly in aged care services \$290,000.

Grants - operating

Operating grants budgeted income not yet received as at end of September resulting in an unfavourable position of (\$1.08) million YTD. This unfavourable position is driven mostly by; Federal Assistance Grants (FAGs) (\$2.05) million and Port of Apollo Bay (\$220,000), off-set by favourable

results seen in Home Care \$265,000, Deans Creek Precinct Structure Plan \$369,000, and Forrest MTB Revitalisation \$139,000.

Grants – capital

Capital grants budgeted income not yet received (\$230,000), includes Local Roads Community Infrastructure (LRCI) and Roads to Recovery (R2R).

Other Income

The result in 'Other income' of \$635,000 YTD, is mostly made up of \$136,000 of Interest earned (\$131,000 favourable to YTD budget), and \$461,000 of Fire Services Levy yet to be transferred to state government (\$381,000 greater than YTD budget).

Excluding the Fire Services Levy component of 'Other income', our YTD position is \$168,000 favourable to YTD budget.

Expenses

Employee costs

The unfavourable variance of (\$495,000) to YTD budget is driven in the most part by the upfront payment of WorkCover (being \$490,000 of the YTD variance). WorkCover premium increased year on year, \$616,200 was paid in August 2023 being \$70,000 above full year budgeted premium. 2023-24 Budget assumed quarterly payments, however a full year payment was made in August 2023 as a discount was offered in doing so.

Material and Services

The favourable variance of \$944,000 to YTD budget is driven in the most part by material underspend in;

- Contractors \$614,000
- Consultants \$405,000
- Subscriptions and memberships \$231,000
- Plant and equipment maintenance \$116,000, and
- Training Costs \$102,000

Offset by YTD overspend in;

- Insurances (\$617,000), and
- Legal Costs (\$125,000)

Other expenses

The favourable variance of \$465,000 to YTD budget is driven in the most part by a net underspend in Community Grants (that are yet to be paid) \$377,000, Elected Members Allowances of \$26,000, Planning application fees \$21,000, and Professional Services \$15,000.

BALANCE SHEET**Colac Otway Shire Council****Balance Sheet****As at 30 September 2023**

	Sept 2023	Full Year		
	Actual \$'000	Budget \$'000	Forecast \$'000	Variance \$'000
Assets				
Current assets				
Cash and cash equivalents	29,135	25,335	25,335	-
Trade and other receivables	36,777	1,607	1,607	-
Inventories	183	191	191	-
Non-current assets held for sale	570	570	570	-
Prepayments	91		-	
Other assets	315	242	242	-
Total current assets	67,071	27,945	27,945	-
Non-current assets				
Right of use assets	2,983	2,959	5,917	2,958
Property, infrastructure, plant and equipment	479,612	442,566	454,759	12,193
Investments in associates, joint arrangements and subsidiaries	148	147	147	-
Total non-current assets	482,743	445,672	460,823	15,151
Total assets	549,814	473,617	488,768	15,151
Liabilities				
Current liabilities				
Trade and other payables	5,963	5,055	5,055	-
Trust funds and deposits	1,554	1,600	1,600	-
Lease liabilities	8	6	6	-
Provisions	4,335	4,226	4,226	-
Total current liabilities	11,860	10,887	10,887	-
Non-current liabilities				
Lease liabilities	9	9	9	-
Provisions	4,857	4,881	4,881	-
Total non-current liabilities	4,866	4,890	4,890	-
Total liabilities	16,726	15,777	15,777	-
Net assets	533,088	457,840	472,991	15,151
Equity				
Accumulated Surplus	169,463	147,480	162,631	(15,151)
Reserves	363,626	310,360	310,360	-
Total Equity	533,089	457,840	472,991	15,151

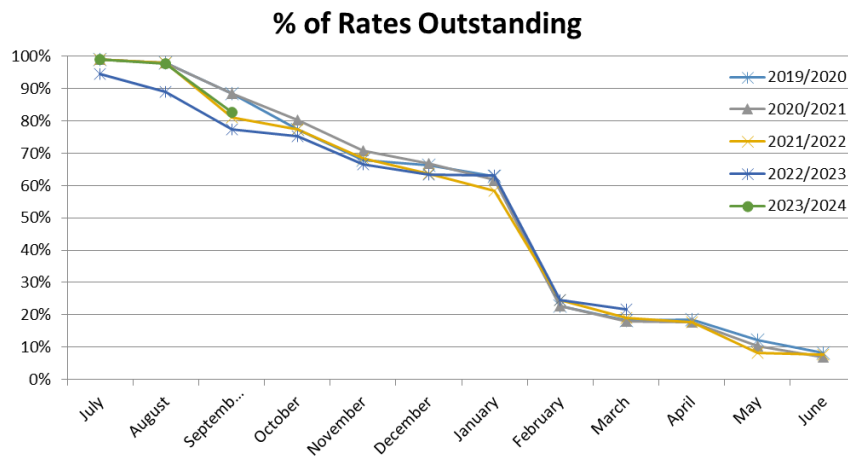
Rate Debtors

At 30 September 2023, \$35.04 million was raised in rates and charges including batches of supplementary valuations generated by changes to Council’s property base. At 30 September 2023 17% of rates and charges raised have been collected, which was similar to the collection rate for the same period in the 2021-22 and 2022-23 financial years of 19% & 23% respectively. The reason 100% of rates were not outstanding when rates were raised for 2023-24, is that 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 2024. The due dates for ratepayers opting to pay via instalments are 30 September 2023, 30 November 2023, 28 February 2024 and 31 May 2024.

The following ‘Graph 1’ shows that current collection rate is higher at the end of September than the reported collection for the prior year:

Graph 1: Outstanding rates



Borrowings

There were **no borrowings held** by Council at 30 September 2023.

STATEMENT OF CASH FLOWS

Colac Otway Shire Council
Statement of Cash Flows
For the period ended 30 September 2023

	Sep 2023	Full Year		
	Actual \$'000	Budget \$'000	Forecast \$'000	Variance \$'000
Cash flows from operating activities				
Rates and charges	2,384	35,624	35,624	-
Statutory fees and fines	197	924	924	-
User fees	1,903	6,794	6,794	-
Grants - operating	2,177	11,820	11,820	-
Grants - capital	3,682	4,421	4,421	-
Contributions - monetary	72	67	67	-
Trust funds and deposits received/(paid)	433	-	-	-
Other receipts	791	336	336	-
Payments for Employees	(6,095)	(23,374)	(23,374)	-
Payments for materials and services (Incl GST)	(5,323)	(19,768)	(19,768)	-
Other payments	(285)	(1,403)	(1,403)	-
Net cash provided by/(used in) operating activities	(65)	15,441	15,441	-
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(4,860)	(9,708)	(9,708)	-
Proceeds from sale of property, infrastructure, plant and equipment	-	(100)	(100)	-
Net cash provided by/(used in) investing activities	(4,860)	(9,808)	(9,808)	-
Cash flows from financing activities				
Finance costs	-	-	-	-
Proceeds from borrowings	0	-	0	-
Repayment of borrowings	-	-	-	-
Interest paid - lease liability	(9)	(12)	(12)	-
Repayment of lease liabilities	-	(3)	(3)	-
Net cash provided by/(used in) financing activities	(9)	(15)	(15)	-
Net increase (decrease) in cash and cash equivalents	(4,934)	5,618	5,618	-
Cash and cash equivalents at the beginning of the period	21,069	19,717	21,069	1,352
Cash and cash equivalents at the end of the period	16,135	25,335	26,687	1,352

Cash balance

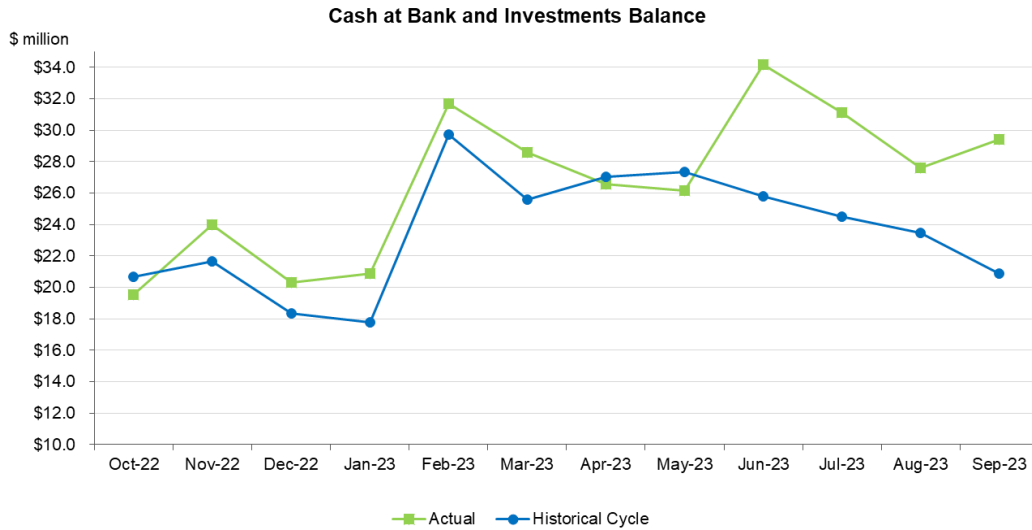
The current actual cash balance is \$16.14 million as at 30 September 2023.

The net increase in the forecasted cash flows from operating activities at end of year is \$2.62 million. Net decrease from the investing activities is forecasted to be \$9.81 million during the year.

Graph 2 below shows how the Council's cash balance has trended to 30 September 2023. The graph portrays:

- Historical Cycle – which is an estimation derived from 2022-23 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 Oct'22 to Sep'23.

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 three months to 30 September 2023 was \$136,000 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.

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%
December 2022	101.70%
March 2023	104.20%
June 2023	104.10%
September 2023	TBA

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 the time of preparing this report there was no information available regarding the final VBI estimations as at 30 September 2023.

At 30 June 2023, the updated VBI for the sub-plan increase to 104.10%, which presents an increase of 0.1% from prior quarter. 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.

CAPITAL WORKS**Colac Otway Shire Council
Statement of Capital Expenditure as at 30 September 2023**

	Sep 2023		Full Year	
	Actual YTD \$	Budget YTD \$	Adopted Budget \$'000	Programme Allocation \$'000
Property				
Land	-	-	-	-
Building	69	769	1,126	3,076
Total Property	69	769	1,126	3,076
Plant and Equipment				
Plant, machinery and equipment	140	200	800	800
Fixtures, fittings and furniture	-	-	-	-
Computers and telecommunications	94	109	310	436
Total Plant and Equipment	234	309	1,110	1,236
Infrastructure				
Roads	739	2,122	4,479	8,558
Bridges	-	69	244	276
Footpaths and cycleways	7	135	40	540
Drainage	2	205	320	821
Other infrastructure	192	2,501	2,388	10,003
Total Infrastructure	939	5,032	7,471	20,198
Total	1,243	6,110	9,708	24,510

The Capital Works program has a variance of \$4.87 million against the year to date budget for the first three months to 30 September 2023.

The current programme allocation to the Capital Works program is higher than the adopted Budget due to projects carried forward from 2022-23.

CAPITAL WORKS PROJECTS 2023-24

*Project Name	Expenses							Income			Comments by exception
	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	
ASSET RENEWAL PROGRAM											
2022 - 2023 Capital Works - Western Reserve Netball Court Resurfacing	0	45,000	17,900	0	27,100	45,000	0	0	0	0	Innovative approach has not succeeded. Acrylic surface to be applied.
2022 -2023 Capital Works - Bridge Replacement Program - Devondale Road Culvert Replacement	0	32,123	0	0	30,000	30,000	2,123	0	0		
2023 - 2024 Capital Works Bridge Renewal Program - Boundary Road	65,000	65,000	0	0	62,000	62,000	3,000	0	0	0	
2023 - 2024 Capital Works Bridge Renewal Program - De La Rues Rd	60,000	60,000	0	0	58,000	58,000	2,000	0	0	0	
2023 - 2024 Capital Works Bridge Renewal Program - Forrest Road South (0.5 from Woodrovale Rd)	55,000	55,000	0	0	53,000	53,000	2,000	0	0	0	
2023 - 2024 Capital Works Bridge Renewal Program - Hordern Vale Road	64,000	64,000	0	0	62,000	62,000	2,000	0	0	0	
2020-21 Capital Works - Building Renewal Programme - Bluewater Roof Replacement	0	1,028,092	0	0	1,028,092	1,028,092	0	0	0	0	Planned works expected to exceed budget. Scope to be reviewed pending structural advice.
2022 - 2023 Capital Works - Colac Otway Building Roof Compliance - OHS Renewal	0	27,050	0	0	27,050	27,050	0	0	0	0	
2022 -2023 Capital Works - Building Renewal Program - Bluewater Toddler Pool Tile Replacement	0	143,425	0	0	143,425	143,425	0	0	0	0	On Hold - waiting for resolution of roof
2022 - 2023 Capital Works - Building Upgrade Program - Winifred Nance Playground Project	0	282,200	4,148	0	278,052	282,200	0	0	-282,200	-12,200	
2022 - 2023 - Capital Works - Buildings Renewal Program - Bluewater, Resurface Concourse	0	222,000	0	0	222,000	222,000	0	0	0	0	On Hold - waiting for resolution of roof
2022 - 2023 - Capital Works - Buildings Renewal Program - Elliminyt Recreation Reserve Pavilion - Detailed Design	0	40,890	0	42,506	5,000	47,506	-6,616	0	0	0	Requires budget adjustment to address over-commitment
2022 - 2023 - Capital Works - Buildings Renewal Program - Reactive Building Renewal Works	0	4,000	0	0	4,000	4,000	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Colac Mallet Sports Club	75,000	75,000	0	0	75,000	75,000	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - COPACC, replace auditorium chairs, phase 1	66,200	66,200	0	0	66,200	66,200	0	-66,200	-66,200	0	Scope being reviewed
2023 - 2024 Capital Works Buildings Renewal Program - COPACC, re-surfacing and painting of main stage	47,000	47,000	0	0	47,000	47,000	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Cororooke Maternal and Child Health Centre, plumbing renewal	7,500	7,500	3,360	0	0	3,360	4,140	0	0	0	Project complete. Unspent funds to be returned via mothly transfer table.
2023 - 2024 Capital Works Buildings Renewal Program - Emergency Building renewal/compliance Works	40,000	40,000	0	0	40,000	40,000	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Kitchen renewal, Colac Central Bowling Club	48,500	48,500	0	0	48,500	48,500	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Rae Street Office - Top Level roof replacement	150,000	150,000	0	0	150,000	150,000	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Sale Yards Septic system	45,000	45,000	0	0	45,000	45,000	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Winifred Nance Kindergarten	85,000	85,000	0	0	85,000	85,000	0	0	0	0	On Hold - This verandah project wil be scheduled after playspace is complete
2023 - 2024 Capital Works Buildings Renewal Program - Wydinya Kindergarten roof replacement	91,000	91,000	0	0	91,000	91,000	0	0	0	0	
2023 - 2024 Capital Works - Repair works to the Apollo Bay Recourse Recovery Centre building	55,000	55,000	0	0	55,000	55,000	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Building Condition Assessments	30,000	30,000	0	0	30,000	30,000	0	0	0	0	
2022 - 2023 Capital Works - Asset Condition Assessment	0	133,171	0	0	133,171	133,171	0	0	0	0	Buildings are asset class for condition assessment in 2023-24. Methodology drafted.
Crack Sealing Programme Total	80,000	80,000	954	66,812	12,235	80,000	0	0	0	0	
Footpath Programme Total	28,000	28,000	180	30,036	0	30,217	-2,217	0	0	0	
2022 - 2023 Capital Works - Fixtures, Fittings and Furniture Replacement	0	6,947	0	0	6,947	6,947	0	0	0	0	consolidate onto one account
Budget Work Order - Fixtures, Fittings & Furniture - Renewals	20,000	20,000	0	0	20,000	20,000	0	0	0	0	consolidate onto one account

CAPITAL WORKS PROJECTS 2023-24

*Project Name	Expenses							Income			Comments by exception
	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	
Capital Works - ICT Device Renewals	110,000	206,428	94,465	1,795	110,168	206,428	0	0	0	0	
2022 - 2023 Capital Works - CRM Replacement Renewal	0	29,104	0	10,354	18,750	29,104	0	0	0	0	
2023 - 2024 Capital Works Kerb & Channel Replacement Program - Hazel Court (Gerard Avenue to Court Bowl)	25,000	25,000	0	0	25,000	25,000	0	0	0	0	
2023 - 2024 Capital Works Kerb & Channel Replacement Program - Carta Crescent (Gerard Avenue to Gibson Avenue)	47,346	47,346	0	0	47,346	47,346	0	0	0	0	
2023 - 2024 Capital Works Kerb & Channel Replacement Program - Gerard Avenue (Hawdon Avenue to Cartra Crescent)	10,000	10,000	0	0	10,000	10,000	0	0	0	0	
2023 - 2024 Capital Works Kerb & Channel Replacement Program - Gerard Avenue (Cartra Crescent to Dead End)	12,000	12,000	0	0	12,000	12,000	0	0	0	0	
2023 - 2024 Capital Works Kerb & Channel Replacement Program - Pound Road (Hart Street to Pound Road)	4,000	4,000	0	0	4,000	4,000	0	0	0	0	
2023 - 2024 Capital Works Kerb & Channel Replacement Program - Rae Street (Gellibrand Street to Hesse Street)	3,500	3,500	0	0	3,500	3,500	0	0	0	0	
2023 - 2024 Capital Works Kerb & Channel Replacement Program - Scott Street (Murray Street to Connor Street)	7,500	7,500	0	0	7,500	7,500	0	0	0	0	
Light Fleet Programme Total	200,000	502,270	608	0	501,662	502,270	0	0	0	0	
Major Plant Programme Total	600,000	1,685,104	139,325	423,088	1,122,691	1,685,104	0	0	0	0	
Budget Work Order - Other Infrastructure	40,000	40,000	0	0	40,000	40,000	0	0	0	0	
Open Space Programme Total	40,000	40,000	0	0	40,000	40,000	0	0	0	0	
Reseal Programme Total	1,000,000	1,000,000	0	0	1,000,000	1,000,000	0	0	0	0	
Resheet Programme Total	1,000,000	1,145,000	129,346	54,242	961,413	1,145,000	0	-500,000	-545,000	-45,000	
Road Reconstruction Programme Total	1,930,000	3,848,216	895	3,000	3,844,321	3,848,216	0	-1,202,996	-1,617,718	0	Includes \$300k major patching, \$850k Mooleric Rd, \$762k Strachan St, \$1,156k Forest St (Wallace-Colanda) and \$780k Forest St (J Barrys-Pound)
2023 - 2024 Capital Works - Public Street Litter Bin Replacement Program	120,000	120,000	0	0	120,000	120,000	0	0	0	0	
2023 - 2024 Capital Works Road Safety Program Guard Rail Replacement - Warncoot Cemetery Road	23,000	23,000	0	0	23,000	23,000	0	0	0	0	
2023 - 2024 Capital Works Road Safety Program Guard Rail Replacement - Irrewillipe Road	12,000	12,000	0	0	12,000	12,000	0	0	0	0	
2022 - 2023 Capital Works - Minor Culvert Renewals - Various	0	30,000	0	0	30,000	30,000	0	0	0	0	
2023 - 2024 Capital Works Drainage Renewal Program - 12 Murrell Street, Birregurra Strachan and Murrell corner	44,000	44,000	0	0	44,000	44,000	0	0	0	0	
2023 - 2024 Capital Works Drainage Renewal Program - 45 Scenic Drive, Apollo Bay	30,000	30,000	0	0	30,000	30,000	0	0	0	0	
2023 - 2024 Capital Works Drainage Renewal Program - Armstrong Street Outlet Renewal	125,000	125,000	0	0	125,000	125,000	0	0	0	0	
2023 - 2024 Capital Works Drainage Renewal Program - Kennett River Wetlands Sediment Removal Project	50,000	50,000	0	0	50,000	50,000	0	0	0	0	
2023 - 2024 Capital Works Drainage Renewal Program - Yacht club Pipe replacement	24,000	24,000	0	0	24,000	24,000	0	0	0	0	
ASSET RENEWAL PROGRAM - TOTAL	6,529,546	12,100,566	391,388	631,832	11,071,123	12,094,343	6,223	-1,769,196	-2,511,118	-57,200	

CAPITAL WORKS PROJECTS 2023-24

Project Name	Expenses							Income			Comments by exception
	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	
LRCI											
2023 - 2024 Capital Works Buildings Renewal Program - Birregurra Hall Renewal - Painting	70,000	70,000	0	0	70,000	70,000	0	-70,000	-70,000	0	
2023 - 2024 Capital Works Buildings Renewal Program - Birregurra Hall (renewal works to support painting works)	20,000	20,000	0	0	20,000	20,000	0	-20,000	-20,000	0	
2023 - 2024 Capital Works Buildings Renewal Program - Street Furniture and Landscaping	20,000	20,000	0	0	20,000	20,000	0	-20,000	-20,000	0	
2023 - 2024 Capital Works Buildings Renewal Program - Lavers Hill Hall	70,000	70,000	0	0	70,000	70,000	0	-70,000	-70,000	0	
2023 - 2024 Capital Works Buildings Renewal Program - Small Halls program	190,000	190,000	0	0	190,000	190,000	0	-190,000	-190,000	0	
2020-21 Capital Works- LRCI Round 2 - Great Ocean Road Path. Stage 1 & 2	0	269,293	70,246	114,151	84,897	269,293	0	0	-344,383	0	
2021 - 2022 Capital Works - LRCI Fund Round 3 - Playground Program - Beeac Park Playground	0	32,106	2,058	0	30,048	32,106	0	0	-110,000	0	Majority of works were completed in 2022-23
2021 - 2022 Capital Works - LRCI Funding Round 3 - Western Oval Drainage Improvements	0	207,696	0	107,699	99,997	207,696	0	0	-207,696	-32,696	Commencing phase 2 works 4 December
2021 - 2022 Capital Works - LRCI Funding Round 3 - Road Reconstruction Colanda Street to Forest Road	0	283,419	0	0	283,419	283,419	0	0	-283,419	-137,219	
2021 - 2022 Capital Works - LRCI Funding Round 3 - Stormwater Program Elliminyt Wetlands Development	0	4,151,246	65,935	206,875	3,878,436	4,151,246	0	0	-4,151,246	-1,745,246	
2021 - 2022 Capital Works - LRCI Funding Round 3 - Open Space Cororooke Masterplan Implementation - New Picnic Area	0	117,423	12,859	42,803	61,761	117,423	0	0	-117,423	-57,423	
2022 - 2023 Capital Works - LRCI - Memorial Square Toilet Redevelopment	0	1,321,037	14,131	1,184,608	122,298	1,321,037	0	0	-1,211,037	-651,037	Need to have income for Changing Places grant recognised.
2022 - 2023 Capital Works - LRCI - COPACC Civic Hall Floor Renewal	0	302,454	228	0	302,226	302,454	0	0	-79,454	-33,454	
2022-2023 Capital Works - LRCI Funding Round 4	982,440	982,440	0	0	982,440	982,440	0	-982,440	-982,440	0	
Capital Works - Forrest Caravan Park Waste Water Upgrade	450,000	860,666	0	0	860,666	860,666	0	-450,000	-450,000	0	Scope being reviewed with Barwon Water and EPA, due to sewerage of Forrest
2023 - 2024 Capital Works Footpath Program - GOR footpath stage 3	120,000	120,000	0	0	120,000	120,000	0	-120,000	-120,000	0	
2023 - 2024 Capital Works Footpath Program - Walking connection from Old Coach Road to Hickeys Cutting, Skenes Creek	22,000	22,000	0	0	22,000	22,000	0	-22,000	-22,000	0	
2023 - 2024 Capital Works Open Space Upgrade - Birregurra play space redevelopment	275,000	275,000	0	0	275,000	275,000	0	-275,000	-275,000	0	
2023 - 2024 Capital Works Open Space Renewals - Donaldson's Reserve Play Space Redevelopment	100,000	100,000	0	0	100,000	100,000	0	-100,000	-100,000	0	
2023 - 2024 Capital Works Open Space Renewals - Elliminyt Tennis Court Resurfacing & Fence Repair	250,000	250,000	0	0	250,000	250,000	0	-250,000	-250,000	0	
2023 - 2024 Capital Works Open Space Renewals - Paradise Picnic Reserve Facility Improvements	50,000	50,000	0	0	50,000	50,000	0	-50,000	-50,000	0	
LRCI - TOTAL	2,619,440	9,714,780	165,457	1,656,135	7,893,188	9,714,780	0	-2,619,440	-9,124,098	-2,657,075	
EMERGENCY AND DISASTER RECOVERY PROJECTS											
Road Slip and emergency recovery works											
2022 - 2023 Capital Works - October 2022 Storm / Flood Recovery (Flood Support Funding)	0	500,000	0	0	500,000	500,000	0	0	-500,000	-500,000	State Govt grant.
Budget Work Order - Road Slip Renewal Program	150,000	150,000	0	0	150,000	150,000	0	0	0	0	
2020-21 Capital Works - Landslip Rehabilitation Program - Wild Dog Road 5323 Landslip	0	0	0	0	0	0	0	0	0	0	
2022 - 2023 Capital Works - October 2022 Storm / Flood Event Response	0	470,920	1,541	177,446	291,933	470,920	0	0	-500,000	0	NDRA claim will probably be \$471k
2021 - 2022 Emergency Response - Landslip (Storm Events)	0	607,554	580,546	160,421	0	740,968	-133,414	0	-1,270,000	0	NDRA claim (includes recovery of \$662k spent in 2022-23) NOTE - budget to be updated as Comm Govt negotiates funding
2022 - 2023 Capital Works - Landslip Treatment - Emergency Response Upgrade Works	0	190,000	0	0	190,000	190,000	0	0	0	0	
EMERGENCY AND DISASTER RECOVERY PROJECTS - TOTAL	150,000	1,918,474	582,087	337,868	1,131,933	2,051,888	-133,414	0	-2,270,000	-500,000	

CAPITAL WORKS PROJECTS 2023-24

Project Name	Expenses							Income			Comments by exception
	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	
NEW AND UPGRADE PROJECTS											
2022 - 2023 Capital Works - Irrewillipe Recreation Netball Courts Change Rooms & Amenities Upgrade - Detailed Design	0	86,165	0	71,360	14,805	86,165	0	0	-26,165	-23,165	
2021-22 Capital Works - Building Upgrade Programme - Colac East Kinder Toilet Upgrade	0	17,049	4,238	0	12,811	17,049	0	0	-27,460	0	
2022 - 2023 Capital Works - Building Renewal Program - Forrest Caravan Park Fire Services	0	98,785	51,247	35,467	12,071	98,785	0	0	0	0	Behind schedule. Waiting on Barwon Water tapping.
2023 - 2024 Capital Works Buildings Renewal Program - Essential Services Inspections and Reporting	16,000	16,000	0	0	16,000	16,000	0	0	0	0	
2023-2024 Capital Works - COPACC Auditorium Equipment Upgrade	0	200,000	0	79,202	120,798	200,000	0	0	-150,000	-150,000	
2023-24 Capital Works - Decommissioning and Installation of Landfill Gas Bores- Bruce Street	0	0	0	55,000	0	55,000	0	0	0	0	
Capital Works - ICT - Critical Infrastructure Improvement	200,000	200,000	0	0	200,000	200,000	0	0	0	0	
2020-21 Capital Works - Cororooke Open Space Master Plan Implementation - Stage 1 (Site Establishment and Path Network)	0	37,854	3,200	21,338	13,316	37,854	0	0	0	0	
2021-22 Capital Works - Open Space Programme - Community Sport Lighting Upgrades	0	3,000	0	500	2,500	3,000	0	0	-32,365	-32,365	
2022-2023 Capital Works - Open Space Renewal Program - Elliminyt Recreation Reserve Oval Lighting Replacement	0	480,898	0	306,114	174,784	480,898	0	0	-218,898	-178,898	
2022 - 2023 Capital Works - Colac Aerodrome RAP Round 2 Taxiway and Lighting	0	322,307	5,143	0	317,164	322,307	0	0	-282,307	-108,307	Two RAP projects still being negotiated with funding agency
2020-21 Capital Works - Colac Aerodrome - taxiway - earthworks - Grant Match	0	72,623	0	91	72,532	72,623	0	0	-56,250	0	Two RAP projects still being negotiated with funding agency
2023 - 2024 Capital Works Open Space Renewals - Fourth flagpole for Rae Street civic campus	6,000	6,000	0	0	6,000	6,000	0	0	0	0	
2023 - 2024 Capital Works Open Space Renewals - Lighting of existing three flagpoles to enable the Australian flag to f	13,000	13,000	0	0	13,000	13,000	0	0	0	0	
2023 - 2024 Capital Works Open Space Renewals - Street Planting Program 2023-24	60,000	60,000	0	1,758	58,242	60,000	0	0	0	0	
2022 - 2023 Capital Works - Road Improvement Program - Queen & Wilson Street Intersection Upgrade	0	345,712	24,400	0	321,312	345,712	0	0	-345,712	0	
Budget Work Order - Road Safety Devices Programme	55,000	55,000	0	0	55,000	55,000	0	0	0	0	
2022 - 2023 Capital Works - Road Safety Program - Murray Street Bus Shelter DOT Funded	0	0	0	0	0	0	0	0	-21,798	0	
2021-22 Capital Works - Pascoe Street Pedestrian Crossing - Analysis and Design	0	20,273	0	0	20,273	20,273	0	0	-20,273	-7,773	
2023 - 2024 Capital Works Stormwater Asset Upgrade Program - 12 Cruickshank Court, Elliminyt	22,000	22,000	0	0	22,000	22,000	0	0	0	0	
2023 - 2024 Capital Works Stormwater Asset Upgrade Program - 397 Murray Street, Unnamed Laneway 5	25,000	25,000	0	0	25,000	25,000	0	0	0	0	
NEW AND UPGRADE PROJECTS - TOTAL	409,000	2,093,666	86,682	245,629	880,673	1,212,984	0	0	-591,408	-180,938	
CAPITAL WORKS PROGRAM - TOTAL	9,707,986	25,827,486	1,231,733	2,871,464	20,970,798	25,073,995	-127,191	-4,388,636	-14,532,624	-3,714,782	

Notes

1. Financial reporting does not include expense or income transactions prior to 1 July 2023
2. Current balance of returned Asset Renewal funds Capital Projects (not on above report) = \$1,250,696

Legend

	On track and expected to deliver intended outcomes
	Recoverable through action or decision
	Requires intervention to recover or address issue
	On Hold

OPERATIONAL PROJECTS 2023-24

Project Name	Expenses						Income			Comments and actions	
	Annual Original Budget	Annual Current Budget	YTD Actuals	Commitments	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget		YTD Actuals
Chief Executive											
Roadside Weeds & Pests Management Project	0	21,153	0	9,782	11,372	21,153	0	0	-21,153	-21,153	Additional grant of \$47,823 not yet recognised in budgets
18-19 Mid Year - Operating Projects - Colac Civic Precinct Plan	0	109,279	0	106,397	2,882	109,279	0	0	-90,000	0	Project scope to be reviewed with Councillors
2019-20 Operating Projects - ICT - ePlanning - Public Portal	0	41,187	0	0	41,187	41,187	0	0	0	0	On Hold - Scope to be reviewed in light of new CRM system
2018-19 Major Project - Colac West Development Plan	0	29,410	0	5,841	23,569	29,410	0	0	-5,000	0	Developer-led work requiring Council role in road reserve transfer, as agreed through Council resolution
2018-19 Operating Project - Apollo Bay Community Infrastructure Plan	0	5,956	0	0	20,000	20,000	-14,044	0	-10,000	0	Final version to incorporate Council and GORCAPA positions underway and then project is complete
2019-20 Major Project - J Barrys Road Industry Development Plan	0	7,441	3,240	0	4,201	7,441	0	0	0	0	Draft Development Plan being finalised for Council consideration early in 2024
2021-22 Operating Project - Deans Creek Precinct Structure Plan (Multi-year Project)	0	791,317	37,228	467,923	286,166	791,317	0	0	-491,518	-491,458	Technical assessments progressing as planned.
2021-22 Operating Project - Planning Scheme Amendment - Irrewillipi Road / Harris Road	0	19,583	0	0	19,583	19,583	0	0	0	0	Rezoning complete and Development Plans underway, Social housing provision pending Bruce St
2022 - 2023 Operating Projects - VicSmart Provisions - Planning Scheme Amendment	0	20,000	0	0	20,000	20,000	0	0	0	0	Proposed exemptions under review by DTP. Anticipate exhibition in early 2024.
2023-24 Operating Project - Birregurra Structure Plan Review	80,000	80,000	0	0	80,000	80,000	0	0	0	0	Not commenced
2023-24 Operating Project - Key Worker Housing Feasibility, Nelson St, Apollo Bay	120,000	120,000	0	0	120,000	120,000	0	0	0	0	Not commenced at end September. Officers seeking funding opportunity
2023-24 Operating Project - Northern Towns Growth Plans	80,000	80,000	0	0	80,000	80,000	0	0	0	-3,275	Not commenced
2023 - 2024 Operating Projects - Carbon Offset Project	35,000	35,000	0	0	35,000	35,000	0	0	0	0	On Hold - Pending adoption of ESS and CCAP
Chief Executive Total	315,000	1,360,326	40,467	589,943	743,960	1,374,370	-14,044	0	-617,671	-515,886	
Community and Economy											
2017-2018 - Small Town Improvement Programme (STIP) - Apollo bay Memorial Options Plan	0	7,000	0	0	7,000	7,000	0	0	0	0	Original project not proceeding. Project scope to be reviewed with Councillors
2020-21 Operating Project - Local Planning & Change Management Grant	0	21,094	0	0	21,094	21,094	0	0	0	0	Budget represents residual grant funds. Scope still to be determined
2020-21 Operating Project - Eastern Reserve - Baseball Batting Cage	0	49,758	783	0	48,975	49,758	0	0	0	0	User group has State Govt grant and is leading project. Council's contribution will be paid when needed.
2021-22 Operating Project - RDV Digital Connectivity Program Grant Match	0	75,720	0	1,500	27,220	28,720	47,000	0	-47,017	-47,015	Estimated completion is November 2023 and unspent grant will need to be returned
2021-22 Operating Projects - Fit out of Apollo Bay Kindergarten	0	3,130	0	0	3,130	3,130	0	0	0	0	Compliant egress issue now close to resolved and project is nearly complete
2020-21 Operating Project - Forrest MTB Revitalisation DELWP	0	184,970	35,697	58,400	90,873	184,970	0	0	-184,970	-184,970	Entrance gateway contract signed and anticipate completion by end of 2023
Operating Projects - Family Day Care Marketing Campaign	0	12,772	313	0	0	313	12,460	0	-13,665	-11,165	Acquittal report submitted with potential to negotiate a return of unspent funds.
2021-22 Operating Project - Youth Film - VLGP	0	11,973	0	450	11,523	11,973	0	0	-13,398	-10,498	Film in final stages of production, planning underway for a premiere in January
2021 - 2022 Operating Project - Freeza	0	25,713	1,316	0	24,397	25,713	0	0	-25,713	-16,837	Council has decided to exit this program and is working through process with funding partner.
2021 - 2022 Operating Project - Engage	0	82,716	11,842	330	70,544	82,716	0	0	-82,716	-55,443	On track
2020 - 2021 Operating Project - Vocal, Young and Local (VYL)	0	142,512	10,890	0	131,622	142,512	0	0	-35,979	-35,979	On track
2022 - 2023 Operating Project - Positive Masculinities VLGP (Vic Health)	0	7,041	0	0	7,041	7,041	0	0	-7,041	-4,541	Project successfully completed. Budget represent residual of grant and being discussed with funding partner.
2022 - 2023 Grants Program - Category 4 Building Facade Improvement Program	0	0	0	0	0	0	0	0	0	-1,250	Returned funds. Transactions to be journalled to parent account and this work order will be closed.
2022 - 2023 Grants Program - Category 3 Small Grants	0	0	0	0	0	0	0	0	0	-214	Returned funds. Transactions to be journalled to parent account and this work order will be closed.
2022 - 2023 Grants Program - Category 1 Community Grants	0	0	709	0	-709	0	0	0	0	0	Returned funds. Transactions to be journalled to parent account and this work order will be closed.
2021-22 Operating Project - Bus Service from Apollo Bay to COPACC	0	1,474	0	0	1,474	1,474	0	0	-5,126	-5,125	Funding partner has confirmed COPACC can offer change of scope for unspent funds.
2023-24 Operating Project - Colac Library Return Room Safety	30,000	30,000	0	0	30,000	30,000	0	0	0	0	Project will be delivered by GRLC
2023-24 Operating Project - Replacement of obsolete fire safety panel and fire detectors	15,000	15,000	0	0	15,000	15,000	0	0	0	0	Project will be delivered by Colac Secondary College
2020-21 Operating Project - Grant Preparation / Detailed Design - Bike Park BMX Jump Path - Feasibility Study	0	10,000	0	0	0	0	10,000	0	0	0	Requires further discussion to resolve way forward.
2020-21 Operating Project - Grant Preparation / Detailed Design - Lake Colac Perimeter Pathway Feasibility Study	0	15,079	2,999	11,984	0	14,983	96	0	0	0	Preliminary work complete, consultation underway with state govt stakeholders

OPERATIONAL PROJECTS 2023-24

Project Name	Expenses							Income			Comments and actions
	Annual Original Budget	Annual Current Budget	YTD Actuals	Commitments	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	
2023-2024 Operating Projects - Community Grants	0	0	95,206	0	0	95,206	-95,206	0	0	-133	Approved grants are being allocated when documentation requirements are met. Budgets still to be loaded to system.
2023-2024 Operating Projects - Events Grants	0	0	36,137	0	0	36,137	-36,137	0	0	0	Approved grants are being allocated when documentation requirements are met. Budgets still to be loaded to system.
2023-2024 Operating Projects - Business Grants	0	0	13,241	0	0	13,241	-13,241	0	0	0	Approved grants are being allocated when documentation requirements are met. Budgets still to be loaded to system.
2023 - 2024 Operating Project - Kindergarten Infrastructure Services Plan	0	42,000	6,000	12,100	23,900	42,000	0	0	-42,000	-42,000	On track
2022 - 2023 Grants Program - Consolidated Community Grants Carried Forward	0	21,016	0	0	21,016	21,016	0	0	0	0	On track
2022 - 2023 Grant Project - RDV Community Events Recovery Funds	0	5,542	0	0	5,542	5,542	0	0	0	0	Funding partner has confirmed these residual grant funds can be used as part of Christmas 'Light up the Tree' event
Community and Economy Total	45,000	764,510	215,132	84,764	539,642	839,538	-75,028	0	-457,625	-415,173	
Corporate Services											
2022 - 2023 Operating Projects - IT helpdesk supporter	0	23,030	0	0	23,030	23,030	0	0	0	0	Focus of work is roll-out of PC and helpdesk clearing.
2022 - 2023 Operating Projects - ICT - Intranet Drupal Upgrade	0	7,500	0	0	7,500	7,500	0	0	0	0	On track for completion early 2024
Operating Project - OPASS Service Review	45,000	45,000	10,100	0	34,900	45,000	0	0	0	0	On track for report to Council by end of 2023
Corporate Services Total	45,000	75,530	10,100	0	65,430	75,530	0	0	0	0	
Infrastructure and Operations											
2019-20 Operating Projects - ICT - Works Management System	0	30,000	0	0	30,000	30,000	0	0	0	0	On Hold - Pending delivery of complementary devices project for RMP
2019-20 Operating Project - City Deal Project - Apollo Bay Harbour Redevelopment	0	0	296	245,158	-245,454	0	0	0	0	0	Costs hitting incorrect account. Need to journal to Port and close these work orders. K20 contract to be novated
2019-20 Operating Project - City Deal Project - Great Ocean Walk Stage 1 Wild Dog to Skenes Creek	0	0	104	0	-104	0	0	0	0	0	Costs hitting incorrect account. Need to journal to Port and close these work orders
2019-20 Operating Project - City Deal Project - Infrastructure Improvements Kennett River	0	0	43	0	-43	0	0	0	0	0	Costs hitting incorrect account. Need to journal to Port and close these work orders
2021-22 Operating Project - Operational Devices, Licences and System Integration - Legislative Road Management Plan	0	7,419	0	0	7,419	7,419	0	0	0	0	On track. Remaining expenditure expected to be product licensing costs.
2020-21 Operating Project - Grant Preparation / Detailed Design - Hart Street Pedestrian Crossing	0	19,696	0	0	19,696	19,696	0	0	0	0	RFQ completed. Designer appointed. Scope to be reviewed - cost for design is well under budget
2022 - 2023 Operating Projects - Colac Otway Shire Botanical Gardens Masterplan Review	0	34,900	0	17,450	17,450	34,900	0	0	0	0	Consultant engaged and on track
2023-24 Operating Project - Local Law Review Project	25,000	25,000	32,633	0	-7,633	25,000	0	0	0	0	Legal costs exceeded budget. Will address through monthly adjustment table and then close the project.
2023-24 Operating Project - Lavers Hill Hall, investigate septic operations	5,000	5,000	0	0	5,000	5,000	0	0	0	0	Reviewing whether this project is still required or if EHOs have sufficient to guide solution
Infrastructure and Operations Total	30,000	122,015	33,075	262,608	-173,668	122,015	0	0	0	0	
Waste Management Services											
2021-22 Operating Project - Closed Landfill Aftercare Management Plan, Landfill Gas and Groundwater Investigation	0	26,150	653	62,422	30,000	93,075	-66,925	0	0	0	Scope and commitments require investigation. Funds transferred to landfill reserve and may need to be re-called.
2021-22 Operating Project - Kitchen Caddy and Liners	0	31,670	1,359	0	30,311	31,670	0	0	0	0	Education program to be delivered
2021-22 Operating Projects - Waste Transfer Station Upgrades for Glass Separation	0	59,495	8,081	9,089	42,325	59,495	0	0	0	0	Quotes being sought.
Waste Management Services Total	0	117,315	10,093	71,511	102,636	184,240	-66,925	0	0	0	
Total of Operational Projects	435,000	2,439,696	308,868	1,008,825	1,277,999	2,595,693	- 155,997	-	- 1,075,296	- 931,059	

Notes

1. Financial reporting does not include expense or income transactions prior to 1 July 2023
2. Adopted Budget 2023-24 includes \$70k for Youth Engagement Officer. This account is still to be set up and costs will be journalled once done.
3. Current balance of returned funds from Operation Projects (not on above report) = \$107,025

Legend

- On track and expected to deliver intended outcomes
- Recoverable through action or decision
- Requires intervention to recover or address issue
- On Hold

Item: 9.7

Community Asset Committees Annual Report 2022-23

OFFICER	Janine Johnstone
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. Community Asset Committees - 2022-23 Annual Report - Attachment 1 - Activities of the Committees - 2 [9.7.1 - 8 pages]

1. PURPOSE

To present the 2022-23 Annual Report in relation to the activities and performance of Community Asset Committees within Colac Otway Shire.

2. EXECUTIVE SUMMARY

Colac Otway Shire currently has 20 Community Asset Committees (CACs), and Council's Chief Executive Officer has delegated responsibilities to all members of the 20 Committees.

Under section 47 (6) of *the Local Government Act 2020* (the Act):

"A Chief Executive Officer must submit an annual report to the Council in relation to the activities and performance of a Community Asset Committee in respect of which the members have been given a delegation under this section."

The 2022-23 Annual Report (Attachment 1) comprises data provided by 12 Committees, which have responded since requested in July 2023.

3. RECOMMENDATION

That Council:

- 1. Receives the 2022-23 Annual Report of the activities and performance of Community Asset Committees in accordance with the requirements of section 47(6) of the Local Government Act 2020.**
- 2. Notes that the activities and performance of Apollo Bay Senior Citizen Community Asset Committee has not been presented in this report.**

4. KEY INFORMATION

Council developed a training program framed around its Community Asset Committee Induction Guide. The Guide was designed to explain the roles and responsibilities of Community Asset Committees and provide information about how Community Asset Committees can undertake their responsibilities with confidence, including the provision of an annual report of their performance and activities related to the Instrument of Delegation.

The Annual Report 2022-23 in relation to the activities and performances of Community Asset Committees is attached as Attachment 1.

This report does not include the Apollo Bay Senior Citizens' Centre Community Asset Committee.

Access to the hall located at the Yeo Recreation Reserve was removed on 10 May 2023. The facility was deemed not suitable for use or entry due to safety concerns and remains closed.

5. CONSIDERATIONS

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

a) Innovation and continuous improvement is to be pursued.

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

Section 65 of the *Local Government Act 2020* provides:

- (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 all 20 of Colac Otway Shire's Community Asset Committees.

Council officers have encouraged Community Asset Committees to continue to provide feedback about how Council can complement and better assist Committees to confidently undertake their delegated responsibilities.

Public Transparency (s58 LGA 2020)

Reporting continues to be made in open Council meetings.

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*)

The support provided to, and management of, Community Asset Committees is within Council's existing budget.

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 the purpose of community assets and the role and responsibilities of all Community Asset Committee members.

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.

OptionsOption 1 – Adopt the recommendation as presented

This option is recommended by officers, as presentation of the 2022-23 Annual Report of the activities and performance of Community Asset Committees, accords with the requirements of section 47(6) of the *Local Government Act 2020*.

Option 2 – Do not adopt the recommendation as presented

This option is not recommended by officers as Community Asset Committees are required to report on their activities and performance annually, and the Chief Executive Officer must submit the annual report to Council, in accordance with the requirements under the *Local Government Act 2020*.

Community Asset Committees Annual Report 2022-23

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee
1. Alvie Recreation Reserve	Detail not provided	Detail not provided
2. Beech Forest Hall	Detail not provided	Detail not provided
3. Beech Forest Recreation Reserve	Detail not provided	Detail not provided
4. Birregurra Public Hall	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Re-establishing the hall program post Covid • Prepared grant applications for replacement of hall chairs and tables • Committee became an Incorporated Association on 15 November 2021 <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Successful restarting of a range of community programs • Birregurra Art show Challenges • Ongoing maintenance issues • Funding for maintenance • External painting of hall • Working at Heights – local training unavailable • OHS responsibilities <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • New ideas and plans for hall usage • Western pergola works • Renovation of East wing kitchen Installation of storage shipping container • Outdoor stage improvements • Hall branding • Shade measures 	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Reestablished community connections post pandemic • Local regular activities and community group activities • Collaborations with other entities has shown strong recovery after a few lean years • The events attracted a diversity of participation across the community and drew visitors to town <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Budget commitment to paint outside of hall • Attraction of high-end music and theatre • Reengagement with the community • Local celebrations held at the hall • Estimate of 7,000 people engaged in activities • Estimated 1,200 hours of volunteering time • Committee and volunteers continue to be highly committed to the facility <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Moving from Incorporation to a Community Asset Committee • Concern with the lack of consultation prior to the Instrument of Delegation (IoD) and draft Induction Guide distribution • Feedback on the IoD and Guide not yet acted upon • No improvement to the responsiveness of issues raised • Maintaining members is challenging • Volunteer responsibilities has changed; previously Council responsibility • Volunteer fatigue is high • Maintenance is an issue. Concerned with the time taken to resolve capital issues

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee
		<ul style="list-style-type: none"> Unresolved uncertainty about OHS issues and the lack of OHS training <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> Optimistic that the core functions of the hall will continue to be met
<p>5. Carlisle River Recreation Reserve</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> Cricket Camp groups <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> Cricket club in operation <p><u>Challenges</u></p> <ul style="list-style-type: none"> Nil identified <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> Installation of new cricket nets 	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> Cricket Installation of new cricket nets <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> Nil identified <p><u>Challenges</u></p> <ul style="list-style-type: none"> Nil identified <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> Nil identified
<p>6. Chapple Vale Public Hall</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> Annual Christmas tree Music Trivia night Hall photographed for a book <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> The easing of Covid restrictions <p><u>Challenges</u></p> <ul style="list-style-type: none"> Ongoing maintenance issues Lack of key Council representative <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> New committee memberships New ideas and plans for hall usage 	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> Four hall hires Trail ride - Australian Antique Motorcycle Club Annual Christmas tree <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> Six new members Ability to host events and hire the hall <p><u>Challenges</u></p> <ul style="list-style-type: none"> IoD – concern with the lack of consultation, increase to members responsibilities Concerned with rights, obligations and coverage for risks; feel unable to host functions and social gatherings <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> Local history display Maintenance – new roof and gutter guarding New members - ideas for future use

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee
<p>7. Cororooke Public Hall</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> Increasing usage of the hall Highlights of the Year Hall usage remains strong <p><u>Challenges</u></p> <ul style="list-style-type: none"> Access to Essential Safety Measures Reports Maintenance requests – external painting, removal of roof water from base of Hall, re-mortaring foundation bricks of hall Poor responses of Council/property owner relating to Hall maintenance projects <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> Installation of Solar Roof Panels Installation of purchased stainless steel kitchen Investigating alternative Committee run activities Installation of alternative ‘greener’ heating/cooling 	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> General hall hire Project management and development Fundraising concepts and meetings Future of hall drafting Maintaining local relationships <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> First market held since the start of Covid Australia Day Celebrations <p><u>Challenges</u></p> <ul style="list-style-type: none"> Time Peoplepower Change of positions due to unforeseen circumstances Change from Incorporation to a CAC <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> Funding to install solar roof panels Quarterly events
<p>8. Cressy Hall</p>	<p>Detail not provided</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> Nil <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> Nil <p><u>Challenges</u></p> <ul style="list-style-type: none"> Nil identified <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> Nil identified
<p>9. Eurack Public Hall and Tennis Reserve</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> Nil <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> Nil 	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> Recommenced of community gatherings Meeting with Council to discussed IoD and health and safety

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee
	<p><u>Challenges</u></p> <ul style="list-style-type: none"> • Re-commencement after Covid <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • 2023 community suppers • 2023 Christmas party 	<ul style="list-style-type: none"> • Electing new leadership • New ideas for the future <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Christmas party • Information about the history of the region and soldiers stories from the Avenue of Honour • Re-commencement of supper nights <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Ongoing challenge to pay power bill <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • New Facebook page – focus on history and local opportunities • QR codes for the Avenue of Honour and donations • Grant opportunities
<p>10. Irrewillipe Hall and Recreation Reserve</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Match day lights (oval) • Maintain facility in safe and tidy manner <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Return of spectators to football and netball • Return of indoor bowls <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Maintenance of facilities to required standard • Future Projects or Opportunities • Upgrade of football and netball change rooms 	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Turning on training light on oval <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Christmas party at the hall <p><u>Challenges</u></p> <ul style="list-style-type: none"> • New membership <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • Nil identified
<p>11. Kennett River Tennis Reserve</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Installation of key safe for out of hours court use <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Grant received to paint shelter, construct and install shelter bench 	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Regaining membership post Covid • Grant received for shelter upgrade and bench seat • Court maintenance - replacement of net post • Annual tennis classic

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee
	<p><u>Challenges</u></p> <ul style="list-style-type: none"> • Vandalism to court fence <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • Resurfacing the court • Replacement of court fencing • 2023 Tennis Classic • Signage for court • Basketball ring 	<p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Kennett River Tennis Classic – held January 2023 • Liaison with Council representative and site visit • Receipt of community grant • Community involvement in working bees <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Vandalism, including to court fence • Funding for major projects with limited resources <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • Resurfacing the court • Replacement of court fencing • Signage for court • Replacement of basketball ring and backboard
<p>12. Larpent Hall Committee</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Low activity due to Covid • Council contact to discuss Incorporation and maintenance schedule • Fund raising auction <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Fund raising auction <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Covid • Tennis courts not used • 2020 letter to Council – relocation of hall <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • Fund raising auction 2024 • Relocation of hall <p>Moving defibrillator to outside of hall</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Defibrillator installed outside in the foyer <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Nil identified <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Hall facility improvements <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • Nil identified

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee
<p>13. Lavers Hill Hall</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Festival of Small Halls Event <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • As above <p><u>Challenges</u></p> <ul style="list-style-type: none"> • COVID • Building maintenance issues <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • Overall plan for Council land surrounding hall • Ongoing maintenance - building and septic system 	<p>Detail not provided</p>
<p>14. Pirron Yallock Recreation Reserve</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • New turf and replaced wicket, new carpet and concrete <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • As above <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Trees require attention • Vinyl in the change rooms require maintenance <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • Tree maintenance • Vinyl in the change rooms • Gravel around the rooms 	<p>Detail not provided</p>
<p>15. Stonyford Hall</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Landscaping/erect or repair flag poles <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Covid (easing of restrictions) 	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Nil identified <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Nil identified •

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee
	<u>Challenges</u> <ul style="list-style-type: none"> Covid <u>Future Projects or Opportunities</u> Prioritising future works (based on Council building reports)	<u>Challenges</u> <ul style="list-style-type: none"> Nil Identified <u>Future Projects or Opportunities</u> Nil identified
16. Swan Marsh Hall and Tennis Reserve	Detail not provided	Detail not provided
17. Warncoort Tennis Reserve	Detail not provided	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> One senior team, plus three junior teams <u>Highlights of the Year</u> <ul style="list-style-type: none"> Regular tennis Completing new retaining wall <u>Challenges</u> <ul style="list-style-type: none"> Wet winter delayed the retaining wall project Slippery court surface <u>Future Projects or Opportunities</u> <ul style="list-style-type: none"> More tennis teams next season – new mid-week competition
18. Warrion Public Hall	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> Activities limited due to Covid <u>Highlights of the Year</u> <ul style="list-style-type: none"> Kitchen renovation <u>Challenges</u> <ul style="list-style-type: none"> Covid restrictions Improved usage <u>Future Projects or Opportunities</u> <ul style="list-style-type: none"> New concrete footpath to enable disability access Hall exterior repainting External carpentry works Construct sealing wall and roller door to storage shed Replace window 	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> 110th Flower Show – October 2022 Repainting hall interior Carpentry works – two new external doors, new window and arcs <u>Highlights of the Year</u> <ul style="list-style-type: none"> 110th Flower Show <u>Challenges</u> <ul style="list-style-type: none"> Old window replacement <u>Future Projects or Opportunities</u> Complete window replacement and storage shed works

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee
<p>19. Yeo Recreation Reserve</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> • Repair of roof over kitchen • Maintenance of reserve <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> • Nil identified <p><u>Challenges</u></p> <ul style="list-style-type: none"> • Re-establishing Committee post Covid <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> • Upgrade of Reserve • Reserve to be used as a lunchroom/office during the gas pipeline upgrade 	<ul style="list-style-type: none"> • Detail not provided • Access to the hall located was removed on 10 May 2023. The facility is deemed not suitable for use or entry due to safety concerns and remains closed

Item: 9.8

Project Budget Adjustments and Cash Reserve Transfers - December 2023

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

1. PURPOSE

The purpose of this report is to present the project budget adjustments and cash reserve transfers for Council ratification and approval. These budgets are for 2023-24 Capital Works and Operational projects.

2. EXECUTIVE SUMMARY

The project budget adjustments presented in this report relate to the 2023-24 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.

3. RECOMMENDATION

That Council:

- 1. Approves the new projects as presented in Table 1 and 2 of this report, at a total cost to Council of \$300,000 (exc. GST), funded from;**
 - a. Unallocated Renewal Funds of \$300,000**
- 2. Approves the project budget adjustments in Table 3a.**
- 3. Approves the project budget adjustments in Table 3b.**

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 by 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.

The opening balances, before any transfers recommended in this report are considered, are:

- Unallocated Renewal Funds: \$1,210,696
- Unallocated Discretionary Funds: \$68,025

Table 1 – New projects for Council ratification

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

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)
Morley Avenue, Wye River – Road Reconstruction (McRae Road to end of seal)	WO 00031845 - Unallocated Renewal Funds (\$300,000) New income (LRCI Phase 4 – Part B) (\$982,444)	Morley Avenue pavement is in very poor condition and would be an eligible project for the Local Roads and Community Infrastructure (LRCI) Phase 4, Part B federal funding program. The total allocation for LRCI Phase 4 Part B is \$982,444, and is provided for Councils to undertake road, and road related infrastructure projects. It is proposed to allocate \$300,000 of Council funds which is available within the 'Unallocated Renewal' reserve to complete the full length reconstruction	\$1,282,444 (expense) \$982,444 (income)

Project name	Funding source	Basis for variation	Project allocation (exc. GST)
		works of Morley Avenue from McRae Road through to the end of seal.	

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 Tables 3a and 3b of this report to demonstrate the diligence and transparency of the organisation's financial management principles.

Table 3a – Project budgets requiring adjustment (Capital Projects)

Project Name	Transfers <u>from</u> project account	Transfers <u>to</u> project account	Basis for variation	Project budget adjustment (exc. GST) Note increases are without brackets	
				Expenditure	Income
Cororooke Maternal and Child Health Centre, plumbing renewal	WO 00037943 - 2023 - 2024 Capital Works Buildings Renewal Program - Cororooke Maternal and Child Health Centre, plumbing renewal	WO 00031845 - Unallocated Renewal Funds	Project completed with savings.	(\$4,140)	
October 2022 Storm / Flood Event Community Recovery Hubs Funding	WO 00038115 - 2022 - 2023 Capital Works - October 2022 Storm / Flood Event Community Recovery Hubs Funding	WO 00038115 - 2022 - 2023 Capital Works - October 2022 Storm / Flood Event Community Recovery Hubs Funding	Move project from the Capital Program to the Operational Program, as this project is not capital.	(\$45,000)	(\$45,000)

Table 3b – Project budgets requiring adjustment (Operational Projects)

Project name	Transfers <u>from</u> project account	Transfers <u>to</u> project account	Basis for variation	Project allocation (exc. GST)	
				Expenditure	Income
Roadside Weeds & Pest Management Project	New income from DEECA	WO 00035012 - Roadside Weeds & Pests Management Project	Recognise 2023-24 grant allocation provided to Council from DEECA	\$47,824	\$47,824

Project name	Transfers from project account	Transfers to project account	Basis for variation	Project allocation (exc. GST)	
				Expenditure	Income
Apollo Bay Community Infrastructure Plan	WO 00036241 - 2018-19 Operating Project - Apollo Bay Community Infrastructure Plan	WO 00037918 - Operating Projects - Discretionary Funds	Project complete, with CIP adopted by Council at the April 2023 Council Meeting. Total \$5,000 contribution to be received from GORCAPA	(\$5,306)	(\$5,000)
Freeza	New income	WO 00037614 - 2021 - 2022 Operating Project - Freeza	Recognise 2023-24 grant allocation for the Freeza program.	\$17,500	\$17,500
Engage	New Income	WO 00037615 - 2021 - 2022 Operating Project - Engage	Recognise 2023-24 grant allocation for the youth Engage program.	\$50,000	\$50,000
Vocal, Young and Local (VYL)	New Income	WO 00037616 - 2020 - 2021 Operating Project - Vocal, Young and Local (VYL)	Recognise 2023-24 grant allocation for the youth Vocal, Young and Local program.	\$40,000	\$40,000
Local Law Review Project	WO 00037918 - Operating Projects - Discretionary Funds	WO 00037873 - 2023-24 Operating Project - Local Law Review Project	Project overspend relates to legal costs	\$7,633	
Onsite Domestic Wastewater Management (ODWM)	New Income	WO 00037789 - 2022 - 2023 Operating Project - Onsite Domestic Wastewater Management (ODWM)	New income received from DEECA.	\$6,720	\$6,720
October 2022 Storm / Flood Event Community Recovery Hubs Funding	WO 00038115 - 2022 - 2023 Capital Works - October 2022 Storm / Flood Event Community	WO 00038115 - 2022 - 2023 Capital Works - October 2022 Storm / Flood Event Community	Move project from the Capital Program to the Operational Program, as this project is not capital.	\$45,000	\$45,000

Project name	Transfers from project account	Transfers to project account	Basis for variation	Project allocation (exc. GST)	
				Expenditure	Income
	Recovery Hubs Funding	Recovery Hubs Funding			

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	Project Allocation (Expenditure)	Actual YTD
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 for 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 undertaken by 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 no 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 implementation of Council's strategies.

Option 2 – Not approve transfers as recommended.

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

Item: 9.9

Provision of Labour Hire Services

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

1. PURPOSE

To provide an update on the contract in relation to MAV (Municipal Association of Victoria) Contract RS8017-2015NV Neutral Vendor Managed Service, the contract that provides for the supply of temporary labour hire services by Comensura.

2. EXECUTIVE SUMMARY

Council resolved at its meeting on 23 October 2019 to enter into Contract 2016 with Comensura Pty Ltd for a neutral vendor managed service via MAV contract (Contract RS8017-2015NV Neutral Vendor Managed Service), for a period of one (1) year with the option of an extension of two (2) years.

Council subsequently entered Contract 2016 with Comensura, in the form of a Customer Agreement, that commenced 6 January 2020. An internal review of Contract 2016 undertaken recently has identified that officers have breached their delegations by continuing to access services under Contract 2016 beyond the period of three years.

The Chief Executive Officer has verbally briefed both the Audit and Risk Committee and Councillors about the identified breach and contract issues in a prompt manner and this report is presented to Council to re-establish appropriate authorisations for the contract.

Approval is sought from Council to continue the Customer Agreement for the period 1 October 2023 to 31 March 2024 to enable time for the negotiations between MAV and Comensura to be completed.

Access to temporary labour hire services is important to Council's ongoing daily operations including some critical roles. MAV is currently negotiating revised terms and conditions of the Customer Agreement with Comensura. It is anticipated that will be finalised shortly. When the outcome of their

negotiations is known, a report will be presented to Council to appropriate arrangements are in place for beyond 31 March 2023.

3. RECOMMENDATION

That Council:

- 1. Notes that officers approved an extension of Contract 2016 for the period from 10 November 2022 to 30 September 2023, which was outside of the period authorised by Council, and in doing so have breached their delegated authority.***
- 2. Authorises the Chief Executive Officer to enter into a Customer Agreement with Comensura for the period 1 October 2023 to 31 March 2024, under the MAV Head Agreement between MAV and Comensura.***
- 3. Notes that a report is to be presented to the Council meeting on 28 February 2024 seeking approval to enter into a subsequent Customer Agreement with Comensura under the newly negotiated terms and conditions of the MAV Head Agreement.***

4. KEY INFORMATION

Council resolved to enter into a contract for a neutral vendor managed service via the MAV Contract RS8017-2015NV Neutral Vendor Managed Service at its meeting on 23 October 2019.

RESOLUTION

MOVED Cr Chris Potter, SECONDED Cr Brian Crook

2. That Council:

2.1 Awards Contract Contract 2016 – Provision of Labour Hire Services, for a period of one year with the option of an extension of two years, to Comensura Pty Limited at the prices referred to in the confidentially distributed document pertaining to this contract.

2.2 Authorises the Chief Executive to sign the contracts following award of Contract Contract 2016 – Provision of Labour Hire Services.

CARRIED 5 : 0

The Head Agreement between MAV and Comensura was initially set to expire on 30 November 2022. MAV extended the Head Agreement to 30 September 2023 to align discussions in relation to the Labour Hire Services contract with the process in relation to establishing a Permanent Recruitment Services Contract also with Comensura that was underway. Under the extension to the Head Agreement Council could access services under the contract for a full three year period ending on 5 January 2023, because the Customer Agreement had commenced on 6 January 2020.

Council was offered the opportunity to extend its Customer Agreement under the new arrangement and officers took up the offer as the services were still required for Council's operations.

A further extension of the Head Agreement has been negotiated between MAV and Comensura for the period of 10 November 2022 to 31 March 2024, and while Council has not formally extended its own Customer Agreement it continues to receive and pay for temporary labour hire services.

The above matters have recently been identified through an internal review of Contract 2016 (Council's contract reference for the Customer Agreement). The review has established the following:

- A valid Head Agreement between MAV and Comensura has remained in place at all times so appropriate contractual arrangements have been in place for engagements of labour hire by Council since it entered the Customer Agreement.
- The Council resolution authorised use of the contract for a total period of three years which would have ended on 5 January 2023. Officers did not have the delegated authority to continue to access services under the contract after that date and authorisation should have been sought from Council and this did not occur.

Access to temporary labour hire services is important to Council's operations including some critical roles. Council is not in a position to procure an alternative provider and MAV are currently negotiating revised terms and conditions of the Head Agreement with Comensura. It is anticipated that will be finalised shortly.

Approval is sought from Council to continue the Customer Agreement for the period 1 October 2023 to 31 March 2024 to enable time for the negotiations between MAV and Comensura to be completed and approval of Council sought to enter into a new Customer Agreement. When the outcome of their negotiations is known, a report will be presented to Council to seek direction with respect to future arrangements beyond 31 March 2023.

It is anticipated that MAV's negotiation of terms and conditions with Comensura will be finalised shortly. At that point, Councils taking up the MAV agreement will have the opportunity to enter into a new Customer Agreement, with Comensura. A report will be presented to the Council Meeting on 28 February 2024 seeking approval to enter into a new Customer Agreement under the new terms and conditions of the Head Agreement.

5. CONSIDERATIONS

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

This report is provided to ensure that the transparency of Council decisions, actions and information is maintained.

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

S109 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)

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.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management
Objective 2: We are a financially robust organisation

Financial Management (s101 *Local Government Act 2020*)

During the 2022-23 financial year, the total Council spend on Labour Hire services through the Comensura contract was \$1.4 million. The authorisation of Council related to a period of contract rather than a contract sum as this is a schedule of rates contract.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

Risk: Council does not continue its contractual arrangements with Comensura – If the contractual arrangements are not maintained, the contractors currently engaged via Comensura will have to be released. Council projects and initiatives on which those contractors are working will be at significant risk of not being delivered.

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 – Approve the CEO to enter into an extension of the Customer Agreement for the period 1 October 2023 to 31 March 2024.

This option is recommended by officers as it ensures continuity of services provided and progress on Council projects and initiatives can continue.

Option 2 – Do not approve the CEO to enter into an extension of the Customer Agreement for the period 1 October 2023 to 31 March 2024.

If the contractual arrangements are not maintained, the contractors currently engaged via Comensura will have to be released. Council projects and initiatives on which those contractors are working will be at significant risk of not being delivered.

Item: 9.10

Revocation of Authorised Officer under the Planning and Environment Act 1987

OFFICER	Janine Johnstone
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. To be revoked - Instrument of Authorisation - Authorised Officer Planning and Environment Act - Heath Chasem [9.10.1 - 1 page]

1. PURPOSE

The purpose of the report is to revoke the Instrument of Appointment and Authorisation for Heath Chasemore who is no longer employed by Council.

2. EXECUTIVE SUMMARY

Instruments of Appointment and Authorisation to Council officers under the *Planning and Environment Act 1987* are required to be made by resolution of Council and where an employee's employment concludes, Council is required to revoke the Instrument.

3. RECOMMENDATION

That Council revokes the Instrument of Appointment and Authorisation under the Planning and Environment Act 1987 for Heath Chasemore.

4. KEY INFORMATION

The *Planning and Environment Act 1987* 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 Council are required to undertake assessments, give advice or investigate various issues in relation to the Act. To undertake these assessments legally, particularly during issues of non-compliance, authorisation under section 147(4) of the *Planning and Environment Act 1987* is required.

5. CONSIDERATIONS

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

The overarching governance principle in relation to this report is:

- a) 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)

Instruments of Appointment and Authorisation are only provided to a person required to be an authorised officer for the purposes of the administration and enforcement of any Act, regulations or local laws which relate to the functions and powers of the Council. Those authorised under the *Planning and Environment Act 1987* must be made or revoked by resolution of Council.

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)

All Instruments of Appointment and Authorisation under the *Planning and Environment Act 1987* are made at Council meetings open to the public.

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

If so resolved, a copy of the Instrument of Appointment and Authorisation, noting revocation of the Instrument, will be provided to the Chief Executive Officer for signing.

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 – Revoke the Instrument of Appointment and Authorisation

This option is recommended by officers as the person is no longer employed by Council and therefore should not be an Authorised Officer of Council.

Option 2 – Does not endorse the Revocation of the Instrument of Authorisation and Appointment

This option is not recommended by officers as the Instrument needs to be revoked to cease its currency and to have the powers under the Act removed.



INSTRUMENT OF APPOINTMENT AND AUTHORISATION

(Planning and Environment Act 1987)

In this Instrument "officer" means –

HEATH CHASEMORE

By this Instrument of Appointment and Authorisation Colac Otway Shire Council

1. Under section 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

It is declared that this Instrument –

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked

This Instrument is authorised by a resolution of the Colac Otway Shire Council on 27 July 2022.

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


Chief Executive Officer
Anne Howard

Dated: 27/7/22

Revoked by Anne Howard,
Chief Executive Officer

Signature: _____

Date: _____



Item: 9.11

Report of Informal Meeting of Councillors

OFFICER	Carmen Lawrence
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Informal Meeting of Councillors - Council Meeting Preparation - 8 November 2023 [9.11.1 - 2 pages] 2. Informal Meeting of Councillors - Councillor Briefing - 15 November 2023 [9.11.2 - 2 pages] 3. Informal Meeting of Councillors - Council Meeting Preparation - 22 November 2023 [9.11.3 - 2 pages] 4. Informal Meeting of Councillors Record - Planning Committee Site Visit - 9 Dennis Street Colac - 28 [9.11.4 - 1 page]

1. PURPOSE

To report the Informal Meetings of Councillors.

2. EXECUTIVE SUMMARY

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.

3. REPORTING

The Informal Meetings of Councillors are reported herewith:

- | | |
|---|-------------------------|
| 1. Pre-Council Meeting Preparation | 8 November 2023 |
| 2. Councillor Briefing | 15 November 2023 |
| 3. Pre-Council Meeting Preparation | 22 November 2023 |
| 4. Planning Committee Site Visit | 28 November 2023 |

4. KEY INFORMATION

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

- | | |
|------------------------------------|------------------|
| 1. Pre-Council Meeting Preparation | 8 November 2023 |
| 2. Councillor Briefing | 15 November 2023 |
| 3. Pre-Council Meeting Preparation | 22 November 2023 |
| 4. Planning Committee Site Visit | 28 November 2023 |

5. OFFICER GENERAL OR MATERIAL INTEREST

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



Informal Meeting of Councillors Record

Pre-Council Meeting Preparation

Date: 8 November 2023

Time: 2.00pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Max Arnott, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard.
Attendees:
Cr Graham Costin, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Cr Max Arnott, Anne Howard
External attendees:
Nil
Apologies:
Cr Kate Hanson, Cr Stephen Hart
Absent:
Nil

Meeting Commenced at: 2.00pm

Declarations of Interest: Nil

Name	Type of Disclosure	Item	Reason
Nil			



Councillor Briefing -Preparation 8 November 2023 (continued)		
Time	Item	Attendees
2.00pm– 2.30pm	Council meeting preparation for the election of the Mayor and Deputy Mayor.	
	<u>General Business</u> Nil	
2.30pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 15 November 2023

Time: 12.30pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Max Arnott, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Marlo Emmitt
Attendees:
Cr Graham Costin, Cr Kate Hanson, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Marlo Emmitt, Cameron Duthie, Steven O'Dowd, Carolyn Trowell, Mark Robinson
External attendees:
Andrea Proctor Landscape Architecture Managing Partner Lake Advisory (via videoconference)
Apologies:
Cr Stephen Hart, Cr Chris Potter
Absent:
Cr Max Arnott

Meeting Commenced at: 12.48pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Ian Seuren	Material	1.7 - Aged and Disability Services Review Update	Family member works for OPASS
Cr Tosh-Jake Finnigan	Material	1.3 – Community Care Services Review	A family member works within OPASS.



Councillor Briefing – 15 November 2023 (continued)		
Time	Item	Attendees
12.48pm- 1.24pm	1.1 Colac Botanical Gardens Masterplan	Cameron Duthie, Steven O'Dowd, Andrea Proctor Landscape Architecture
1.24pm- 1.45pm	1.3 Annual Plan Progress Report - 1 July to 30 September 2023	Marlo Emmitt
1.45pm- 2.10pm	Break	
2.10pm- 3.00pm	1.7 Aged and Disability Services Review Update	Carolyn Trowell, Managing Partner Lake Advisory (via videoconference)
3.00pm- 3.02pm	1.4 Update: Independent Audit and Risk Committee Member	Marlo Emmitt
3.02pm- 3.17pm	1.5 Preparedness for 2023/24 Summer Season	Scott Hilditch, Rhassel Mhasho
3.17pm- 3.34pm	1.6 Social Housing at 36-52 Bruce Street, Colac	Doug McNeill
3.34pm- 3.40pm	<u>General Business</u> Councillor Devices. Update - resurfacing of Alvie Netball Courts.	
3.40pm	Meeting Closed	



Informal Meeting of Councillors Record

Pre-Council Meeting Preparation

Date: 22 November 2023

Time: 2.00pm

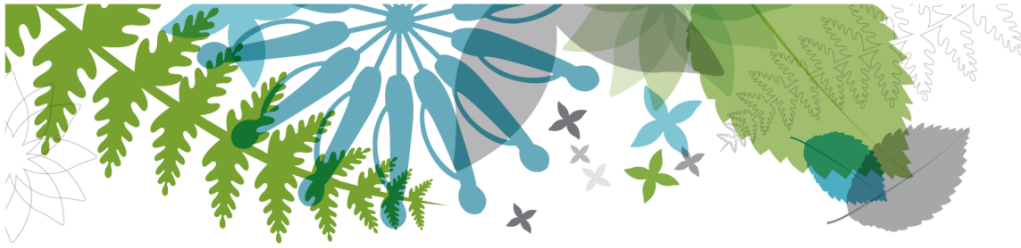
Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Max Arnott, 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, Doug McNeill, Ian Seuren, Marlo Emmitt, Mark McLennan, Fiona Maw, Tamzin McLennan, Nicole Frampton, Ian Williams, Blaithin Butler
External attendees:
Nil
Apologies:
Cr Max Arnott
Absent:
Nil

Meeting Commenced at: 2.06pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Ian Seuren	General (13 June 2023)	9.4 - 2023-24 Local Sports Infrastructure Fund.	Member of the local Cricket Club.
Cr Tosh-Jake Finnigan	Material (1 November 2023)	9.5 - PP149/2023-1 - 765 & 792 Nalangil Road CORUNNUN - Use and Development of a Dwelling.	Family member has raised an objection to the planning application.



Pre-Council Meeting Preparation – 22 November 2023 (continued)		
Time	Item	Attendees
2.06pm – 3.48pm	<p>Council Meeting Preparation</p> <p>9.5 - PP149/2023-1 - 765 & 792 Nalangil Road CORUNNUN - Use and Development of a Dwelling.</p> <p>Conflict of Interest – Cr Tosh-Jake Finnigan left the meeting at 2.54pm before discussions took place on this item and returned at 3.15pm after discussions on this item had finished.</p>	<p>Mark McLennan</p> <p>Fiona Maw</p> <p>Tamzin McLennan</p> <p>Nicole Frampton</p> <p>Ian Williams</p> <p>Blaithin Butler</p>
3.48pm	Meeting Closed	



Informal Meeting of Councillors Record

This form must be completed by the attending Council Officer and the completed form must be provided to governance@colacotway.vic.gov.au for reporting at the next practicable Council Meeting.

Please refer to Chapter 5 (Disclosure of Conflict of Interest) and Chapter 6 (Informal Meetings of Councillors) of the Governance Rules and the guidelines over page.

Meeting Details

Meeting name: Planning Committee site visit _____

Date: 28/11/2023 **Time:** _____ 3.30 _____ pm

Meeting Location: 9 Dennis Street and 20, 22 and 24 Manifold Street _____

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

Matter/s Discussed: Planning application PP119/2023-1 – proposed three-storey mixed use building with basement parking

In Attendance:

Councillors:
Cr. White, Cr. Potter, Cr. Hart, Cr Arnott, Cr Finnigan
Officers:
Bláithín Butler, Ian Williams, Ian Seuren
(Note: several objectors also attended)

Conflict of Interest Disclosures for Councillors and Officers: (refer to over page for guidelines)

Name	Type of interest	Left meeting at	Returned to meeting at
	Choose an item.	am / pm	am / pm
	Choose an item.	am / pm	am / pm
	Choose an item.	am / pm	am / pm

Completed by: Bláithín Butler _____

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 24 May 2023</i>	This matter deals with confidential meeting information, being records of meetings closed to the public under section 66(2)(a)	Section 3 Section 3(1)(h)
<i>Wye River Road Issues</i>	Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.	Section 3 (1)(a)

The meeting was declared closed at

CONFIRMED AND SIGNED at the meeting held on.....

.....**MAYOR**