



# Council Meeting Agenda

11 December 2024 at 4pm

COPACC Meeting Rooms 1 & 2

# COLAC OTWAY SHIRE COUNCIL MEETING

Wednesday 11 December 2024

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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 11 December 2024 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 ACKNOWLEDGEMENT OF COUNTRY**

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

#### **RECORDING AND PUBLICATION OF MEETINGS**

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

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

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

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

### **3 MEETING ADMINISTRATION**

#### **3.1 Present**

#### **3.2 Apologies and Leaves of Absence**

### **3.3 Confirmation of Minutes**

#### **RECOMMENDATION**

***That Council confirm the minutes of the Council Meetings held on 20 November 2024 and 27 November 2024.***

### **3.4 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.

## **4 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 9 December 2024. 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 9 December 2024.
2. Questions via videoconference by prior arrangement.
3. Questions from the floor.

## **5 PETITIONS / JOINT LETTERS**

Nil.

## **6 PLANNING AUTHORITY AND RESPONSIBLE AUTHORITY DECISIONS**

Nil reports.

Item: 7.1

## Project Budget Adjustments and Cash Reserve Transfers - November 2024

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

### 1. PURPOSE

To present the project budget adjustments and cash reserve transfers for Council ratification and approval. These budgets are for 2024-25 Capital Works and Operational projects.

### 2. EXECUTIVE SUMMARY

The project budget adjustments presented in this report relate to the 2024-25 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 Tables 1 and 2 of this report, at a total net cost to Council of \$10,000.***
- 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, at the time of writing this report, before any transfers recommended in this report are considered, are:

- Unallocated Renewal Funds: \$1,474,588
- Unallocated Discretionary Funds: \$137,832

The above balances reflect the balances at the time that this report was prepared and may have been adjusted if Council has considered matters earlier in the meeting agenda.

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

Project name	Funding source	Basis for variation	Project allocation (exc. GST)	
			Exp	Income
Road Safety Strategy	TAC	Council was successful in obtaining a grant to prepare a Road Safety Strategy from the TAC. A \$10,000 contribution will be required from Council, to be funded from the Unallocated Discretionary Fund.	\$60,000	\$50,000

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

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

Project name	Funding source	Basis for variation	Project allocation (exc. GST)	
			Exp	Income
None	N/A	N/A	\$0	\$0

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 from project account	Transfers to project account	Basis for variation	Project budget adjustment (exc. GST)	
				Expenditure	Income
Resheet – Mt Gellibrand Road – Windfarm	New Income received	WO 00037916 – 2024 - 2025 Capital Works - Resheet - Mt Gellibrand Road - Windfarm	Funding provided by the Mt Gellibrand Wind Farm for resheeting of Mt Gellibrand Road.	\$12,161	\$12,161
LRCI Fund - Bridges - Barongarook Creek Pedestrian Bridge	Project funding (income) received from LRCI	WO 00031845 2020-21 Capital Works - LRCI Fund - Bridges - Barongarook Creek Pedestrian Bridge	Project is complete, funding has now been paid from LRCI Phase 2. Budget Adjustment to reflect actual income funding received.	\$0	\$34,452
LRCI Round 2 - Clark Street, Colac Paths	Project funding (income) received from LRCI	WO 00037058 2020-21 Capital Works - LRCI Round 2 - Clark Street, Colac Paths	Project is complete, funding has now been paid from LRCI Phase 2. Budget Adjustment to reflect actual income funding received.	\$0	\$49,318
LRCI Fund - Road Improvement - Swan Marsh-Stoneyford	Project funding (income) received from LRCI	WO 00036728 LRCI Fund - Road Improvement - Swan Marsh-Stoneyford	Project is complete, funding has now been paid from LRCI Phase 2. Budget Adjustment to reflect actual income funding received.	\$0	\$43,714



Project Name	Transfers from project account	Transfers to project account	Basis for variation	Project budget adjustment (exc. GST)	
				Expenditure	Income
LRCI Round 2 - Old Beechy Rail Trail Upgrade	Project funding (income) received from LRCI	WO 00037056 LRCI Round 2 - Old Beechy Rail Trail Upgrade	Project is complete, funding has now been paid from LRCI Phase 2. Budget Adjustment to reflect actual income funding received.	\$0	\$5,797
Road Safety Devices Programme	WO 00031867 - Budget Work Order - Road Safety Devices Programme	WO 00031845 Unallocated Renewal Funds	Program funded the installation of bollards at Carlisle River Primary School. Works complete at total cost of \$2,325. Funds to be returned to Council.	(\$2,494)	\$0

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

Project name	Transfers from project account	Transfers to project account	Basis for variation	Project allocation (exc. GST)	
				Expenditure	Income
Youth Film – VLGP	WO 00037556 - 2021-22 Operating Project - Youth Film - VLGP	WO 00037616 - 2020 - 2021 Operating Project - Vocal, Young and Local (VYL)	Project complete, with remaining budget to be allocated to other Youth Programs as per the funding bodies requirements.	(\$2,510)	(\$3,935)
Family Day Care Marketing Campaign	N/A. Some funding will not be received.	WO 00037443 - Operating Projects - Family Day Care Marketing Campaign	Project complete and acquitted with the funding body. All income budgeted for will not be received.	\$0	(\$2,499)
Youth Program – Freeza	Program fully funded.	WO 00037614 - 2021 - 2022 Operating Project - Freeza	Program complete.	(\$24,147)	(\$24,147)

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 for return of unexpended budget funds	Project Allocation (Expenditure)	Actual YTD
Drainage Renewal Program - Weston Street Beeac - Stormwater Pipe Renewal	Stormwater Program	\$2,074	\$2,074
Drainage Renewal Program - Bromfield St Colac - Outfall Stormwater Pipe Renewal	Stormwater Program	\$0	\$0
Positive Masculinities VLGP (Vic Health) - Youth Program	Victorian Government	\$0	\$0

## 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 – Approve transfers as per the recommendation.

This option is recommended 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 as transfers are necessary to allow ongoing delivery and closure of projects, which have been through a series of governance checks.

## Item: 7.2

### Review of Colac Otway Shire Grants Program 2024

<b>OFFICER</b>	Fiona Maw
<b>GENERAL MANAGER</b>	Ian Seuren
<b>DIVISION</b>	Community and Economy
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Physical Activity Community Grants Events Grants [7.2.1 - 3 pages]</li><li>2. Building Facade Improvements - Business Grants [7.2.2 - 1 page]</li><li>3. Summary Minor Changes to Guidelines 2025 - 2026 - Colac Otway Shire Grants Program [7.2.3 - 2 pages]</li><li>4. DRAF T- Guidelines - Colac Otway Shire Grants Program 2025 2026 [7.2.4 - 27 pages]</li></ol>

## 1. PURPOSE

To seek Council's endorsement of the Colac Otway Shire Grants Program Guidelines 2025-26.

## 2. EXECUTIVE SUMMARY

The Colac Otway Shire Grants Program 2025-26 is anticipated to open for applications on 28 February 2025.

Prior to advertising the Grants Program 2025-26, a review of the previous two grant rounds (2023-24 and 2024-25) has been conducted in accordance with the:

- Council Plan 2021-2025 action requirement to review the Council Grants Program to ensure that program funding is directed to projects and events that encourage physical activity.
- Victorian Auditor General's Office (VAGO) Fraud Control over Local Government Grants

The review identified that the Grants Program has funded numerous events and projects which both directly and indirectly encourage physical activity. It also identified that the Community and Events funding streams have been effective in attracting and funding applications for a diverse range of projects, activities and events across the shire.

The Business Stream, containing the Building Facade Improvement and Environmentally Sustainable categories, has attracted less applications than the other two funding streams. The Environmentally Sustainable category has proved challenging to assess and to quantify the environmental benefit achieved by businesses. It is proposed to remove the Business Grant – Environmentally Sustainable category from the program with the nominal budget allocation moved to the Community Grants Stream.

### 3. RECOMMENDATION

**That Council:**

1. **Notes the review undertaken of the Council Grants Program and associated program guidelines in accordance with the action in the Council Plan 2021-25.**
2. **Notes that the ‘Community’ and ‘Events’ grant categories in the 2023-24 and 2024-25 Colac Otway Shire Grants Programs facilitated a diverse range and number of projects, programs and events that encourage physical activity.**
3. **Approves the Colac Otway Shire Grants Program Guidelines 2025-26, noting:**
  - a. **The removal of the ‘Business Grant – Environmentally Sustainable’ from the Colac Otway Shire Grants Program.**
  - b. **That the ‘Community’ and ‘Events’ grant categories allow applications for environmental projects and programs.**
4. **Notes that the Colac Otway Shire Grants Program 2025-26 will open for applications in February 2025.**

### 4. KEY INFORMATION

#### Grants Program Overview

The Colac Otway Shire Grants Program is conducted annually with a total funding budget of \$311,500 (subject to approval of Council’s budget annually). The current program consists of three grant streams (Community, Events and Business Grants), each with a nominal budget allocation.

Grant Stream	Sub-Categories	Maximum Grant Amount	Nominal allocation of total budget (\$311,500)
<b>Community Grants</b>	Programs, projects, equipment that support: <ul style="list-style-type: none"> <li>• Environment</li> <li>• Arts and Culture</li> <li>• Sport and Recreation</li> <li>• Health and Wellbeing</li> <li>• Access, Equity Inclusive</li> <li>• Strategic Planning</li> <li>• Training</li> <li>• Community Infrastructure - Placemaking, Streetscape, Facilities and Open Space</li> </ul>	\$10,000	55%

Grant Stream	Sub-Categories	Maximum Grant Amount	Nominal allocation of total budget (\$311,500)
<b>Events Grants</b>	Community Events <ul style="list-style-type: none"> <li>COPACC Hire Assistance</li> <li>Established Community Event</li> <li>New community events</li> </ul>	\$5,000 \$5,000 \$2,000	35%
	Tourism Events <ul style="list-style-type: none"> <li>Community organised</li> <li>Commercial event organisers (existing or new)</li> </ul>	\$10,000 \$5,000	
<b>Business Grants</b>	<ul style="list-style-type: none"> <li>Building Façade Improvement</li> <li>Environmentally Sustainable</li> </ul>	\$3,000 \$5,000	10%

### **Grants Program Demand**

The 2023-24 and 2024-25 Colac Otway Shire Grants Program were both oversubscribed, with the 2024-25 grant round significantly over-subscribed by over \$200,000. While not all applications received are eligible or recommended for funding, the number and value of applications received demonstrate a high demand for funding.

### **Community and Events Grants Overview**

Based on the previous two grant rounds, the Community and Events funding streams have proved successful in attracting grant applications from a broad range of organisations, for a variety of activities and projects across the Shire.

For the 2024-25 program, the Community Grants stream received an increased number of applications on the previous year and a substantial increase in applications seeking the maximum amount allowed.

Year	Number of applications
2023-24	46
2024-25	65

The higher demand in the maximum amount requested under Community Grants is potentially a result of inflation and increasing costs. It is anticipated that demand for funding will continue in future years. The increased number of applications for Community Grants demonstrated the community need for support for their projects and initiatives. It is recommended to retain the Events and Community Grants streams and associated sub-categories.

### **Business Grants Overview**

The Business Grants funding stream has been less successful in attracting applications, however those received have been proportional with the nominal budget allocation for the category. The Business Grants have a nominal allocation of 10% of the overall Grants Program budget, with 5% allocated to the Environmentally Sustainable Business Grant and 5% allocated to the Building Facade Improvement Grant.

### **Building Facade Improvements**

It is proposed to retain the Building Facade Improvement category under the Business Grants stream to encourage the revitalisation of shop fronts, enhance streetscapes, and improve the overall attractiveness of shopping strips in Colac, Apollo Bay and small towns across the Shire (refer attachment 7.2.2).

### **Environmentally Sustainable**

In June 2020, during the COVID-19 pandemic, a new Category 5 Small Business Energy and Water Efficiency Upgrades grant was introduced to support businesses. This category has since been refined and renamed Business Grant – Environmentally Sustainable. The below tables demonstrate the Environmentally Sustainable Business initiatives funded from 2023 to 2025.

<b>2023-24 Business Grants - Environmentally Sustainable</b>	<b>Number of Applications</b>	<b>Grant Amount</b>	<b>Applicant contribution</b>
Solar Panel Upgrade	1	\$5,000	\$8,992
Water Tank to harvest rainfall, reducing the use of potable water	1	\$4,226	\$4,226
Energy Efficient Window Furnishings	1	\$5,000	\$1,146
Replace window with double glazing and install blinds on west facing windows	1	\$5,000	\$5,788
<b>Total</b>	<b>4</b>	<b>\$15,366</b>	<b>\$20,152</b>

<b>2024-24 Business Grants - Environmentally Sustainable</b>	<b>Number of applications</b>	<b>Grant Amount</b>	<b>Applicant contribution</b>
Business energy audit	-		
Building upgrades	1	\$2,730	\$2,730
Waste reduction and Diversion initiatives	-		
Emerging technology	-		
Energy storage	-		
Water re-use, harvesting or efficiency upgrades to reduce the use of potable water	1	\$5,000	\$10,965
Urban Greening	-		
Transition from gas to electricity	2	\$7,798	\$16,009
<b>Total</b>	<b>4</b>	<b>\$15,528</b>	<b>\$29,704</b>

An evaluation of the Business Grant – Environmentally Sustainable has been conducted and considered the following:

- Feedback from the organisation (Councillors and officers).
- Type of applications received, and projects funded.
- Benefit to community, environment and businesses.
- Alternative sources of funding/rebates available to businesses including but not limited to:
  - Sustainability Victoria – offer a variety of business grants.
  - Victorian Energy Upgrades (VEU) program gives businesses discounts on a wide range of energy-efficient products.
  - Australian Government's 'Energy Efficiency Grants for Small and Medium Sized Enterprises program' was available until April 2024.

- o ATO – Recent changes to tax law allow for small business energy incentives for a bonus of 20% tax deduction, and the \$20,000 instant asset write-off. ATO also offer tax deductions and rebates for farm operations and businesses may be able to access subsidised solar panels.
- o Inability to verify if applicants are eligible for the State or Federal funding or subsidies and rely on the applicant’s declaration (requirement of grant).
- o Inability for applicants to measure the energy efficiencies gained from their project.
- o Business’ ability to fund their projects versus a community group’s capacity to fund projects. Community Grants are often the only opportunity available to fund community proposals.
- o Low take-up of grant opportunity despite targeted promotion of the grant to businesses.
- o Over-subscription of the Grants Program 2024-25 by \$209,450 (primarily in the Community Grants category).

Whilst the category’s intent was positive, uptake has been low despite a targeted marketing campaign and greater clarity regarding options for use. This could be for multiple reasons including availability of similar grants from the State Government or other sources. It has also been difficult to assess and quantify the program’s environmental benefits as applicant’s ability to provide adequate baseline data and project justification has oftentimes been limited.

Based on the above considerations, it is recommended to:

- Discontinue the Environmentally Sustainable Business Grant category from the Business Grants stream.
- Reallocate the 5% nominal budget for Environmentally Sustainable Business grants to the Community Grants category.
- Retain the 5% nominal budget for the Building Facade Improvement category in the Business Grants stream.

Grant Stream	Nominal allocation of total budget (\$311,500)
Community Grants	60%
Event Grants	35%
Business Grant	5%

### **Environment – Community Grants and Events Grants**

The recommendation to remove Business Grant – Environmentally Sustainable relates only to the Business Grants stream.

Community groups/clubs/not-for-profit organisations will continue to be able to apply for funding for environmental initiatives under the Community Grants and Events Grants streams.

Consideration has been given to whether there is benefit in greater specification of grant categories, for example, having a ‘Community Environmental Grant’. After analysing applications received over the past two years under the Community and Events grant categories, approximately 40% of applications were for environmental initiatives.

It is considered that the current ‘Community’ and ‘Events’ grants categories allow for a diverse range of projects, programs, initiatives and events to be applied for without limiting opportunities that may occur with more specific grant categories.



## **Grants Program to Encourage Physical Activity**

An action in the Council Plan 2021-2025 requires a “Review of Community Grants process to encourage projects that encourage physical activity”. The current Events Grants and Community Grants streams have enabled applications for a diverse range of events, infrastructure, facilities, equipment, initiatives and programs that directly and indirectly encourage physical activity (Refer Attachment 7.2.1)

The Events Grant category is particularly effective in directly encouraging physical activity through participation in events involving walking, running, cycling, swimming, horse riding etc. Most of these events attract local participation, with others also attracting participation from intrastate, interstate and international participants. Major events also provide aspirational opportunities for locals to witness the talent of elite athletes.

The Community Grant category has been effective in supporting local projects that indirectly encourage physical activity through infrastructure improvements, equipment purchase, repairs and maintenance to recreation and other community facilities that enable and increase opportunities for physical activity.

Events and Community grant applications that encourage direct and indirect physical activity, as a percentage of the overall grants program budget are as follows:

	<b>2023-24</b>	
	<b>Number of applications</b>	<b>Percentage</b>
Direct Benefit	9	15%
Indirect Benefit	14	24%

	<b>2024-25</b>	
	<b>Number of applications</b>	<b>Percentage</b>
Direct Benefit	8	9%
Indirect Benefit	25	38%

### **Minor changes to Guidelines**

With consideration of feedback from applicants and internal departments, it is proposed to make minor changes for clarification to the Council Grants Program guidelines (Refer attachment 7.2.3).

## **5. CONSIDERATIONS**

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

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

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

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

- Council Plan 2021-2025
- Grants, Contributions and Sponsorship Policy
- Access Equity and Inclusion Plan 2015-2025
- Colac Otway Economic Development Strategy 2019-2024
- Creative Colac Otway – Arts and Culture Strategy 2018-2022
- Colac Otway Shire Environmental Sustainability Strategy 2023-2033
- Colac Otway Shire Climate Change Action Plan

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

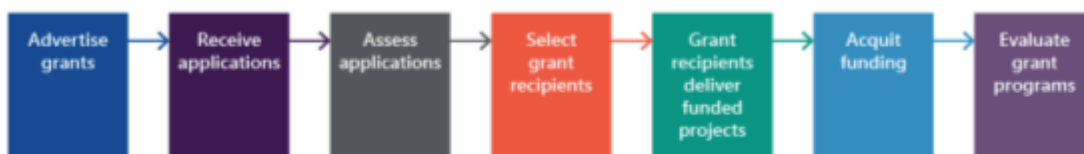
The Council Grants Program enables and facilitates environmental and sustainability projects, which has been described previously in this report. The amended Guidelines will continue to provide opportunities for environmental related projects and initiatives through the Community and Events Grants categories.

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

The Guidelines, subject to approval from Council, will be promoted when the next grant round opens. Applicants are strongly encouraged to read the Guidelines and check for eligibility prior to applying. Council officers are available to assist with any queries. It is anticipated that the next grants' round will open in February 2025.

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

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



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

## **Alignment to Plans and Strategies**

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 2: Attract, retain and grow business in our Shire

Objective 3: Key infrastructure investment supports our economy and liveability

Objective 4: Colac Otway Shire is a destination to visit

Theme 2 - Valuing the Natural and Built Environment

Objective 3: Protect and enhance the natural environment

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

Theme 3 – Healthy and Inclusive Community

Objective 1: All people have the opportunity to achieve and thrive in our shire  
Objective 2: People are active and socially connected through engaging quality spaces and places  
Objective 3: We are a safe, equitable and inclusive community

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

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

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

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

### **Risk Assessment**

The VAGO recommendations in the Fraud Control Over Local Government Grants has been considered and informs the guidelines and the grants process, to ensure funds are spent fairly and transparently, and fraud risks are managed.

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

### **Communication/Implementation**

The Guidelines, subject to approval from Council, will be promoted when the next grant round opens. Applicants are strongly encouraged to read the Guidelines and check for eligibility prior to applying. Council officers are available to assist with any queries. It is anticipated that the next grants' round will open in February 2025.

### **Human Rights Charter**

No impact.

### **Officer General or Material Interest**

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

### **Options**

#### Option 1 – Endorses the Colac Otway Shire Grant Guidelines 2025-26.

This option is recommended as the attached Guidelines and revised Grant categories have been developed through careful analysis of previous Council Grants programs and the VAGO Fraud Control Over Local Government Grants recommendations. Endorsing the Council Grant Program Guidelines will enable the grants program to open in February 2025.

#### Option 2 – Undertake further review of the Colac Otway Shire Grant Guidelines 2025-26.

This option is not recommended as careful consideration has been given to the recommended grant categories and guidelines. The removal of the Environmentally Sustainable Business

Grant category, with the nominal funding reallocated to the Community Grant category, will enable more community projects and programs to be delivered including those relating to environmental outcomes.

## Attachment 7.2.1 Physical Activity Community Grants Events Grants

The projects and events below demonstrate the broad range of activities, programs, initiatives and improvements that directly and indirectly encourage participation in physical activity within the Colac Otway Shire.

### 2023/2024

Community Grants that encourage physical activity	Project Title/Description	Amount
<b>DIRECT BENEFIT</b>		
Otway Mushroom & Fungi Group	Education & fungi discovery walk in the Otways	\$3,616
Central Otway Landcare Network – Friends of Barongarook Creek	Weeding & Tree Planting community days	\$9,750
<b>INDIRECT BENEFIT</b>		
Apollo Bay Football Netball Club	Solar panels and battery installation	\$10,000
Irrewarra Cricket Club	Electronic Cricket Scoreboard	\$9,838
Elliminyt Tennis Club	Tennis Ball Machine	\$1,683
Colac Football Netball Club	Painting of Social Rooms	\$4,840
Otway Enduro Club	Safety Equipment	\$4,875
3 <sup>rd</sup> / 4 <sup>th</sup> Scout Group Colac	Painting exterior of Scout Hall	\$6,072
Apollo Bay Surf Life Saving Club	Replacement of Roller Door	\$2,465
Warrion Recreation Reserve	Reclad Equipment Storage Shed	\$3,355
Colac Summer Netball Association Inc	Painting of Change Rooms/Social Rooms	\$3,892
Colac Pony Club	Upgrade the yards fencing	\$10,000
City United Cricket Club	Travelling Irrigator	\$5,473
Colac Basketball Association	Spectator Seating	\$5,372
Warrowie Recreation Reserve	Painting, Locks & Carpet to Hall & Mens change area	\$4,938
Apollo Bay & Otway District Agricultural Society Inc	Annual Agricultural Show	\$1,004
Events Grants that encourage physical activity	Project Title/Description	Amount
<b>DIRECT BENEFIT</b>		
Let's Talk Colac Otway	Walk the Walk Events tops	\$5,000
IMG of America Pty Ltd	Great Ocean Road Running Festival	\$5,000
Southern Exposure	Run Forrest Trail Run	\$5,000

## Attachment 7.2.1 Physical Activity Community Grants Events Grants

Swim Apollo Bay Inc	Swim Apollo Bay (ocean swim)	\$4,000
Rapid Ascent Pty Ltd	Otway Odyssey & Great Otway Gravel Grind	\$5,000
Rotary Club of Colac	2024 Otway Trail Run	\$4,450
KSJ Event Management	Women's Warrnambool Cycling Classic	\$5,000
<b>Total</b>		<b>\$120,623</b>

### 2024/2025

Colac Otway Archers Inc	Catering equipment	\$1,269
Apollo Bay Surf Life Saving Club	BBQ & Oars	\$5,144
Birregurra Golf Club	New Mower	\$10,000
Colac Pony Club	Jumping Wings & Fillers	\$6,200
Tomahawk Creek Cricket Club	Juniors Weather Protection/Marquee	\$925
Colac Rifle Club Inc	Replacement Refrigerator	\$599
The Colac Players Incorporated	Improvements to the Shed & Equipment	\$2,177
Irrewillipe Sports & Entertainment Complex	Goal Post Installation	\$7,117
Forrest Cricket Club	Cricket Pitch Upgrade	\$10,000
2 <sup>nd</sup> Colac Sea Scouts Group	Replace internal Stairs & upgrade Storage	\$10,000
Otway Enduro Club	Club Equipment	\$1,300
West Warrion Cricket Club Inc	New Outfield Mower	\$6,000
Kennett River Association	Kennett River Tennis Reserve Upgrade	\$10,000
Cororooke Tennis Club	Sponsors Board	\$600
Western Victorian Axemen's Association Inc	Equipment to promote & encourage participation by Women	\$4,995
Forrest Horse Riding Club	Clubroom Floor Repair	\$3,243
Irrewarra-Beeac Football Netball Club Inc	Electronic Scoreboard for Netball Courts & Ipads	\$5,000
Elliminyt Tennis Club	Tennis Nets	\$597
Colac Otway Rovers AFC	Coaching/Referee Training Assistance	\$500

Attachment 7.2.1 Physical Activity Community Grants Events Grants

Colac Golf Club	Driving Range Net	\$9,876
Birregurra Recreation Reserve CoM	New Mower for playing surface	\$9,445
Warrowie Recreation Reserve	Maintenance of comfort areas in the Hall	\$3,775
<b>Events Grants that encourage physical activity</b>	<b>Project Title/ Description</b>	<b>Amount</b>
<b>DIRECT BENEFIT</b>		
Rapid Ascent Pty Ltd	Otway Odyssey & Great Otway Gravel Grind	\$5,000
Southern Exposure	Run Forrest Trail Run	\$5,000
Let's Talk Colac Otway	Walk the Walk Let's Talk 2024	\$5,000
Rotary Club of Colac	2025 Otway Trail Run	\$5,000
Colac & District Adult Riding Club	Navigation Ride	\$1,213
Swim Apollo Bay Inc	Swim Apollo Bay (ocean swim)	\$3,000
Wye to Wongarra Landcare Group Inc	Aquatic Insects of Otways River (river walk & education talk)	\$264
IMG of America Pty Ltd	Great Ocean Road Running Festival	\$5,000
<b>INDIRECT</b>		
Western Eagles Football Netball Club	Hoot n Nanny Ball	\$2,500
Tarndwarncoort Homestead	Back-to-Back Wool Challenge 2025	\$2,000
Apollo Bay & Otway District Agricultural Society Inc	Annual Agricultural Show	\$4,547
<b>Total</b>		<b>\$147,286</b>

**2024/25 Building Façade Improvement grants**

<b>Applicant</b>	<b>Project Title</b>	<b>Amount</b>
The Brown Dog Furniture Company	Box Gallery Façade Improvements	\$3,000
Murray Square Owners Corporation	Painting of Façade	\$3,000
Colac Treasure Hunters	Signage	\$2,270
Apollo Bay Child Care Service	Signage	\$1,350
Otways Distillery	Revitalise the Façade	\$2,857
Rod Bright & Associates P/L	Paint the exterior of the Colac Station Master's House in Rae St Colac	\$3,000
Lake View café Colac	Entry Way Signage	\$145
Total		\$15,622

**2023/24 Building Façade Improvement grants**

<b>Applicant</b>	<b>Project Title</b>	<b>Amount</b>
Baronga Motor Inn	Improving Façade of Building – Cleaning & Painting	\$3,000
DJRM Trading as Apollo Bay YHA	Façade Improvement for Apollo Bay YHA	\$3,000
Richardson Real Estate Colac	External Painting under Verandah	\$1,500
Selwyn Jewellery	Repaint Fascia & above. Re-write signage	\$2,018
Colac West Newsagency & Post Office	Replacement of signage to fascia	\$1,304
Shalimar Nursery	Update signage in poor condition	\$2,266
Colac Central Motel	Paint Façade & Update signage	\$2,775
Round 1 Total		\$15,863
Birregurra Pharmacy	Signage renewal after painting the facade	\$2,295
2023/24 Total		\$18,158



**Summary of minor changes to the guidelines**

Description of change	Section
Delete <i>Environmentally Sustainable</i> category from the Business Grants stream	Business Grants stream
<p><b>Quotes</b> clarification Add text            Quotes are required to cover the value of the grant requested and the matching contribution.</p>	5. To Apply 8. Budget 14.4 15.6 16.1
<p><b>Events Grants eligibility</b> Add text            Community groups/ Clubs /Not-For-Profit organisations based within Colac Otway Shire are eligible to apply for a Community Events grant, which may include COPACC venue hire.</p> <p><b>Commercial event organisers</b> holding an event with <b>substantial</b> community benefit in the Colac Otway Shire.</p> <p><b>COPACC Hire Assistance eligibility</b> clarification Add text</p> <ul style="list-style-type: none"> <li>• Primary &amp; Secondary Schools based within Colac Otway Shire are only eligible to apply for COPACC hire assistance.</li> <li>• Rural schools may apply for venue hire at their local Hall for annual school production performance if not feasible to attend COPACC.</li> <li>• COPACC standard venue hire excluding third party service provider costs Eg. piano tuning, security, additional cleaning fee etc.</li> </ul>	15.3 Who can apply 15.5 What will be funded 15.6 What will not be funded
<p><b>Previous Funding</b>  <b>Community &amp; Events Grants</b> Add text            If the grants program is over-subscribed, consideration of previous funding will be applied.</p> <p><b>Business Grants</b> Add text            Businesses may apply for one grant in a five-year period.</p>	7. How will applications be assessed  4. Important General Information
<p><b>Ineligible for In-kind</b> clarification Add text            Operational costs and staff salaries such as:</p> <ul style="list-style-type: none"> <li>• Voluntary labour for time or services ‘donated’ should be additional &amp; not part of the person’s normal job at the applicant organisation.</li> <li>• Time or service or any employee whose role is funded, or for whom the funded activity would be within the usual scope of their job at the applicant organisation.</li> <li>• Expenditure items &amp; use of equipment which form part of the core operational costs of the applicant organisation (Eg: insurance, printer etc)</li> </ul>	8. Budget
<p><b>What will not be funded</b> Amend text            “Capital expenditure projects over \$20,000” change to</p> <ul style="list-style-type: none"> <li>• Capital expenditure projects over \$20,000 to Council buildings and assets</li> </ul> <p>Add text</p>	14.4 What will not be funded

<ul style="list-style-type: none"> <li>• Purchase of alcohol</li> <li>• Activities and events held in a licensed gaming venue.</li> <li>• Food &amp; drink is not eligible. (It may be considered for funding if demonstrated to be integral to the delivery of a project).</li> </ul>	15.6 What will not be funded
<p><b>Acquittal – Building Façade Improvement</b> clarification Add text An Acquittal Form will be submitted at the completion of the project that demonstrate the improvements have the level of impact to the building facade as described in the application.</p>	16. Building Façade Improvement Program
<p><b>Alternative Funding Obtained</b> clarification Add text If the applicant receives full funding for the project or event from another funding body, the Colac Otway Shire reserves the right to withdraw the grant. Applicant must contact Colac Otway Shire to discuss.</p>	4. Important General Information
<p><b>Funding details</b> clarification Add text Council may offer funding to a lesser amount than requested (eg: when parts of an application do not meet eligibility criteria, or there are limited funds remaining in the funding pool).</p>	9. Funding Details
<p><b>Minimum grant request</b> Add Text \$500 minimum for Community Grants, Events Grants and Business Grants</p>	2. Funding streams

# GRANTS PROGRAM 2025/26

# Guidelines

## Colac Otway Shire Grants Program



Colac Otway  
SHIRE

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### 1. Objective

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

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

## 2. Funding Streams

Colac Otway Shire Grants Program offers three funding streams:

Funding Stream	Grant Name	Grant Details	Amount
<b>Community Grants</b>	<b>Community Grants</b>	<p>Assist community groups to fund a broad range of community development projects, services, activities, equipment or new initiatives across Colac Otway Shire.</p> <p>These may address the following:</p> <ul style="list-style-type: none"> <li>• Environment</li> <li>• Arts &amp; culture</li> <li>• Sport &amp; recreation</li> <li>• Health &amp; wellbeing, access, equity &amp; Inclusive</li> <li>• Strategic Planning &amp; Training</li> <li>• Community placemaking, Streetscape, Open Space infrastructure</li> <li>• Equipment</li> <li>• Facility upgrades</li> </ul>	\$10,000 max \$500 minimum
<b>Events Grants</b>	<b>Community Events</b>	<ul style="list-style-type: none"> <li>• Established community events</li> <li>• New one-off or start-up event</li> </ul>	\$5,000 max \$2,000 max \$500 minimum
	<b>Tourism Events</b>	<p>Established tourism event</p> <ul style="list-style-type: none"> <li>• Major community organised</li> <li>• Commercial event organiser</li> <li>• New event held by experienced major event organiser</li> </ul>	\$10,000 max \$ 5,000 max \$ 5,000 max \$500 minimum
	<b>COPACC Hire Assistance</b>	50% standard room hire for eligible schools within Colac Otway Shire.	\$5,000 max \$500 minimum
<b>Business Grants</b>	<b>Building Façade Improvement Grant</b>	<p>Façade improvements may include:</p> <ul style="list-style-type: none"> <li>• External Painting</li> <li>• Replace signage in poor condition</li> <li>• Replace hoardings</li> <li>• Cleaning the façade</li> <li>• Minor repairs, maintenance or reinstatement of missing elements</li> <li>• Minor repairs to existing façade tile or stone accents</li> <li>• Minor repairs to structural façade elements and awnings</li> <li>• New, repairs and replacements of verandah</li> </ul>	\$3,000 max \$500 minimum

### 3. Align with the Council Plan 2021-2025

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

#### THEME 1 – STRONG & RESILIENT ECONOMY

- Key infrastructure investment supports our economy and liveability.

#### THEME 2 – VALUING THE NATURAL & BUILT ENVIRONMENT

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

#### THEME 3 – HEALTHY & INCLUSIVE COMMUNITY

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

4. Important General Information	
One application can be submitted per organisation. Apply to the most relevant stream: 1. Community Grants 2. Event Grants 3. Business Grants Businesses may apply for one grant in a five-year period.	✓
The Grants Program is a competitive funding program. Submission of an application does not guarantee funding. Often more applications are received than the funding pool available.	✓
All applications require a dollar-for-dollar matching contribution of cash &/or in-kind.	✓
Applications that address gender equity are highly encouraged and prioritised through the assessment stage.	✓
Applicants are highly encouraged to use local trades and suppliers located in the Colac Otway Shire and will be prioritised in the assessment stage.	✓
Applications will only be received through Smartygrants – the online grant management program.	✓
Applications will not be considered for projects or events that have already received funding from Council.	✗
Applications received after the closing date/time will not be considered	✗
Requests for retrospective funding are not eligible. The project cannot commence, or equipment be purchased prior to signing the funding agreement.	✗
Canvassing or lobbying of Councillors, Council employees or members of the Assessment Panel is strictly prohibited.	✗
Colac Otway Shire reserves the right to decline any application that does not meet the eligibility criteria.	✗
Grant funds are released once funding conditions are met E.g., landowner consent conditions met &/or permits are obtained.	✗

If the applicant receives full funding for the project or event from another funding body, the Colac Otway Shire reserves the right to withdraw the grant. Applicant must contact Colac Otway Shire to discuss.	✘
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## 5. To Apply

Funding round	Applications open	Applications close
2025-2026 financial year	<b>28 February 2025 at 9.00am</b>	<b>11 April 2025 at 5.00pm</b>

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

### Prepare early for your application.

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

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

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

### Receipt of Application acknowledged

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

## 6. Timelines

**Applications open:** 28 February 2025

**Applications close:** 11 April 2025

**Notification of outcome:** Late June/early July 2025

**Funding agreements signed:** July 2025

**Projects commence:** July 2025 onwards

**Grants Presentation Ceremony:** July 2025

**Project completed:** June 2026 or earlier (as per timeframes indicated in the application)

Please note dates are subject to change. Applicants will be notified of any changes if they arise.

## 7. How will applications be assessed?

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

If the grants program is over-subscribed, consideration of previous funding will be applied.

## 8. Budget

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

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

Quote/s must be included in the application to cover the value of the grant requested and the matching contribution.

The budget income and expenditure totals must balance.

### Cash contributions

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

### In-kind contributions

An in-kind contribution means support, other than cash, provided by your organisation towards the project. This can include voluntary labour or donated goods and services. In-kind contributions should be calculated from activities that directly contribute to the delivery of the project or event.



Eligible for In-kind contribution:

- Project management
- General maintenance or activities directly related to the project (eg painting, site preparation, landscaping)
- Donated goods & services

Ineligible for In-Kind contribution:

- Activities undertaken prior to the project are deemed ineligible for in-kind contribution including but not limited to:
  - Research, planning and application writing (undertaken prior to the commencement of the project)
  - Fundraising activities for a project. These should be completed prior to the application.
- Applicant's core operational maintenance (Eg Recreation reserve or public hall grounds maintenance)
- Official project opening
- The use of equipment purchased is not considered as in-kind. (it may be considered where an equipment purchase is part of a program or an element of a larger project).
- Operational costs and staff salaries such as:
  - Voluntary labour for time or services 'donated' should be additional & not part of the person's normal job at the applicant organisation.
  - Time or service or any employee whose role is funded, or for whom the funded activity would be within the usual scope of their job at the applicant organisation.
  - Expenditure items & use of equipment which form part of the core operational costs of the applicant organisation (eg insurance, printer)

**An in-kind contribution** will be:

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

**In-kind contributions received**

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

## 9. Funding Details

- The grant recipient (or the Auspice that will manage the funds) will enter into a funding agreement with Colac Otway Shire Council which sets out the terms and conditions, payment details and reporting requirements.
- Depending on the proposal, specific funding conditions that relate to the project or event may be included in the Funding Agreement. For example: planning permit required, landowner's consent required, building permit required, Event in a Public Place permit required etc.
- Council may offer funding to a lesser amount than requested Eg. when parts of an application do not meet eligibility criteria, or there are limited funds remaining in the funding pool.
- The project must be completed within the financial year in which the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be spent on the activity as described in the application. Any variation to the approved activity must be submitted in a Variation Request form for approval prior to implementing changes.

- Grant recipients (or Auspice) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- **If you (or Auspice) are registered for GST**, you should not include GST in the budget expenses. Where applicable, Colac Otway Shire will pay the grant amount plus GST. A Tax Invoice must be provided to Colac Otway Shire. The budget provided in your application should be exclusive of GST. For example, if Contractors have quoted \$9,900 including GST, then you will request \$9,000 only.
- **If you (or Auspice) are not registered for GST**, ensure that the budget provided in your application covers the total cost of your expenses including GST where applicable (Eg include the impact of any GST on your purchase).  
Ensure that the budget in your application covers your total costs so you are not out of pocket. Therefore, the budget provided in your application should be inclusive of GST.  
For example, if contractors have quoted \$9,900 including GST, then request the full \$9,900.
- For grants above \$5,000, payments will be made in two instalments:
  - 90% paid upfront on signing the Agreement or when specific funding conditions have been met. Specific funding conditions may apply to your project or event, and these must be met prior to the release of the grant funds.
  - 10% paid upon satisfactory completion of the acquittal report.

## 10. Acknowledging Council's support and promoting success

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

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

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

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

All grant recipients must provide an opportunity for a Councillor to attend the event/project for promotional purposes if requested. This may include handing out prizes after a sporting event, or a photo opportunity at the opening of a completed construction project.

## 11. Acquittal

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

- A summary of the project including comments on the things that went well and that you have learnt from the project.
- Project outcomes, achievements and how they align with Council Plan objectives.
- A project budget must be completed, including receipts or evidence of how the grant funds were expended.

- A record of In-kind labour &/or donated goods & service (if applicable).
- Details of local suppliers and contractors used.
- Copies of project promotional materials, social media posts, photographs, or video if available.
- Photographs of new equipment or completed works.
- Evidence of acknowledgement of Council's support e.g. club newsletter, media articles, social media etc.
- Business Grants Acquittal Form will be submitted at the completion of the project that demonstrates the improvements have the level of impact to the building facade as described in the application.

### **Outstanding Acquittal**

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

## **12. Privacy**

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

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

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

The Colac Otway Shire Council's Privacy Policy can be found at [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) Enter a search for Privacy Statement.

Council uses an online grant application program called Smartygrants.

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

## **13. Contact us**

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

Grants & Development Officer  
Colac Otway Shire, 2-6 Rae Street Colac  
T: (03) 5232 9400  
E: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)

# Community Grants



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

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

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

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

### 14.2 Who cannot apply?

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

### 14.3 What may be funded?

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

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

#### Information you will need to provide as part of your application

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

- Itemised quote(s) for the proposed works or equipment to cover the value of the grant requested and the matching contribution.
- Photographs of 'Before', if applicable. 'After' photos will be required in the Acquittal Report.

- **Permits and Approvals** Proposed projects may require permits or approvals. These processes are separate to the grant application process and require additional time and budget in the project plan. You do not need to secure permits or approvals before applying, but if your funding application is successful, securing them will be a condition of the grant. Council will not make any grant payments until the relevant permits and approvals are obtained. You must demonstrate in your application that you are aware of the required permits and approvals if required for your project. If you are unsure about permits, please contact Council's Grants Officer to discuss your project.
  - Planning Permit may be required for proposed works or use.
  - Building Permit may be required if proposed works include any structural works.
  - In principle support from Council may be required for any project on Council owned or managed land.

## 14.5 Assessment Criteria – Community Grants

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

In your response, please describe:

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

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

In your response, please describe:

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

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

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

In your response, please describe:

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



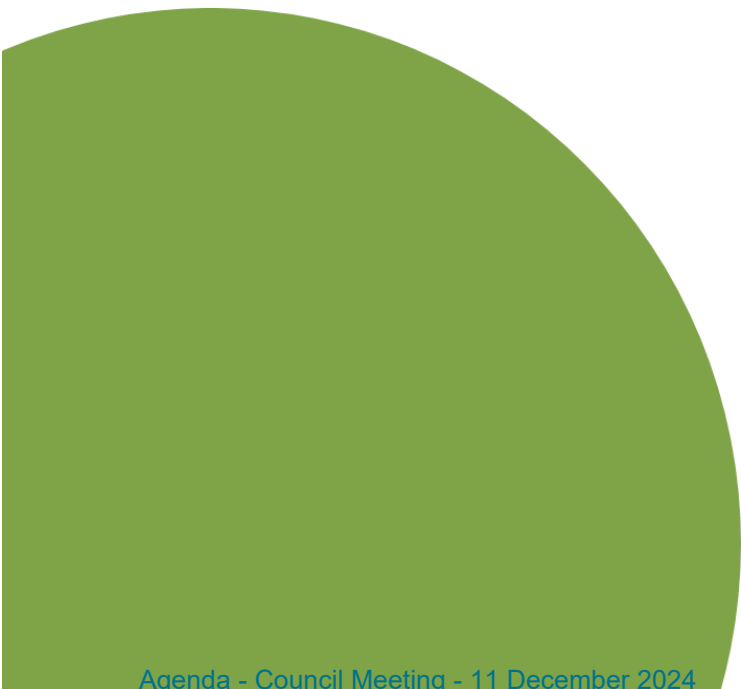
- Demonstrated experience of the Applicant organisation to deliver and acquit the project within timeframes.

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

In your response, please describe:

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

# Events Grants



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

Events can include but are not limited to:

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

### 15.1 Community Events

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

- Grants from \$500 up to \$5,000 to provide support for established events
- Grants from \$500 up to \$2,000 to provide support for new or one-off events
- COPACC Hire Assistance grants available for up to 50% of the cost of standard room hire for the provision of performing arts and cultural activities.  
Grants from minimum \$500 to maximum \$5,000.

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

### 15.2 Tourism Events

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

- Grants from \$500 up to \$10,000 for major tourism events organised by local community
- Grants from \$500 up to \$5,000 maximum for major tourism events organised by commercial event organisers
- New tourism events, grants from \$500 up to maximum \$5,000. Event organiser must demonstrate previous experience in major events delivery.

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

15.3 Who can apply?	
<i>Event Organiser</i> definition - any individual, community group or entity who undertakes the planning, control, management and/or implementation of an event.	✓
Community groups/Clubs/Not-for-profit organisations based within Colac Otway Shire are eligible to apply for a Community Events grant, which may include COPACC venue hire.	✓
Applicant organisation must be one of the following: <ul style="list-style-type: none"> <li>• <b>Community Group</b> Applicant organisation must meet the definition of a community group. A community group is defined as a group or organisation which works for the public benefit. Voluntary &amp; Community Groups have the following characteristics:</li> </ul>	✓

<p><u>Organised.</u> A voluntary and community group has a structure with rules about how the group is organised and run. This is called a ‘governing document’ or ‘constitution’.</p> <p><u>Self-governing and independent</u> from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee.</p> <p><u>Not for Profit.</u> No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group.</p> <p><u>Voluntary.</u> Voluntary and Community Groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities.</p> <p><u>Public/community benefit.</u> The group will carry out activities which benefit a particulate group of people within the community.</p> <ul style="list-style-type: none"> <li>• <b>Community Asset Committee</b> established by Council (formerly called a Section 86 Committee) for the purpose of managing a community asset in the Colac Otway Shire. E.g. Recreation Reserve Committee, Public Hall Committee</li> <li>• <b>Not- for-profit, non-government</b> organisations</li> <li>• <b>Commercial Event Organiser</b> who is a legal business entity holding an event with <b>substantial</b> community benefit in the Colac Otway Shire.</li> </ul>	✓
<p>Must be incorporated (<u>except</u> for Commercial Event Organiser legal business entity) If not incorporated, must arrange an eligible incorporated organisation to Auspice the grant, and include the Auspice’s consent letter in the application.</p>	✓
<p>Applicants with an Australian Business Number (ABN). Or that have completed an Australian Tax Office form (Statement by a Supplier) so that no withholding tax is required from the grant payment.</p>	✓
<p>Primary/Secondary Schools based within Colac Otway Shire are eligible to apply for COPACC Hire Assistance only. Schools may apply for venue hire at their local Hall for annual school production performance if not feasible to attend COPACC.</p>	✓

#### 15.4 Who cannot apply?

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

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

A second or subsequent element of an Event or Festival will not be funded where the main Event or Festival is to receive funding	✗
Event management costs	✗
Events held outside of the funding (financial year) period	✗
<ul style="list-style-type: none"> <li>• Weddings</li> <li>• Private / Family events</li> <li>• Events do not open to the general public</li> <li>• Prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers</li> </ul>	✗
COPACC Hire Assistance does not include: <ul style="list-style-type: none"> <li>• Additional Cleaning fee</li> <li>• Box office fees</li> <li>• Security</li> <li>• Catering</li> <li>• Piano Tuning</li> <li>• Additional Labour charges</li> <li>• Specialised lighting</li> </ul>	✗
Events which are accepting sponsorship from companies that Council deem are not suitable or do not align with the Council Plan 2021-2025	✗
Contingency costs	✗
Purchase of alcohol	✗
Activities and events held in a licensed gaming venue	✗
Food & drink is not usually eligible, however, it may be considered for funding if demonstrated to be integral to the delivery of a project.	✗

**Information you will need to provide as part of your application**

You will need to provide Itemised quote(s) as part of your application to the value of the grant requested and the matching contribution.

**15.7 Assessment Criteria - Community Events**

**Assessment Criteria 1 – Social opportunities (Weighting 50%)**

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

In your response, please describe:

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

- New events should comment on why the event is needed? What demand exists?
- Does the event actively involve a range of stakeholders?
- Demonstrate support from the community & detail any discussions held with related groups in the area. (Letters of support may assist)

**Assessment Criteria 2 - Environmental Sustainability (Weighting 20%)**

In your response, please describe:

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

**Assessment Criteria 3 – Event delivery (Weighting 15%)**

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

In your response, please describe:

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

If you are unsure what permits and other approvals your event may require, please contact Council's Events Officer on 5232 9400 or [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) to discuss your event.

Approvals required may include any of the following:

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

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

In your response, please describe:

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

**15.8 Assessment Criteria - Tourism Events**

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

Describe how the event will stimulate the economy including:

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

**Assessment Criteria 2 - Social opportunities** (Weighting 25%)

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

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

**Assessment Criteria 3 - Environmental sustainability** (Weighting 20%)

Does the event plan for and contribute to:

- Positive environmentally sustainable outcomes in the short (event specific) or longer term
- Provide an element of environmental education or awareness for attendees



- A level of excellence in event management from an environmental aspect (includes rubbish removal, waste reduction, recycling, techniques that minimise the carbon footprint of the event)
- Restricted use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water.

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

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

In your response, please describe:

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

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

# Business Grants



Council supports local businesses through Business Grants.

The **Building Façade Improvement Program** supports businesses to revitalise the shopping strips across the Shire.

Grants from \$500 up to \$3,000 maximum available. Grants require a matching dollar-for-dollar cash contribution.

### 16.1 Building Façade Improvement Program

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

16.1.1 Who can apply?	
Businesses located in the commercial area of towns within the Colac Otway Shire	✓
Business must have street frontage	✓
Building owner or Lessee/Business owner	✓
16.1.2 Who cannot apply?	
Elected members (Councillors), Council employees (staff) Note that guidance and advice for Applicants is available through Council's Grants Officer.	✗
Applicant organisation (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): <ul style="list-style-type: none"> <li>any illegal activity</li> <li>any activity not in accordance with relevant legislation; permitting; regulations etc.</li> <li>tobacco</li> <li>offensive or sexually explicit material</li> <li>discrimination on the grounds of race, gender or religion</li> <li>activities violating human rights</li> <li>political parties</li> <li>gambling</li> </ul>	✗
Applicants with an overdue Acquittal Report from a previous round. Contact the Grants Officer if you need to check.	✗
16.1.3 What may be funded?	
Commercial building façade improvements may include: <ul style="list-style-type: none"> <li>Exterior painting of retail business building façade</li> <li>Cleaning the existing façade</li> <li>Removal or replacement of redundant signage, air conditioning units and hoardings</li> <li>Replacement of signage in disrepair</li> <li>Minor repairs, maintenance or reinstatement of missing elements</li> <li>Minor repairs to existing façade tile or stone accents</li> <li>Minor repairs to structural façade elements and awnings</li> </ul>	✓

• New, repairs and replacements of verandahs	
Proposed works must be visible from the street	✓
The use of local trades and suppliers is strongly encouraged & will be prioritised in the assessment stage.	✓
<b>16.1.4 What may not be funded?</b>	
Re-branding of existing signage that is in good condition	✗
Proposed works where a permit has been refused	✗
Requests for retrospective funding. The project cannot commence prior to approval.	✗
Equipment purchased to undertake the works (e.g. Ladders, gurneys, scaffolding, and safety barriers). Hiring of equipment is permitted when directly related to the project.	✗
Internal works or works which are not visible from the street.	✗
Contingency costs	✗
Activities that could be considered core business i.e. those associated with the Applicant organisation's normal or day-to-day operation (including regular projects and activities, administration, staffing costs, insurances and permits).	✗
Residential based businesses, including Airbnb or similar type accommodation	✗

### Information you will need to provide as part of your application

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

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

### 16.1.5 Assessment Criteria - Building Façade Improvement

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

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

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

#### Assessment Criteria 2 – Economic Return (Weighting 10%)

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

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

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

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

## Item: 7.3

# Colac Otway Shire Community Grant - Approval of Alternative Proposal

<b>OFFICER</b>	Katrina Kehoe
<b>GENERAL MANAGER</b>	Ian Seuren
<b>DIVISION</b>	Community and Economy
<b>ATTACHMENTS</b>	1. Guidelines 2024 - 2025 - Colac Otway Shire Grants Program [7.3.1 - 29 pages]

## 1. PURPOSE

To seek Council's endorsement for the Irrewarra Cricket Club to use a Council grant of \$9,838 from approved for an electronic scoreboard for an alternative proposal.

## 2. EXECUTIVE SUMMARY

The Irrewarra Cricket Club (Club) was successful in receiving funding of \$9,838 from the 2023-24 Council Grants Program for an electronic scoreboard. The Club has decided not to proceed with a small scoreboard and has requested to use the funds for the purchase of a ride-on mower. As the proposal for a ride-on mower is a new proposal, as opposed to a variation to the current approved grant, it requires Council approval.

## 3. RECOMMENDATION

***That Council:***

- 1. Notes that the Irrewarra Cricket Club has advised that its electronic scoreboard project is not proceeding at this point in time and has requested that Council reallocate the approved funding of \$9,838 (funded from the 2023-24 Grants Program) to an alternative project.***
- 2. Approves the \$9,838 grant allocated to the Irrewarra Cricket Club for an electronic scoreboard be reallocated to the purchase of a ride-on mower by the club.***

## 4. KEY INFORMATION

Council approved funding of \$9,838 at its 28 June 2023 meeting to the Irrewarra Cricket Club for a small electronic cricket scoreboard. The Club requested an extension of time to apply to the Victorian Government to install a larger scoreboard, however the application was unsuccessful. The Club has since decided to continue to seek funding to meet their goal of installing a larger and more expensive electronic scoreboard, rather than proceed with the smaller scoreboard. The Club does not intend to apply to Council in future for funding towards the larger scoreboard.

The Club has applied for an alternative use of the grant funds of \$9,838 for a ride-on mower for the cricket oval (Department of Education land) which they maintain all year round. The oval is also used by the Colac Secondary College and other sporting clubs. The Club will contribute the matching dollar-for-dollar contribution. It is considered that the alternative proposal (ride-on mower) would be a good use of the funds and is also noted that three ride-on mowers were approved in the current 2024-2025 funding round, indicating that this type of project is suitable for funding through Council's Grants Program.

The Assessment Panel has reviewed the application for the ride-on mower against the Council Grants Program criteria and has recommended approval for the ride-on mower.

Should this application not be approved by Council, the Club would likely apply to the 2025-26 Grants Program, which would increase demand on the upcoming grants program. The 2024-25 grants program was significantly oversubscribed.

Should the alternative proposal not be approved, the funds would be returned to Council's consolidated revenue.

## 5. CONSIDERATIONS

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

This report is brought before Council for a decision to ensure the transparency of Council's original decision is maintained.

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

The Colac Otway Shire Grants Program guidelines include the eligibility and assessment criteria that the alternative proposal was reviewed against by the Assessment Panel.

### **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)

Officers don't have the delegation to reallocate this grant for an alternative project. Therefore, this report is being considered in an open Council meeting to ensure full transparency to the community.

## **Alignment to Plans and Strategies**

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 2: Attract, retain and grow business in our Shire

Objective 3: Key infrastructure investment supports our economy and liveability

Objective 4: Colac Otway Shire is a destination to visit

Theme 2 - Valuing the Natural and Built Environment

Objective 3: Protect and enhance the natural environment

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

Theme 3 – Healthy and Inclusive Community

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

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

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

Theme 4 – Strong Leadership and Management

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

Objective 2: We are a financially robust organisation

Objective 3: We provide exceptional customer service

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

The grant funds were approved from the 2023-24 Council budget, and as such, by approving the alternative proposal there is no further implication on the budget. The Club will contribute a dollar-for-dollar matching contribution towards the project. Should Council decide to not approve the alternative project (ride-on mower) then the grant allocation of \$9,838 would be returned to consolidated revenue.

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

Approval of the alternative project for the Irrewarra Cricket Club would be responsive to the changing needs of the Club and allow them to use the previously approved allocation of grant funding towards the alternative project.

## **Risk Assessment**

Not applicable

## **Communication/Implementation**

The applicant will be notified of the outcome and if approved, details will be updated on Council's website for 2023-24 grant recipients.

## **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 use of grant funds for the alternative proposal.

This option is recommended by officers as it is considered a good use of the grant funds and responds to the changing needs of the Club and will also benefit other users of the sports ground.

### Option 2 – Do not endorse the use of grant funds for the alternative proposal.

This option is not recommended by officers as the Club would be unable to purchase the equipment without the financial assistance of the grant. It is likely that the Club will then apply to the 2025-26 Grants Program, which will increase the demand on next year's grants program, noting that the grants program was significantly oversubscribed in the last round. If the Club returns the funds, no further projects would be funded, which will not see the community benefit achieved by use of the grant.

# GRANTS PROGRAM 2024/25

# Guidelines

## Colac Otway Shire Grants Program



Colac Otway  
SHIRE

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### 1. Objective

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

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

## 2. Funding Streams

Colac Otway Shire Grants Program offers three funding streams:

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

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

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

#### THEME 1 – STRONG & RESILIENT ECONOMY

- Key infrastructure investment supports our economy and liveability.

#### THEME 2 – VALUING THE NATURAL & BUILT ENVIRONMENT

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

#### THEME 3 – HEALTHY & INCLUSIVE COMMUNITY

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

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

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

## 5. To Apply

Funding round	Applications open	Applications close
2024-2025 financial year	<b>1 March 2024 at 9.00am</b>	<b>12 April 2024 at 5.00pm</b>

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

### Prepare early for your application.

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

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

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

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

## 6. Timelines

**Applications open:** 1 March 2024

**Applications close:** 12 April 2024

**Notification of outcome:** Late June/early July 2024

**Funding agreements signed:** July 2024

**Projects commence:** July 2024 onwards

**Grants Presentation Ceremony:** July 2024

**Project completed:** June 2025 or earlier (as per timeframes indicated in the application)

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

## 7. How will applications be assessed?

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

## 8. Budget

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

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

Quote/s must be included in the application.

The budget income and expenditure totals must balance.

### Cash contributions

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

### In-kind contributions

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

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

Eligible for In-kind contribution:

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

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

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

\* Where an equipment purchase is part of a program or an element of a larger project, it may be considered for eligible in-kind.

**An in-kind contribution** will be:

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

#### **In-kind contributions received**

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

## **9. Funding Details**

- The grant recipient (or the Auspice that will manage the funds) must enter into a funding agreement with Colac Otway Shire Council which sets out the terms and conditions, payment details and reporting requirements.
- Depending on the proposal, specific funding conditions that relate to the project or event may be included in the Funding Agreement. For example: planning permit required, landowner's consent required, building permit required, Event in a Public Place permit required etc.
- The project must be completed within the financial year in which the grant is received. Any unspent funds must be returned to Colac Otway Shire Council.
- Funds must be spent on the activity as described in the application. Any variation to the approved activity must be submitted in a Variation Request form for approval prior to implementing changes.
- Grant recipients (or Auspice) without an Australian Business Number (ABN) must provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.
- **If you (or Auspice) are registered for GST**, you should not include GST in the budget expenses. Where applicable, Colac Otway Shire will pay the grant amount plus GST. A Tax Invoice must be provided to Colac Otway Shire. The budget provided in your application should be exclusive of GST.  
For example, if Contractors have quoted \$9,900 including GST, then you will request only \$9,000.
- **If you (or Auspice) are not registered for GST**, ensure that the budget provided in your application covers the total cost of your expenses including GST where applicable (eg: include the impact of any GST on your purchase).

Ensure that the budget in your application covers your total costs so you are not out of pocket. Therefore, the budget provided in your application should be inclusive of GST.

For example, if contractors have quoted \$9,900 including GST, then request the full \$9,900.



- For grants above \$5,000, payments will be made in two instalments:
  - 90% paid upfront on signing the Agreement or when specific funding conditions have been met. Specific funding conditions may apply to your project or event, and these must be met prior to the release of the grant funds.
  - 10% paid upon satisfactory completion of the acquittal report.

## 10. Acknowledging Council's support and promoting success

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

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

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

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

All grant recipients must provide an opportunity for a Councillor to attend the event/project for promotional purposes if requested. This may include handing out prizes after a sporting event, or a photo opportunity at the opening of a completed construction project. Before the end of July 2024, applicants will be informed if their event/project has been nominated for a Councillor visit.

## 11. Acquittal

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

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

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

## 12. Privacy

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

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

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

The Colac Otway Shire Council's Privacy Policy can be found at [www.colacotway.vic.gov.au](http://www.colacotway.vic.gov.au) Enter a search for Privacy Statement.

Council uses an online grant application program called Smartygrants.

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

## 13. Contact us

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

Grants & Development Officer  
Colac Otway Shire, 2-6 Rae Street Colac  
T: (03) 5232 9400  
E: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)



# Community Grants



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

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

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

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

### 14.2 Who cannot apply?

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

### 14.3 What will be funded?

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

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

#### Information you will need to provide as part of your application

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

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

grant payments until the relevant permits and approvals are obtained. You must demonstrate in your application that you are aware of the required permits and approvals if required for your project. If you are unsure about permits, please contact Council's Grants Officer to discuss your project.

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

## 14.5 Assessment Criteria – Community Grants

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

In your response, please describe:

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

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

In your response, please describe:

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

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

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

In your response, please describe:

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

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

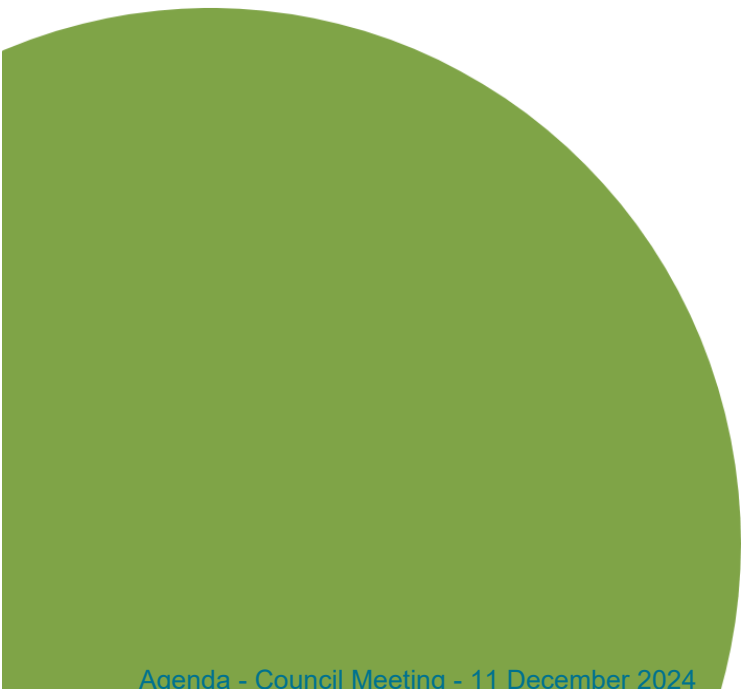
In your response, please describe:

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





# Events Grants



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

Events can include but are not limited to:

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

### 15.1 Community Events

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

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

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

### 15.2 Tourism Events

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

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

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

15.3 Who can apply?	
<i>Event Organiser</i> - any individual, community group or entity who undertakes the planning, control, management and/or implementation of an event.	✓
Event organisers holding an event within the Colac Otway Shire.	✓
Applicant organisation must be one of the following: <ul style="list-style-type: none"> <li>• <b>Community Group</b>                              Applicant organisation must meet the definition of a community group. A community group is defined as a group or organisation which works for the public benefit. Voluntary &amp; Community Groups have the following characteristics:  <u>Organised.</u> A voluntary and community group has a structure with rules about how the group is organised and run. This is called a ‘governing document’ or ‘constitution’.</li> </ul>	✓ ✓

<p><u>Self-governing and independent</u> from any other organisation. Voluntary and Community groups are independent and are free to appoint their own management committee.</p> <p><u>Not for Profit.</u> No one from within the group will profit from the group. For example, committee members should not be paid for their work and any profits generated should be reinvested in the group.</p> <p><u>Voluntary.</u> Voluntary and Community Groups are governed by a voluntary management committee and rely on the support of volunteers to carry out their activities.</p> <p><u>Public/community benefit.</u> The group will carry out activities which benefit a particulate group of people within the community.</p> <ul style="list-style-type: none"> <li>• <b>Community Asset Committee</b> established by Council (formerly called a Section 86 Committee) for the purpose of managing a community asset in the Colac Otway Shire. E.g. Recreation Reserve Committee, Public Hall Committee</li> <li>• <b>Not- for-profit, non-government</b> organisations</li> <li>• <b>Commercial Event Organiser</b> who is a legal business entity holding an event with broad community benefit in the Colac Otway Shire.</li> </ul>	✓
<p>Must be incorporated (<u>except</u> for Commercial Event Organiser legal business entity) If not incorporated, must arrange an eligible incorporated organisation to Auspice the grant, and include the Auspice's consent letter in the application.</p>	✓
<p>Applicants with an Australian Business Number (ABN). Or that have completed an Australian Tax Office form (Statement by a Supplier) so that no withholding tax is required from the grant payment.</p>	✓
<p>Schools may apply for COPACC Hire Assistance <u>only</u>.</p>	✓
<b>15.4 Who cannot apply?</b>	
<ul style="list-style-type: none"> <li>• Elected members (Councillors), Council employees (staff)</li> <li>• Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): <ul style="list-style-type: none"> <li>○ any illegal activity</li> <li>○ any activity not in accordance with relevant legislation; permitting; regulations etc</li> <li>○ tobacco</li> <li>○ offensive or sexually explicit material</li> <li>○ discrimination on the grounds of race, gender or religion</li> <li>○ activities violating human rights</li> <li>○ political parties</li> <li>○ gambling</li> </ul> </li> </ul>	✗
<p>Applicants with an overdue Acquittal Report from a previous round. Contact the Grants Officer if you need to check.</p>	✗
<b>15.5 What will be funded?</b>	
<p><b>Community Events</b> that benefit Colac Otway Shire's residents and businesses, and have a strong community focus.</p>	✓
<p><b>Tourism Events</b> that attract significant numbers of out of area visitors, with major branding/promotional opportunities for the host town &amp; Colac Otway Shire.</p>	✓
<p>Performing arts and cultural activities/events at COPACC</p>	✓
<p>Hire of entertainers &amp; performers</p>	✓

Traffic management plans and personnel for the event	✓
Promotional material for the event	✓
Event infrastructure and equipment hire costs (e.g. sound equipment, lighting, staging, portable toilets, fencing etc.). Use of local suppliers is encouraged	✓
Events that are inclusive and embrace, celebrate and promote diversity to connect our community.	✓
Commercial events (subject to substantial community benefit)	✓
<p>Events must include:</p> <ul style="list-style-type: none"> <li>• Environmentally sustainable initiatives to restrict use or distribution of single use plastics or products, including but not limited to bags, straws, cups, cutlery, balloons, bottled water.</li> <li>• Waste management plans that demonstrate a level of excellence in event management from an environmental aspect (includes rubbish removal, waste reduction, recycling)</li> <li>• Consideration of the environmental impact on the site selected.</li> </ul> <p>Events that include environmental waste initiatives to address waste reduction will be prioritised in the assessment stage.</p>	✓
Hire of Council's Events Trailer	✓
Venue Hire	✓
<b>15.6 What will not be funded?</b>	
Applications received after the closing date/time will not be considered	✗
Requests for retrospective funding. The event expenditure cannot have occurred prior to signing the funding agreement.	✗
Activities that could be considered core business i.e. those associated with the applicant organisation's normal or day-to-day operation (including administration, staffing costs, insurances and permits.)	✗
Public Liability or other Insurance	✗
Events conducted completely outside of the Colac Otway Shire boundary	✗
<p>Fundraising Events</p> <p>Events that are held primarily for the purpose of fundraising with the majority of profit generated distributed to a third-party organisation, agency or charity and that provide limited direct benefits to Colac Otway Shire residents/visitors, are not eligible for grant funding.</p> <p>Applications may be considered where fundraising is a secondary purpose and the proposed event:</p> <ul style="list-style-type: none"> <li>• will attract substantial local/visitor attendance,</li> <li>• provides direct benefit to Colac Otway Shire residents and</li> <li>• aligns with the Council Plan.</li> </ul>	✗
A second or subsequent element of an Event or Festival will not be funded where the main Event or Festival is to receive funding	✗
Event management costs	✗
Events held outside of the funding (financial year) period	✗
<ul style="list-style-type: none"> <li>• Weddings</li> <li>• Private / Family events</li> <li>• Events not open to the general public</li> </ul>	✗

<ul style="list-style-type: none"> <li>Prizes, gifts, awards or sponsorship costs, such as trophies, medals, money and vouchers</li> </ul>	
<p>COPACC Hire Assistance does not include:</p> <ul style="list-style-type: none"> <li>Cleaning</li> <li>Box office fees</li> <li>Security</li> <li>Catering</li> <li>Piano Tuning</li> <li>Labour charges</li> <li>Specialised lighting</li> </ul>	✘
Events which are accepting sponsorship from companies that Council deem are not suitable or do not align with the Council Plan 2021-2025	✘
Contingency costs	✘

### Information you will need to provide as part of your application

You will need to provide Itemised quote(s) as part of your application.

## 15.7 Assessment Criteria - Community Events

### Assessment Criteria 1 – Social opportunities (Weighting 50%)

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

In your response, please describe:

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

### Assessment Criteria 2 - Environmental Sustainability (Weighting 20%)

In your response, please describe:

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

**Assessment Criteria 3 – Event delivery** (Weighting 15%)

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

In your response, please describe:

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

If you are unsure what permits and other approvals your event may require, please contact Council's Events Officer on 5232 9400 or [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) to discuss your event.

Approvals required may include any of the following:

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

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

In your response, please describe:

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

**15.8 Assessment Criteria - Tourism Events****Assessment Criteria 1 - Community Economic development opportunities** (Weighting 40%)

Describe how the event will stimulate the economy including:

- Boosting off peak visitation, overnight stays and expenditure;
- The amount of visitation/tourism from people attending from outside Colac Otway Shire and the length of stay during the event;
- The level of pre training or visitation that the event will generate in the lead up to the event;
- The level of expenditure these visitors will generate (or have generated historically);

- The opportunities where Colac Otway Shire or the host township can be promoted, the nature of this promotion and the marketing reach;
- The level of involvement of local businesses in the event both pre (supply chain expenditure in event set up) or during (stall holders);
- The ability of the event to trigger repeat visitation to Colac Otway Shire;
- Reinforce and/or strengthen the desired 'brand' of the host township or Colac Otway Shire in a positive way.

**Assessment Criteria 2 - Social opportunities** (Weighting 25%)

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

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

**Assessment Criteria 3 - Environmental sustainability** (Weighting 20%)

Does the event plan for and contribute to:

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

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

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

In your response, please describe:

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

- Demonstrated experience of the Applicant organisation to deliver and acquit the event within timeframes.
- Who will manage the event and relevant experience?
- Will it be sustainable? Explain how you intend to fund this event into the future.

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





# Business Grants



Council supports local businesses through two business grants.

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

Grants up to \$3,000 max.

Grants require a matching dollar for dollar cash contribution.

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

Grants up to \$5,000 max

Grants require a matching dollar for dollar cash contribution.

### 16.1 Building Façade Improvement Program

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

Grants up to \$3,000 maximum. Grants are provided on a matching dollar for dollar cash contribution.

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

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

#### Information you will need to provide as part of your application

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

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

### 16.1.5 Assessment Criteria - Building Façade Improvement

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

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

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

#### Assessment Criteria 2 – Economic Return (Weighting 10%)

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

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

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

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

### 16.2 Environmentally Sustainable Business Grant

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

Grants up to \$5,000 maximum. Grants are provided on a matching dollar for dollar cash contribution.

16.2.1 Who can apply?	
<ul style="list-style-type: none"> <li>• Small Businesses located within the Colac Otway Shire</li> <li>• Businesses with an annual aggregated turnover of less than \$10 million</li> <li>• Businesses with less than 20 employees</li> <li>• Must have an Australian Business Number (ABN)</li> <li>• Must be a trading business entity</li> </ul>	✓
16.2.2 Who cannot apply?	
Residential based businesses, including Airbnb or similar type accommodation	✗
Applicants with an overdue Acquittal Report from a previous round. Contact the Grants Officer if you need to check.	✗
Elected members (Councillors), Council employees (staff) Note that guidance and advice for Applicants is available through Council's Grants Officer.	✗
Applicant organisations (or Auspice) that are associated with or promote activities deemed inappropriate (including but not limited to): <ul style="list-style-type: none"> <li>• any illegal activity</li> <li>• any activity not in accordance with relevant legislation; permitting; regulations etc.</li> </ul>	✗

<ul style="list-style-type: none"> <li>• tobacco</li> <li>• offensive or sexually explicit material</li> <li>• discrimination on the grounds of race, gender or religion</li> <li>• activities violating human rights</li> <li>• political parties</li> <li>• gambling</li> </ul>	
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### 16.2.3 What will be funded?

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

### 16.2.4 What will not be funded?

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

### Information you will need to provide as part of your application

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

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

### 16.2.5 Assessment Criteria - Environmentally Sustainable Business Grants

**Assessment Criteria 1 - Why the project is needed and the environmental benefits?** (Weighting 60%)

- Provide a detailed description of the proposed works, upgrade or equipment purchase?
- Provide a detailed description of the environmental impact/benefit of the project.
- What issue or problem are you trying to resolve or improve?
- How your project will address or improve this issue?
- Is your project receiving any subsidy from another agency, State or Federal Government?

**Assessment Criteria 2 - Benefit to business** (Weighting 15%)

- What anticipated benefits will this project provide to your energy consumption or business costs?
- How have you calculated the benefits?
- What is the estimated payback period or annual savings on the proposed energy efficient equipment, upgrade or environmental initiative?

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

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

- Has the project been fully scoped and costed as part of the project plan?
- Applicant has researched and demonstrated awareness of permit requirements?
- Is the timeframe to complete the project within the funding period?
- Is the capability (skills and experience) and capacity (resources) demonstrated and available to deliver the project?

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

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

## Item: 7.4

# Council and Committee Meeting Dates 2025

<b>OFFICER</b>	Steven O'Dowd
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	Nil

## 1. PURPOSE

To set the dates, times and venue for meetings of the Council, Planning Committee and Submissions Committee for 2025.

## 2. EXECUTIVE SUMMARY

The Governance Rules require Council to fix the date, time and place of its Council and Delegated Committee meetings.

Unscheduled meetings may also be called by the Mayor, or at least three Councillors, as required. This report proposes the following:

- Council Meeting to be scheduled on the fourth Tuesday of the month (commencing at 1pm), with the following exceptions:
  - It is proposed to schedule the April Council Meeting in the fifth week of the month to avoid Easter holidays
  - It is proposed to hold the December Council Meeting in the second week of the month to avoid the Christmas holidays.
- Planning Committee Meeting to be scheduled on the second Tuesday of the month (commencing at 1pm).

While not a requirement of the Governance Rules, Council may also choose to schedule the Submissions Committee for 2025, and if the meetings are not required there will be notice that they are cancelled. This has been the practice through 2024 and has caused no issue or concern. Similarly, if the Planning Committee has no items to consider the meeting is cancelled.

Consistent with the practice in recent years, rather than schedule meetings in the month of January, it is recommended unscheduled meetings be called if/when the need arises.

### 3. RECOMMENDATION

**That Council:**

- Approves the schedule of Council, Planning Committee and Submissions Committee meetings for 2025 as detailed below.**

<b>February 2025</b>	
Planning Committee Meeting	11 February 2025
Submission Committee Meeting	11 February 2025
Council Meeting	25 February 2025
<b>March 2025</b>	
Planning Committee Meeting	11 March 2025
Submission Committee Meeting	11 March 2025
Council Meeting	25 March 2025
<b>April 2025</b>	
Planning Committee Meeting	8 April 2025
Submission Committee Meeting	8 April 2025
Council Meeting	29 April 2025
<b>May 2025</b>	
Planning Committee Meeting	13 May 2025
Submission Committee Meeting	13 May 2025
Council Meeting	27 May 2025
<b>June 2025</b>	
Planning Committee Meeting	10 June 2025
Submission Committee Meeting	10 June 2025
Council Meeting	24 June 2025
<b>July 2025</b>	
Planning Committee Meeting	8 July 2025
Submission Committee Meeting	8 July 2025
Council Meeting	22 July 2025
<b>August 2025</b>	
Planning Committee Meeting	12 August 2025
Submission Committee Meeting	12 August 2025
Council Meeting	26 August 2025
<b>September 2025</b>	
Planning Committee Meeting	9 September 2025
Submission Committee Meeting	9 September 2025
Council Meeting	23 September 2025
<b>October 2025</b>	
Planning Committee Meeting	14 October 2025
Submission Committee Meeting	14 October 2025
Council Meeting	28 October 2025
<b>November 2025</b>	
Planning Committee Meeting	11 November 2025
Submission Committee Meeting	11 November 2025
Council Meeting	25 November 2025
<b>December 2025</b>	
Planning Committee Meeting	2 December 2025
Submission Committee Meeting	2 December 2025



- 2. Schedules a Council meeting on 18 November 2025, for the sole purpose of the electing a Mayor and Deputy Mayor (including establishing the term of office for each).**
- 3. Determines that all Council meetings will commence at 1pm, unless otherwise advertised.**
- 4. Determines that all Planning Committee meetings will commence at 1pm, unless otherwise advertised.**
- 5. Determines that all Submissions Committee meetings will commence at 3pm, unless otherwise advertised.**
- 6. Notes that all Council meetings, Planning Committee and Submission Committee meetings will be held at Colac Otway Performing Arts and Cultural Centre (COPACC), Colac and livestreamed, unless otherwise advertised.**
- 7. Will take all reasonable steps to hold at least one meeting every six months in 2025 at a suitable location in Apollo Bay.**

## 4. KEY INFORMATION

### Days and times of meetings

The proposed meeting schedule is different to Colac Otway Shire Council's meeting pattern of recent years. With the commencement of the new Council Term, it is appropriate for the seven Councillors to discuss what meeting schedule may work best for the whole of the Councillor group. Discussions included:

- safety issues and the risks associated with travelling after night meetings
- competing demands for some councillors including Council-employment-family
- accessibility for the community, as well as travel issues for community travelling in evenings
- holding meetings when Councillors are relatively alert and able to maintain focus on decision-making, including when breaks and meals might fit around the meeting
- the ability of the Council administration to best support the Councillors and Council meeting
- Costs associated with holding meetings at different times of days and different locations.

The days and times proposed in this report reflect the Councillors discussions.

## Unscheduled Meetings

If a Council decision is required on a matter that does not fall into the cycle of Scheduled meetings (eg. audited statements at end of financial year) an Unscheduled Council meeting will be called.

## Meeting venue

Holding meetings at COPACC enables Council to hold hybrid meetings (in person and virtual), if required. The technical capability of the facility at COPACC also enables meetings to be live-streamed. The ability to hold hybrid meetings and livestream is dependent on both the internet capability and set up of the meeting venue. As such, there is no assurance meetings held at locations other than COPACC can be livestreamed and/or provide the option for Councillors to attend electronically.

## 5. CONSIDERATIONS

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

The Overarching Governance Principles that relate to the content of this report are:

- Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- The transparency of Council decisions, actions and information is to be ensured.

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

The recommendation to schedule meeting dates, including the date for the Mayoral election, are consistent with the Local Government Act 2020 and with Council's adopted Governance Rules.

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

Not applicable.

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

Community engagement has not been undertaken to inform this report. It is not possible to determine days and times that will suit Councillors and everyone in the community, however scheduling meetings well in advance, with different locations, and with the opportunity to attend in person, watch the live stream, or review the recording does provide a range of opportunities for the community to see council's meetings and local democratic processes.

### Public Transparency (s58 LGA 2020)

In accordance with the Governance Rules, Council is required to provide to the public reasonable notice of each Council and Planning Committee meeting. The Council's consideration of meeting dates for the calendar year ahead provides certainty and transparency for the community about decision making at Colac Otway Shire Council

### 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 proposal to shift the time of the meeting is likely to cost Council less than previous arrangements as it falls within normal working hours for the staff who support meetings, and may avoid accommodation costs that might otherwise be incurred if meetings are late in the evening and travel becomes a safety concern.

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

Not applicable.

### **Risk Assessment**

No significant risks are identified with the proposed meeting schedule or times. Meetings late in the day or evening would be of concern for Colac Otway Shire Councillors, staff and the community as travelling at dusk or night in this municipality can have risks with respect to storms and wildlife, as well as general fatigue. The proposed schedule is considered to offer improved safety.

### **Communication/Implementation**

The dates, times and locations of Council and Committee meetings will be published in the local press and on Colac Otway Shire Council's website.

### **Human Rights Charter**

The rights under the Human Rights Charter have been considered and no absolute rights are compromised or impacted by the proposed schedule and no impacts on other rights have been identified.

### **Officer General or Material Interest**

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

### **Options**

#### Option 1 – Adopt the proposed schedule of meetings

This option is recommended by officers as discussions amongst councillors indicated that this proposed schedule offered a reasonable balance of the various considerations. Introducing this schedule for 2025 does not compel Council to retain the same schedule for future years and so future adjustments can be made if needed.

#### Option 2 – Not adopt the proposed schedule.

This option is not recommended by officers as the merits and challenges of the proposed schedule have been considered and no better proposal was identified.

## Item: 7.5

### Award of Contract 2428 - Morley Avenue Reconstruction, Wye River.

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

## 1. PURPOSE

To consider the award of Contract 2428 for reconstruction of Morley Avenue, Wye River including the intersection of Morley Avenue and McRae Road.

## 2. EXECUTIVE SUMMARY

Contract 2428 – Morley Avenue Reconstruction is for the full pavement rehabilitation of Morley Avenue (594m) and the intersection of Morley Avenue and McRae Road, Wye River. A Request for Tender (RFT) for the works was advertised between 27 September 2024 to 6 November 2024.

The recommended tenderer provided a high-quality tender submission demonstrating good value for money, good understanding of the project requirements, adequate experience on similar projects and availability of suitable plant and resources to carry out the works under contract. The recommended contractor has carried out similar roadworks in the past and demonstrated the capability and availability to undertake the works within the available budget and timeline.

It is usual practice for a financial viability assessment to be sought prior to presenting contract matters to Council. An assessment has been initiated however the report has not been received at the time of writing this report. If the award of the contract is not authorised at the December 2024 Council Meeting and needs to wait until a meeting in January or February 2025 which would result in a delay of seven to eleven weeks. This potential delay puts at risk successful delivery of the project within the funding deadline of 30 June 2025, noting that the majority of the funding is allocated from the Local Roads and Community Infrastructure program. Officers have therefore presented this report seeking conditional authorisation, as

well as a contingency arrangement if needed. If the financial viability assessment is received prior to the Council meeting, Councillors will be advised of the assessment and report.

### 3. RECOMMENDATION

***That Council:***

- 1. Recognises that the preferred tenderers (as listed in the confidential attachment to this report) for Contract 2428 – Morley Avenue Reconstruction, Wye River have been assessed as providing value-for-money and ranked in the following order:***
  - a. Tenderer 2 (referring to the second tender received)***
  - b. Tenderer 1 (referring to the first tender received)***
- 2. Awards Contract 2428 – Morley Avenue Reconstruction, Wye River to Tenderer 2 for the lump sum price referred to as the Tender Price in the confidential attachment to this report, subject to receipt of an acceptable financial viability check.***
- 3. In the event that an acceptable financial viability assessment is not received for Tenderer 2, awards Contract 2428 – Morley Avenue Reconstruction, Wye River to Tenderer 1 for the lump sum price referred to as the Tender Price in the confidential attachment to this report, subject to receipt of an acceptable financial viability assessment.***
- 4. Authorises the Chief Executive Officer to execute the contract documents on behalf of Council.***
- 5. Authorises the Chief Executive Officer to perform all roles of the Principal.***
- 6. Nominates the General Manager Corporate Services to the role of Superintendent for the contract, including managing variations in accordance with the contract conditions.***
- 7. Notes that the successful tenderer and contract price will be listed on Council’s website, promptly after the unsuccessful tenderers are advised of the outcome of the tender process.***
- 8. Notes that if the contract is not awarded to either Tenderer 2 or Tenderer 1, a further report will be presented to Council for its consideration.***

### 4. KEY INFORMATION

Council’s annual road reconstruction program ensures that a continuous investment in Council’s sealed road network is achieved in an affordable and practicable manner aligned with Council’s Asset Plan.

The existing road pavement has exceeded its useful life and is currently in a poor condition with structural failures clearly evident. Morley Avenue has been identified for renewal having reached the intervention level for the pavement and to ensure that a safe and reliable level of service can be provided for the local community and visitors.

The scope of works in Contract 2428 – Morley Avenue Wye River includes the following:

- Total reconstruction of Morley Avenue, Wye River (594m) with a pavement designed to meet community needs.
- Reconstruction of the intersection of Morley Avenue and McRae Road, Wye River to improve safety and visibility.
- Installation of speed humps and passing lanes to reduce the speed and permit safe passage through the narrow, steep and winding road.

Morley Avenue is a local street servicing the need of several residential properties which are used by local residents and visitors.

The proposed starting date is in February 2025 after the summer holiday period to mitigate the risk of issues associated with the high visitation to the area during this time. The completion date is planned for 23 June 2025.

The Tender Evaluation Panel (TEP) Report has been provided as a confidential attachment to this report.

## 5. CONSIDERATIONS

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

This report aligns with governance principles by reporting a public tender process that competitively tested the market to produce a suitable tenderer for the project, which is within the project budget.

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

The tender process has been conducted in accordance with the *Local Government Act 2020* and Council's Procurement Policy and procedures.

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

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

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

Local businesses and residents in the area will be informed of the upcoming works and any traffic management requirements associated with the project.

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

This matter is transparent to the community through the decision being made in a meeting open to the public.

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

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 3: Key infrastructure investment supports our economy and liveability

This project will see that Council's assets are kept in a fit for the purpose condition by rehabilitating the poor road pavement with substantial improvements to the drainage and some road safety improvements.

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

This project is included in the 2024-25 budget and is primarily funded through the Federal Government's Local Roads and Community Infrastructure program (Phase 4), with the balance of the budget coming from Council funds. The preferred tender is well within the allocated budget.

In accordance with Council's Procurement Policy and procedures, Council has sought an independent assessment on the recommended tenderer to ensure the financial viability of the contractor. At the time of writing this report, the financial viability assessment had not been received. Should the financial check not be satisfactory, it is recommended to award the contract to the next highest ranked tenderer, on the condition that an acceptable financial viability report is received for the next highest ranked tenderer.

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

These works have been identified in Council's Road Reconstruction Program as necessary to maintain an acceptable level of service performance for this section of Morley Avenue. Project management of the works will be funded within the project allocation.

### **Risk Assessment**

A comprehensive risk assessment has been conducted, and practicable and reasonable risk mitigation measures have been included in the Contract for safety in design and constructability.

The Contract shall be responsible and accountable for the provision of all the necessary plans and resources to ensure safety during construction. This is a standard industry practice for road reconstruction. Road closures will be subject to the endorsement of the Contractor's Traffic Management Plan and communication and consultation with stakeholders including residents are clear requirements to this contract.

During construction, access will be provided for residents and visitors impacted by the works under Contract.

The protection of existing services and assets will be ensured and communication with service authorities will be the responsibility of the Contractor.

### **Communication/Implementation**

The Project Management Plan clearly identifies both internal and external communication to be applied to this Contract. Internal communication will be managed by the Superintendent or their Representative and external communication shall be undertaken by the Contractor in accordance with the Specification requirements that includes Pre-Commencement notification by letter drops, and further communications during construction and at practical completion.

### **Human Rights Charter**

No impact.

### **Officer General or Material Interest**

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

## **Options**

### Option 1 – Adopt the recommendation to award Contract 2428 to Tenderer 2.

This option is recommended following a comprehensive tender evaluation process that considered a range of criteria. Tenderer 2 has submitted a tender that is within the available budget and has the capability and experience to undertake the necessary works.

### Option 2 – Award Contract 2428 to an alternative tenderer.

This option is not recommended, unless the financial viability check for Tenderer 2 is not satisfactory. Council has undertaken a comprehensive tender process and based on the assessment of all tenders, Tenderer 2 has ranked highest.

### Option 3 – Not award the contract.

This option is not recommended as it will delay the commencement of these necessary road reconstruction works, resulting in a service level that is below the community's expectations. Council has allocated funds in the 2024-25 budget to undertake the project, and the recommended tenderer has submitted a tender that is within the project budget allocation.



Item: 7.6

## Award of Contract 2512 - Mooleric Road Reconstruction, Birregurra

<b>OFFICER</b>	Matthew Skewes
<b>GENERAL MANAGER</b>	Ian Seuren
<b>DIVISION</b>	Community and Economy
<b>ATTACHMENTS</b>	Tender Evaluation Report

### 1. PURPOSE

To consider the award of Contract 2512 – Mooleric Road Reconstruction, Birregurra.

### 2. EXECUTIVE SUMMARY

Contract 2512 – Mooleric Road Reconstruction, Birregurra is for a full pavement rehabilitation of two sections of Mooleric Road, 1.7km length in total, between the Princes Highway intersection and the Birregurra Resources Quarry entrance. The works also include associated roadside drainage upgrades and the placement of a new asphalt wearing course at the quarry entrance. A Request for Tender (RFT) for these works was advertised between 25 October 2024 to 20 November 2024.

The recommended contractor provided a high-quality tender submission demonstrating good value for money, good understanding of the project requirements, adequate experience on similar projects and availability of suitable plant, resources and sub-contractors to carry out the works under Contract. The recommended contractor has carried out roadworks and drainage work in the past and demonstrated the capability and availability to undertake the works within the available budget and within the required timeline.

It is usual practice for a financial viability assessment to be sought prior to presenting contract matters to Council. An assessment has been initiated however the report has not been received at the time of writing this report. If the award of the contract is not authorised at the December 2024 Council Meeting and needs to wait until a meeting in January or February 2025 which would result in a delay of seven to eleven weeks. This potential delay puts at risk successful delivery of the project within the funding deadline of 30 June 2025, noting that a significant amount of the budget is from an external funding program. Officers have therefore

presented this report seeking conditional authorisation, as well as a contingency arrangement if needed. If the financial viability assessment is received prior to the Council meeting, Councillors will be advised of the assessment and report.

### 3. RECOMMENDATION

**That Council:**

- 1. Recognises that the preferred tenderers (as listed in the confidential attachment to this report) for Contract 2512 – Mooleric Road Reconstruction, Birregurra have been assessed as providing value-for-money and ranked in the following order:
  - a. Tenderer 7 (referring to the seventh tender received)**
  - b. Tenderer 1 (referring to the first tender received)****
- 2. Awards Contract 2512 – Mooleric Road Reconstruction, Birregurra to Tenderer 7 for the lump sum price referred to as the Tender Price in the confidential attachment to this report, subject to receipt of an acceptable financial viability assessment.**
- 3. In the event that an acceptable financial viability assessment is not received for Tenderer 7, awards Contract 2512 – Mooleric Road Reconstruction, Birregurra to Tenderer 1 for the lump sum price referred to as the Tender Price in the confidential attachment to this report, subject to receipt of an acceptable financial viability assessment.**
- 4. Authorises the Chief Executive Officer to execute the contract documents on behalf of Council.**
- 5. Authorises the Chief Executive Officer to perform all roles of the Principal.**
- 6. Nominates the General Manager Corporate Services to the role of Superintendent for the contract, including managing variations in accordance with the contract conditions.**
- 7. Notes that the successful tenderer and contract price will be listed on Council's website, promptly after the unsuccessful tenderers are advised of the outcome of the tender process.**
- 8. Notes that if the contract is not awarded to either Tenderer 7 or Tenderer 1, a further report will be presented to Council for its consideration.**

### 4. KEY INFORMATION

Council's annual road reconstruction program ensures that a continuous investment in Council's sealed road network is achieved in an affordable and practicable manner aligned with Council's Asset Plan.

The existing Mooleric Road pavement has been subject to numerous patches to extend the pavement lifespan, however it is currently in a poor condition with ongoing structural failures and requires reconstruction. The road provides access for heavy vehicles associated with a range of rural and commercial uses, particularly the Birregurra Resources Quarry, and is intended to provide access to a proposed broiler chicken farm to the east of the quarry, subject to a decision by the Victorian Civil and Administrative Tribunal on a planning application for that use. Mooleric Road has thus been identified for renewal to ensure that a safe and reliable level of service can be provided for the local community and businesses.

The scope of works for the contract comprises:

- Full pavement reconstruction for a total length of 1.7km on Mooleric Road, with works to be carried out in two separate sections between CH90-1020 and CH 1450-2220. Works will involve chemical and mechanical pavement stabilisation and supply and placement of new crushed rock material;
- First spray sealing wearing course;
- Second spray sealing wearing course (in 12 months' time);
- Asphalt wearing course at the quarry entrance;
- Renewal of drainage assets including open swales, box culverts and end walls;
- Reinstatement of existing driveways;
- Line marking.

Additional provisional items for Mooleric Road include excavation work within rock (which may be required for the drainage upgrade works), and treatment of pavement soft spots (which may be required for the pavement works).

A Request for Tender for the Mooleric Road reconstruction work was advertised between 25 October 2024 to 20 November 2024. Council received twelve submissions by the closing date. The tender submissions received have been evaluated and a recommended supplier is nominated. The recommended supplier provided a high-quality tender submission demonstrating good value for money, good understanding of the project requirements, adequate experience on similar projects and availability of suitable plant, resources and sub-contractors to carry out the works under Contract. The recommended contractor has carried out roadworks and drainage work in the past and demonstrated the capability and availability to undertake the works within the available budget and within the required timeline.

The proposed starting date for the roadworks is March 2025 and the proposed completion date is 30 April 2025.

The Tender Evaluation Panel (TEP) Report has been provided as a confidential attachment to this report.

## 5. CONSIDERATIONS

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

This report aligns with the governance principles by reporting a public tender process that competitively tested the market to produce a suitable tenderer for the project, which is within the project budget.

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

The tender process has been conducted in accordance with the *Local Government Act 2020* and Council's Procurement Policy and procedures.

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

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

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

Local businesses and residents in the area will be informed of the upcoming works and any traffic management requirements associated with the project.

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

This matter is transparent to the community through the decision being made in a meeting open to the public.

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

Alignment to Council Plan 2021-2025:

Theme 1 - Strong and Resilient Community

Objective 3: Key infrastructure investment supports our economy and liveability

This project will see that key infrastructure for community is kept fit for the purpose by reconstructing and raising the existing poor road pavement with improvements to the roadside drainage infrastructure.

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

This project is included in the 2024-25 budget and is fully funded by Council. In accordance with Council's Procurement Policy and procedures, Council has sought an external financial check on the recommended tenderer to ensure the financial viability of the contractor. At the time of writing this report, the financial viability assessment had not been received. Should the financial check not be satisfactory, it is recommended to award the contract to the next highest ranked tenderer.

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

These works have been identified in Council's Road Reconstruction Program as necessary to maintain an acceptable level of service performance for this section of Mooleric Road. Project management of the works will be funded from within the project allocation.

### **Risk Assessment**

Practicable and reasonable risk mitigation measures have been included in the Contract for safety in design and constructability.

The Contractor shall be responsible and accountable for the provision of all the necessary plant, materials, sub-contractors and other resources required to carry out the works. The contractor will be responsible and accountable for the site supervisions, sub-contractor management, traffic management and site safety during construction. This is standard industry practice for road reconstruction.

Road closures will be subject to the endorsement of the contractor's Traffic Management Plan. Access will be provided for local residents and businesses to minimise disruption during the works.

The Contractor will be responsible for the identification and protection of existing services and assets. Any impacts to existing services will require prior approval from the relevant Authorities.

### **Communication/Implementation**

The Project Management Plan clearly identifies both internal and external communication to be applied to this Contract. Internal communication will be managed by the Superintendent or his Representative and external communication shall be undertaken by the Contractor in accordance with the Specification requirements that includes Pre-Commencement notification by letter drops, and further communications during construction and at practical completion.

## **Human Rights Charter**

No impact.

## **Officer General or Material Interest**

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

## **Options**

### Option 1 – Adopt the recommendation to award Contract 2512 to Tenderer 7.

This option is recommended following a comprehensive tender evaluation process that considered a range of criteria. Tenderer 7 has submitted a tender that is within the available budget and has the capability and experience to undertake the necessary works.

### Option 2 – Award Contract 2512 to an alternative tenderer.

This option is not recommended. Council has undertaken a comprehensive tender process and based on the assessment of all tenders, Tenderer 7 provides best value for money. In the event that the financial viability assessment for the recommended Tenderer is not satisfactory, it is then recommended to award the contract to Tenderer 1.

### Option 3 – Not award the contract.

This option is not recommended as it will delay the commencement of these necessary road reconstruction works, resulting in a service level that is below the community's expectations for Mooleric Road. Council has allocated funds in the 2024-25 budget to undertake the project, and the recommended tenderer is within the project budget allocation.

## Item: 8.1

# Assessment of Audit and Risk Committee Performance against the Charter

<b>OFFICER</b>	Natasha Skurka
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted [8.1.1 - 12 pages]</li> <li>2. 16.1 - Audit and Risk Committee Charter [adopted by Council on 28 September 2022] - Current [8.1.2 - 10 pages]</li> </ol>

## 1. PURPOSE

To provide a summary of the 2023-24 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 45 questions and options for commentary, 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 Audit and Risk Committee members responded to the survey.

### 3. RECOMMENDATION

***That Council notes the results of the Audit and Risk Committee's 2023-24 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 2023-24 was provided to and completed by the 2023-24 Audit and Risk Committee members. The results are presented to Council, in accordance with the requirements of the Act.

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

Grading Level	Description 1	Description 2	Description 3
1. Less than Adequate	Significantly below expectations	Multiple critical issues	Requires immediate improvement
2. Below Adequate	Some critical issues	Inconsistent performance	Needs improvement
3. Adequate	Meets minimum expectations	Performance is acceptable	Room for improvement
4. Above Adequate	Meets expectations consistently	Good performance	Minor areas for improvement
5. More than Adequate	Exceeds expectations	Very good performance	Few minor issues
6. Excellent	Significantly exceeds expectations	Exceptional performance	

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

- Councillor Margaret White
- Councillor Max Arnott
- Melissa Field (Chair)
- Richard Trigg
- John Gavens
- John Sutherland

The results of the assessment were presented to and discussed at the Audit and Risk Committee meeting on 5 December 2024.

#### **SUMMARY OF QUESTIONS AND RESPONSES:**

1. **Governance Process:** The committee reviewed and provided advice on the governance process established within the organisation and monitored compliance with policies and procedures.

Respondents commonly strongly agreed or agreed that the committee reviewed and provided advice on the governance process established within the organization and monitored compliance with policies and procedures

2. **Compliance Monitoring:** The committee reviewed systems and practices established by management to monitor compliance with laws, regulations, policies, and standards of ethical conduct.  
There was a strong agreement or agreement that the committee reviewed systems and practices established by management to monitor compliance with laws, regulations, policies, and standards of ethical conduct.
3. **Audit Engagements:** The committee reviewed the results of audit engagements and significant accounting and reporting issues.  
Respondents frequently strongly agreed or agreed that the committee reviewed the results of audit engagements and significant accounting and reporting issues.
4. **Financial Reports:** The committee reviewed interim financial reports and annual financial statements, recommending their adoption to the Council.  
There was a strong agreement or agreement that the committee reviewed interim financial reports and annual financial statements, recommending their adoption to the Council.
5. **Internal Control Environment:** The committee reviewed the adequacy and effectiveness of key policies, systems, and controls for providing a sound internal control environment.  
Respondents commonly strongly agreed or agreed that the committee reviewed the adequacy and effectiveness of key policies, systems, and controls for providing a sound internal control environment.
6. **Risk Management:** The committee provided oversight on the effectiveness of the Council's risk management framework and reviewed significant risks and control issues.  
There was a strong agreement or agreement that the committee provided oversight on the effectiveness of the Council's risk management framework and reviewed significant risks and control issues.
7. **Fraud Prevention:** The committee reviewed the Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programs.  
Respondents frequently strongly agreed or agreed that the committee reviewed the Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programs.
8. **Internal Audit Services:** The committee reviewed the specifications for the provision of internal audit services and approved the three-year strategic internal audit plan.  
There was a strong agreement or agreement that the committee reviewed the specifications for the provision of internal audit services and approved the three-year strategic internal audit plan.
9. **External Audit:** The committee reviewed and provided feedback on the external audit scope and plan proposed by the external auditor. Respondents commonly strongly agreed or agreed that the committee reviewed and provided feedback on the external audit scope and plan proposed by the external auditor.



10. **Compliance with Legislation:** The committee reviewed the systems and processes implemented by the Council for monitoring compliance with relevant legislation and regulations.

There was a strong agreement or agreement that the committee reviewed the systems and processes implemented by the Council for monitoring compliance with relevant legislation and regulations

Each topic had an opportunity to add commentary and provide feedback, which is summarised in the table below:

**SUMMARY OF FEEDBACK:**

<b>Responsibility</b>	<b>Description</b>
Financial Performance and Position	More time should be allocated to these responsibilities in Committee meetings.
Communication to Councillors and Management	Better communication to Councillors and management about the work of the Audit and Risk Committee (ARC).
Internal Audit Projects	Incorporating internal audit projects to review the finalised policy framework.
Timely Updates on Changes to the Local Government Performance Reporting Framework (LGPRF)	Providing earlier updates on changes to the LGPRF.
Effectiveness of ARC Oversight on Business Continuity Planning (BCP) Arrangements	Enhancing the effectiveness of ARC oversight on BCP arrangements by incorporating an internal audit project covering BCP arrangements in the forthcoming Internal Audit Strategic Plan.
Timeliness and Effectiveness of Management's Implementation of Agreed Internal Audit Findings	Enhancing oversight of the timeliness and effectiveness of management's implementation of agreed internal audit findings over key risk areas by incorporating more fulsome updates from function/risk owners and Q&A with ARC members.
Addressing External Auditor Recommendations	Ensuring management's timely addressing of external auditor recommendations.
Review and Consideration of Implications of Relevant VAGO Audit Reports	Ensuring formal updates on management's review and consideration of implications of relevant VAGO audit reports are scheduled annually.
Review and Consideration of Implications of Relevant Integrity Agencies Reports	Ensuring formal updates on management's review and consideration of implications of relevant integrity agencies reports.
Organisation and Administration of ARC Meetings	Improving the organisation and administration of ARC meetings.

**SIGNIFICANT TRENDS AND PATTERNS:**

- **High Agreement:** Most respondents strongly agreed or agreed with the effectiveness of the committee in areas such as governance process, compliance monitoring, audit engagements, financial reports, internal control environment, risk

management, fraud prevention, internal audit services, external audit, and compliance with legislation.

- **Areas for Improvement:** Some respondents identified areas for improvement, such as the need for more time to be allocated to financial performance and position responsibilities, better communication to Councillors and management, and more timely updates on changes to the Local Government Performance Reporting Framework
- **Positive Feedback:** There was positive feedback on the committee's ability to provide oversight and ensure compliance with governance principles, laws, and regulations
- **Constructive Suggestions:** Respondents provided constructive suggestions for enhancing the committee's effectiveness, such as incorporating internal audit projects to review the finalised policy framework, scheduling updates on management's review of VAGO audit reports, and improving the organisation and administration of committee meetings

## 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 5 December 2024 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**

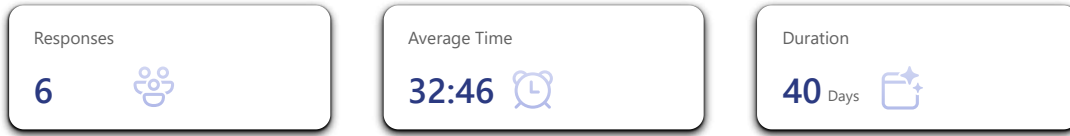
No impact.

**Officer General or Material Interest**

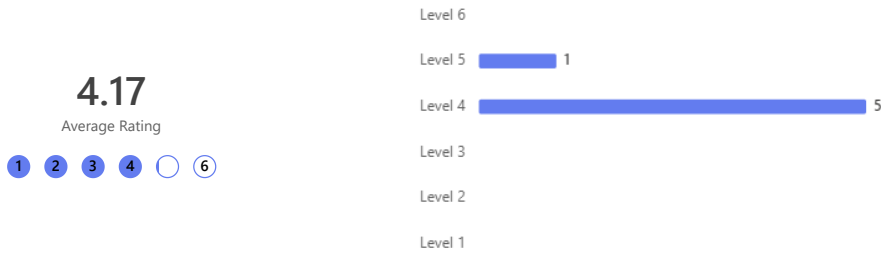
No officer declared an interest under the *Local Government Act 2020* in the preparation of this report.

## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

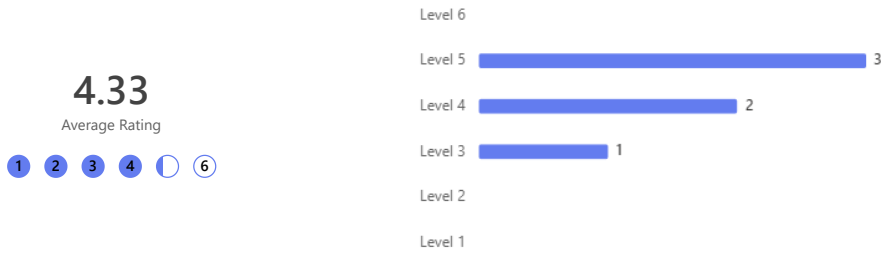
### Responses Overview Active



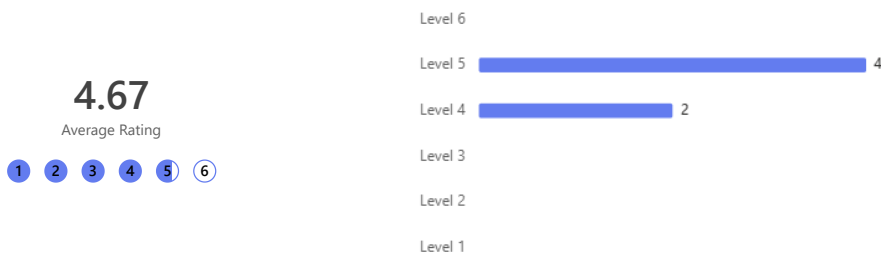
1. Reviewed and provided advice on the governance process established and maintained within the organisation and the procedures in place to ensure that they are operating as intended.



2. Monitored compliance of policies and procedures with the overarching governance principles, the *Local Government Act 2020*, relevant regulations and any Ministerial directions.



3. 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.

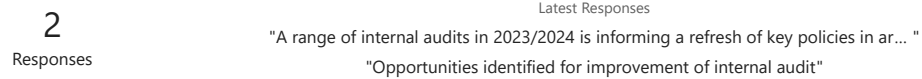


## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

4. Ensured that internal and external auditors provide independent and objective analysis and reporting on internal corporate governance, risk management, internal control and compliance.



5. **Comments:** Please provide commentary for any of the above items that you assigned a score of three or below to.



6. Reviewed with management and the external auditors the results of audit engagements, including any difficulties encountered (6.4).



7. 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).



8. Annually reviewed changes to the *Local Government Performance Reporting Framework* and understood the impact of those changes on Council's performance indicators (6.2).

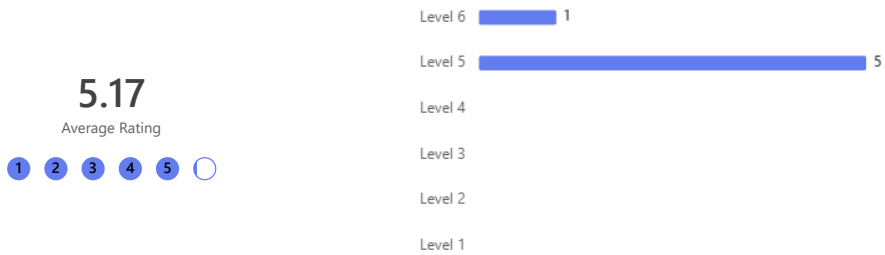


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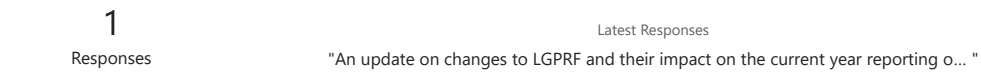
9. Reviewed the interim financial reports and annual financial statements and performance statement, and considered whether they were complete, consistent with information known to ARC Members, and reflected appropriate accounting standards (6.3).



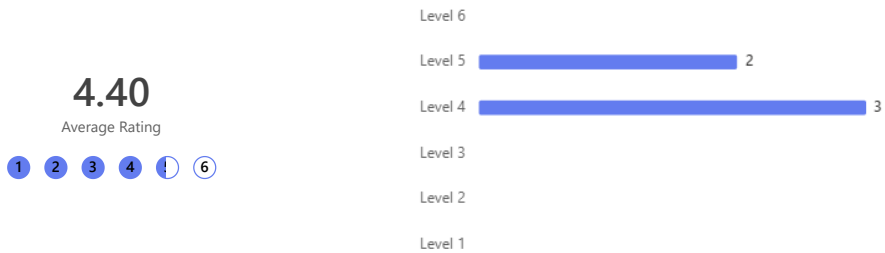
10. Recommended the adoption of the annual financial report and performance statement to Council.



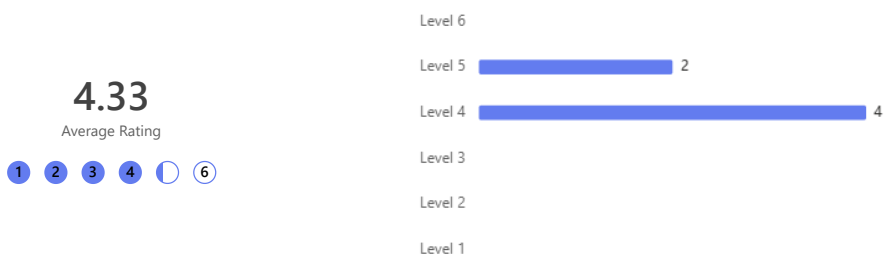
11. **Comments:** Please provide commentary for any of the above items that you assigned a score of three or below to.



12. Reviewed the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment (6.7).

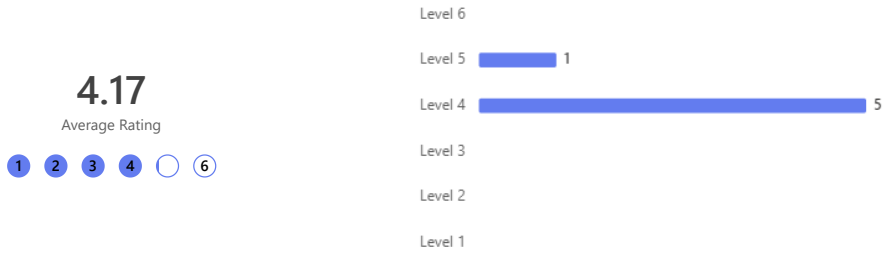


13. Determined whether systems and controls are reviewed regularly and updated where required (6.8).

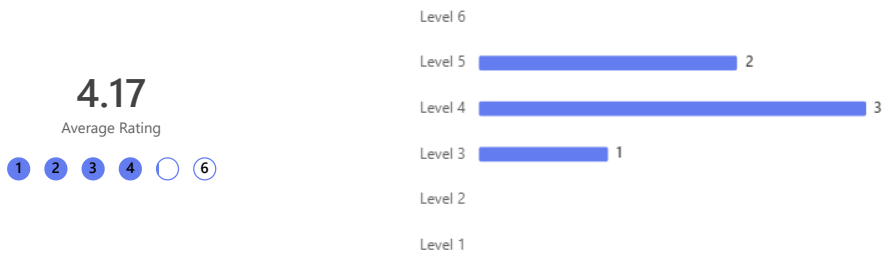


## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

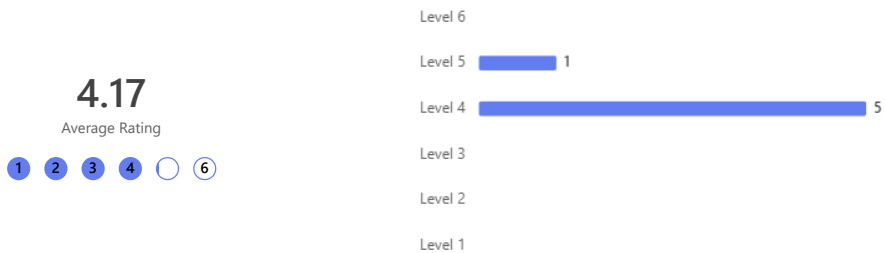
14. Monitored significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile (6.9).



15. Ensured that a programme is in place to test compliance with systems and controls (6.10).



16. Assessed whether the control environment is consistent with the Governance Principles defined within the *Local Government Act 2020* (6.11)



17. **Comments:** Please provide commentary for any of the above items that you assigned a score of three or below to.

**1**  
Responses

Latest Responses

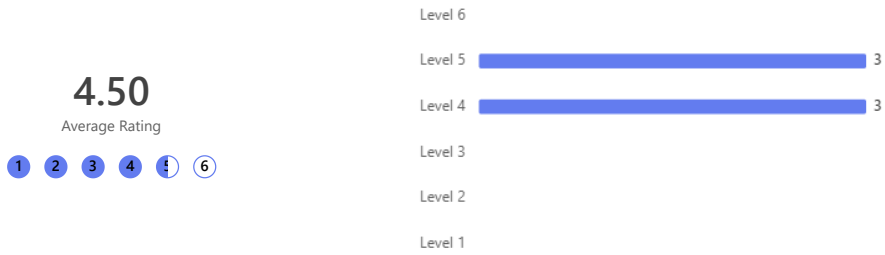
"Colac Otway Shire is currently onboarding a new internal audit contractor and AR..."

18. 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).

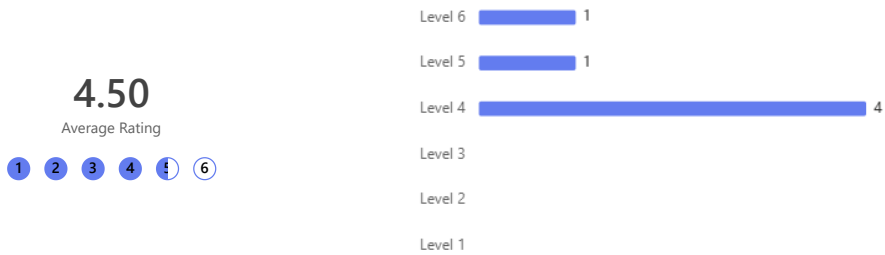


## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

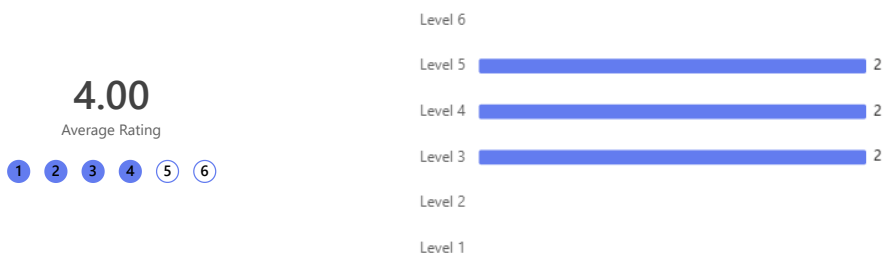
19. Reviewed (every two years) Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans (6.15).



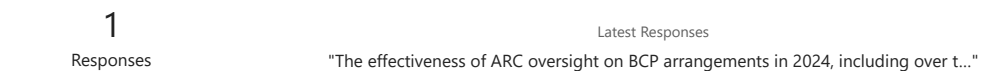
20. Reviewed the insurance programme prior to renewal of insurance policies (6.16).



21. Reviewed the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested (6.17).



22. **Comments:** Please provide commentary for any of the above items that you assigned a score of three or below to.



23. Reviewed Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes (at least every two years) (6.18).





## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

24. 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)



25. Reviewed reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies (6.20)



26. **Comments:** Please provide commentary for any of the above items that you assigned a score of three or below to.



27. 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).



## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

28. Review and approve the three-year strategic internal audit plan, the annual internal audit plan and any significant changes to them (6.22).



29. Reviewed progress on delivery of the annual internal audit plan (6.23).



30. Reviewed and approved proposed scopes and reports on internal audit reviews, including recommendations for improvement arising from those reviews (6.24 and 6.25).



31. Monitored action by management on internal audit findings and recommendations (6.27).

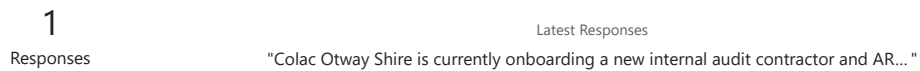


## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

32. 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).



33. **Comments:** Please provide commentary for any of the above items that you assigned a score of three or below to.



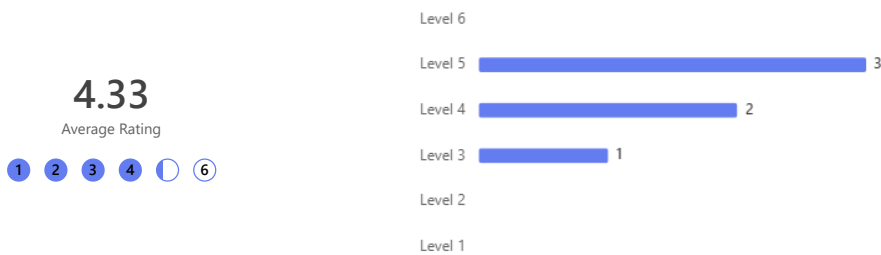
34. Reviewed and provided feedback on the external audit scope and plan proposed by the external auditor (6.31).



35. 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)



36. 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)



## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

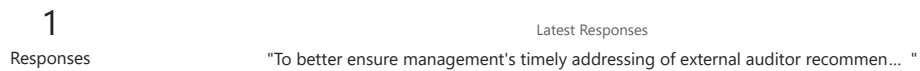
37. Review the effectiveness of the external audit function and ensure that the Victorian Auditor General's Office (VAGO) is aware of the Committee's views through Council (6.34)



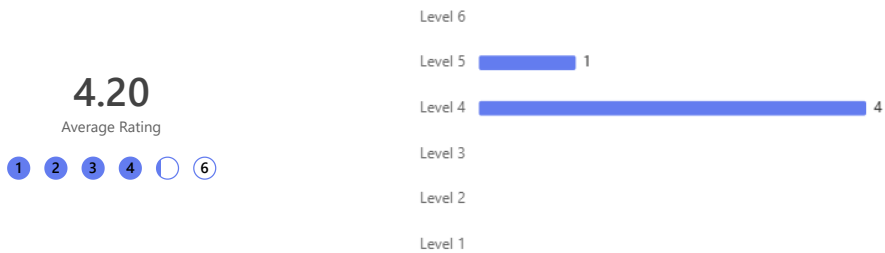
38. Considered the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them (6.35).



39. **Comments:** Please provide commentary for any of the above items that you assigned a score of three or below to.



40. 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).

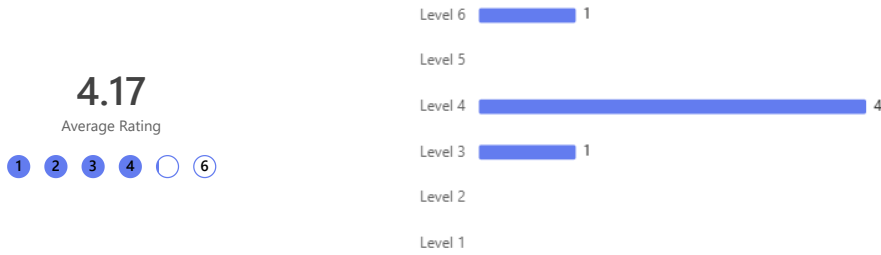


41. Obtained briefings on any significant compliance matters (6.38)

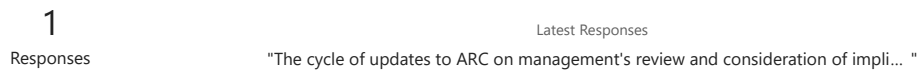


## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

42. 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)



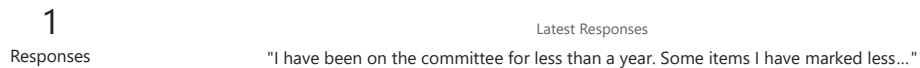
43. **Comments:** Please provide commentary for any of the above items that you assigned a score of three or below to.



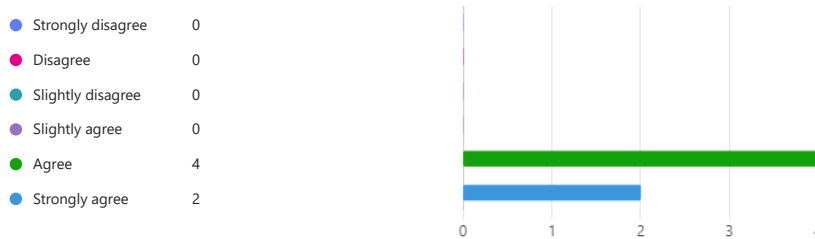
44. Was the Committee satisfied that a biannual audit and risk report that describes the Audit and Risk Committee's activities and included its findings and recommendations was provided to the Chief Executive Officer for tabling at a Council meeting?



45. **Comments:** Please provide commentary for any of the above items that you feel are relevant.

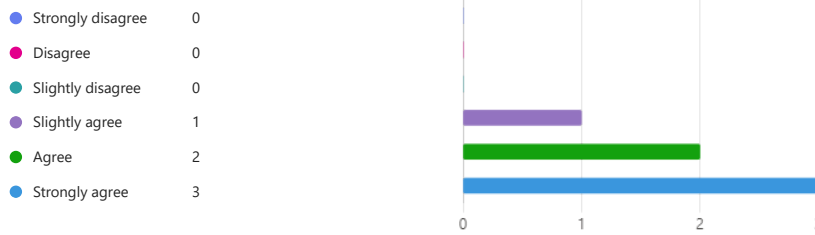


46. The Audit and Risk Committee has received whatever information, presentations or explanations it considers necessary to fulfil its responsibilities.

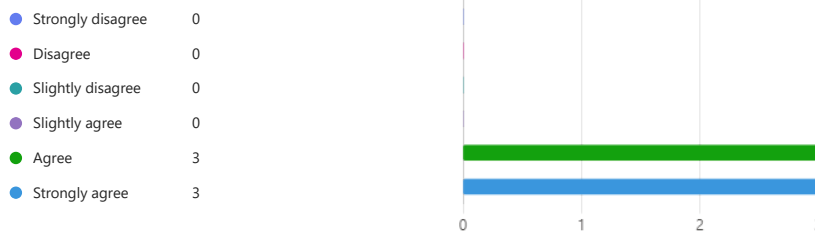


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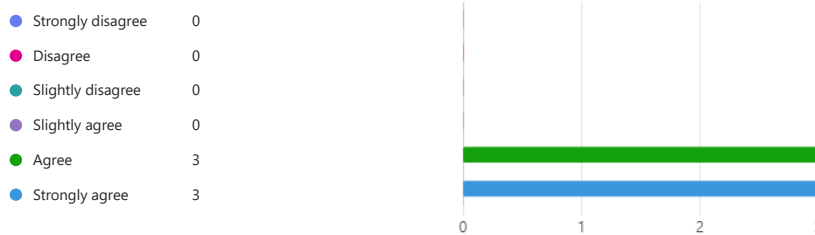
47. Meeting agendas and supporting papers have been of sufficient clarity and quality to enable the Committee to make informed decision s.



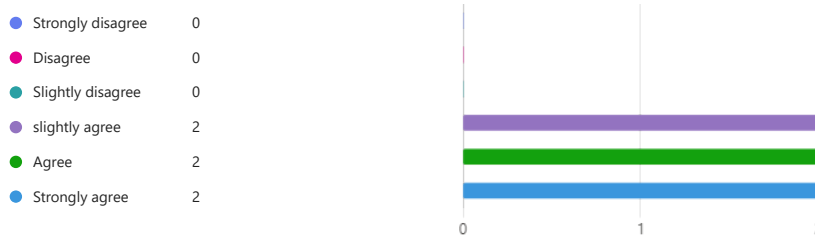
48. Meetings were of an appropriate length and ensured that all key agenda items were well considered and allowed each member the opportunity to raise any further queries or areas for discussion as required



49. Committee members participated in active discussion and debate, with appropriate contribution from each member, around key agenda items.



50. The organisation and administration of the Audit and Risk Committee meetings was adequate to allow the committee to discharge its duties.



51. **Comments:** Please provide commentary for any of the above items that you feel is relevant.

3  
Responses

Latest Responses

"Organisation and administration in 2025 should take in to account earlier comme..."

"re Q 50. Notification of the meeting start times in the calendar invite have not alw..."

...

## Attachment 8.1.1 Annual Assessment of the Audit and Risk Committee's Performance against the Charter 2023-24 redacted

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

3  
Responses

Latest Responses

"No."

"An ARC can deliver effectively to its Charter but not impact the Council by not ha... "

...

53. Do you have any other comments or suggestions for improvement?

3  
Responses

Latest Responses

"No."

"As all independent ARC members do not live within the municipality, consider wa... "

...

54. Last Name

6  
Responses

Latest Responses



55. First Name

6  
Responses

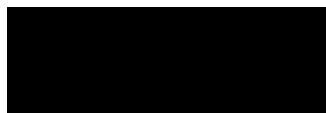
Latest Responses



56. Email address

6  
Responses

Latest Responses





## AUDIT AND RISK COMMITTEE CHARTER

### 1 PURPOSE OF THIS CHARTER

The Colac Otway Shire Council (Council) has established an Audit and Risk Committee (the Committee) pursuant to Section 53 of the Local Government Act 2020 (the Act).

The purpose of this charter is to facilitate the operation of the Committee.

This charter is prepared and approved by Council pursuant to section 54 (1) of the Act.

### 2 AUTHORITY

The Committee acts in an advisory capacity to the Council only and reports directly to the Council.

The Committee is not a delegated committee of Council.

The Committee does not have any delegated financial responsibility.

Pursuant to section 53(2) of the Act, the Committee does not have and therefore cannot exercise any executive powers, or management functions.

To empower the Committee to discharge its responsibilities as set out in this charter, Council authorises the Committee to:

- Provide advice and make recommendations to Council on matters within the Committee's areas of responsibility as set out in legislation, this Charter or by specific resolution of Council;
- Review key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a strong internal control environment;
- Review and recommend to Council for its approval the three-year rolling strategic internal audit plan, the annual internal audit plan and any major changes to them, ensuring the proposed strategic internal audit plan appropriately considers Council's strategic risks and allocated budget for the internal audit plan;
- Review and approve proposed scopes for each review in the annual internal audit plan;
- Meet solely with the Internal Auditor at least once per year;
- Meet solely with the External Auditor at least once per year; and
- Request, through the Chief Executive Officer:
  - appropriate management support to enable the Committee to discharge its responsibilities effectively; and
  - the attendance of Council officers at meetings, and request the attendance of internal audit, external audit or other assurance providers, where appropriate.
- Recommend directly to the Council, the appointment of relevant independent experts where the Committee considers that it is necessary in order to execute its responsibilities.





## AUDIT AND RISK COMMITTEE CHARTER

The scope, functions and responsibilities of the Committee are set out in this Charter. Any request made to Officers by the Committee that falls outside of the express provisions of this Charter will be assessed at the discretion of the Chief Executive Office.

### 3 MEMBERSHIP AND TENURE

#### **Composition**

- 3.1 The Committee will consist of six members appointed by Council, four of whom will be independent members and two members will be Councillors.
- 3.2 In accordance with section 53(3)(c) of the Act, the Committee will not include any person who is a member of Council staff.

#### **Independent Members**

- 3.3 Independent members must collectively have expertise in financial management and reporting and risk management and also experience in public sector management;
- 3.4 Independent members will be appointed for an initial period not exceeding three years. Members may be re-appointed for a further period. Members will not be appointed for more than three consecutive terms.
- 3.5 Terms of appointment will be set so that as far as possible only one member retires at a time in order to minimise the loss of knowledge of Council's business that may occur on change of membership.
- 3.6 Independent members will have full voting rights.
- 3.7 Independent members will receive an annual allowance as approved by Council, having reviewed the allowance once every four years with like sized rural councils. The Chair will receive an additional allowance to be determined by Council. The approved allowances will be increased annually by the average rate revenue increase determined by Council through its adopted budget.
- 3.8 An independent member that is absent for two consecutive meetings, without submitting an apology or been granted a leave of absence, will create a casual vacancy.

#### **Councillor Members**

- 3.9 Councillor members will be appointed to the Committee by Council annually.
- 3.10 Councillors who are not appointed as members of the Committee, may attend any meeting of the Committee as an observer. For clarity, only Councillors appointed by Council to the Committee have voting rights.

#### **Chair**

- 3.11 The Chair will be appointed by Council resolution.
- 3.12 In accordance with section 53(4) of the Act, the Chair must be an independent member of the Committee as it must not be a Councillor.
- 3.13 The Committee will make a recommendation to Council about the appointment of the Chair.
- 3.14 The Chair must not exceed any two-year continuous period;



## AUDIT AND RISK COMMITTEE CHARTER

3.15 The Committee is authorised to appoint an Acting Chair, from the independent members, when required.

3.16 The role of the Committee Chair includes:

- Assisting in determining the Agenda for Committee meetings.
- Chairing meetings of the Committee in accordance with the meeting Agenda.
- Preparation of a biannual audit and risk report that is to be provided to the Chief Executive Officer for tabling at the next practicable Council meeting. The report must describe the activities of the Audit and Risk Committee and includes its findings and recommendations
- Circulating the annual self-assessment, and collating and sharing the results with Committee members and with the Chief Executive Officer for tabling at the next practicable Council meeting.

3.17 The Chair shall have a casting vote on occasions where there is an equal tally of votes on a matter.

### **Quorum**

3.18 A quorum of any meeting will comprise at least two independent members and at least one Councillor member.

### **Induction**

3.19 All Committee members will receive an induction to the purpose and responsibilities of the Committee and will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

### **Removal of a Member**

3.20 If Council proposes to remove a member of the Committee prior to the conclusion of their term, it must give written notice of its intention to do so and afford the member an opportunity to respond and be heard at a Council meeting if the affected member so chooses. The Council meeting to hear the response will be open to the public.

### **Recruitment**

3.21 At the completion of each term of an independent member the position will be made vacant. An outgoing independent member will be eligible to re-nominate for the position, subject to the maximum allowable term.

3.22 If a casual vacancy exists, the vacancy will be filled as if the appointment term of the vacating member had been fulfilled.

3.23 All vacancies of independent members will be advertised sufficiently to attract the required skills, but as a minimum within the Colac Otway Shire.

3.24 A selection panel, comprising one independent member and one Councillor member of the Committee and the Chief Executive Officer, will conduct a selection process to identify candidates suitable to recommend to Council for appointment.

3.25 The criteria for the appointment of independent members will be experience and qualifications to meet the collective skills mix of the Committee.



## AUDIT AND RISK COMMITTEE CHARTER

- 3.26 The Council will appoint Committee members. In appointing members to the Committee, the Council will consider gender balance.
- 3.27 If there are more applications than positions vacant, the selection panel should consider and give weight to the following points when recommending appointments to Council;
- Individuals who have already served on the Committee and not reached the maximum term, who have demonstrated a valuable and consistent contribution to the Committee;
  - Individuals who demonstrate skills, qualifications and experience in more than two of the identified fields of expertise; and
  - Individuals who live and/or work within the Colac Otway Shire.
- 3.28 The selection panel, when recommending a preferred applicant for appointment to the Committee will also have regard to the skill mix of the currently appointed independent members and when possible, ensure at least one independent member has a sound knowledge and understanding of the local government sector and its roles and responsibilities.

### **Insurance**

- 3.29 Members of the committee are covered by Council's insurance policies.

## 4 MEETINGS

### **Frequency and Attendance**

- 4.1 The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require.
- 4.2 A schedule of meetings will be developed annually and agreed by members. The schedule will ensure that the annual work program for the forthcoming year enables the Committee to cover all the functions and responsibilities outlined in this charter.
- 4.3 Additional meetings may be called by the Committee Chair, or at the request of the Mayor or Chief Executive Officer.
- 4.4 All Committee members are expected to attend each meeting in person as often as possible, although members can attend through electronic means. The Chair and Chief executive Officer will be provided notice of electronic attendance with sufficient time to ensure technology and support is suitable. Any member attending via electronic means will retain full voting rights.
- 4.5 The Chief Executive Officer will ensure that there is secretariat support for the meetings of the Committee and invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary. The Chief Executive Officer, General Manager Corporate Services, Manager Governance and Communications and the Manager Finance will attend all meetings.
- 4.6 Committee meetings are closed to the public.



## AUDIT AND RISK COMMITTEE CHARTER

- 4.7 The Committee may ask staff members, other than the Chief Executive Officer to leave the meeting to discuss a confidential item. If the Committee wishes to discuss a confidential item without the Chief Executive Officer, the Committee must resolve to close the meeting to all Council employees.

### **Agenda and Minutes**

- 4.8 Meeting agendas will be prepared and provided to the Chair at least eight working days for their review before distributing the agenda to all members at least five working days in advance of the Committee meeting. Supplementary material may be provided after the issuance of the agenda where this accommodates up to date information from Council management or auditors.
- 4.9 Agendas will be distributed to Councillors for information within 24 hours of the distribution to Committee members.
- 4.10 Minutes will be taken at each meeting.
- 4.11 Draft minutes of Committee meetings will be prepared and circulated to members within ten working days of each meeting.
- 4.12 Draft minutes, without attachments, will be presented as “*Unconfirmed Committee Minutes*” to the next practicable Council meeting to ensure that Council receives the Committee’s advice in a timely manner. A copy of the Committee Agenda, inclusive of attachments to reports, will be presented as a Confidential Attachment to the same Council Meeting.
- 4.13 The Committee will confirm its minutes at the next Committee meeting and will become the Final Minutes.
- 4.14 Final Minutes will only be presented to a Council Meeting if there are changes made from the draft minutes, other than minor administrative changes.

## 5 ROLE OF THE COMMITTEE

The role of the Committee is to support Council in discharging its oversight responsibilities related to:

- financial and performance reporting,
- risk management,
- fraud prevention systems and control,
- maintenance of a sound internal control environment,
- assurance activities including internal and external audit; and
- Council’s performance with regard to compliance with its policies and legislative and regulatory requirements.

The Committee acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters as set out in this Charter.

The Committee seeks also to add to the credibility of Council by promoting ethical standards through its work.



## AUDIT AND RISK COMMITTEE CHARTER

### 6 RESPONSIBILITIES OF THE COMMITTEE

The Committee's functions and responsibilities, in accordance with section 54(2) of the Act, are to:

- (a) monitor the compliance of Council policies and procedures with—
  - (i) the overarching governance principles; and*
  - (ii) the Act and the regulations, and any Ministerial directions;**
- (b) monitor Council financial and performance reporting;*
- (c) monitor and provide advice on risk management and fraud prevention systems and controls;*
- (d) oversee internal and external audit functions.*

To achieve this, the Committee will review and advise Council on specific internal systems and activities of Council through:

- Assessing Council policies to monitor compliance with the Act, including with the overarching governance principles as set out in section 9 of the Act;
- Ensuring the appropriate application of Council's accounting policies, including ensuring compliance with the financial management principles set out in section 101 of the Act;
- Assessing and ensuring reliable and complete financial and performance reporting;
- Appraising the level and effectiveness of Business Continuity Plans and Enterprise Risk Management practices, including risks and risk controls and mitigations recorded in the risk register;
- Assessing implemented internal fraud and corruption controls and the results of any control testing undertake;
- Ensuring that internal and external auditors provide independent and objective analysis and reporting on internal corporate governance, risk management, internal control and compliance.

#### **Financial and Performance Reporting**

- 6.1 At least annually review significant accounting and external 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.
- 6.2 At least annually review changes to the Local Government Performance Reporting Framework and understand the impact of those changes on Council's performance indicators.
- 6.3 Review the annual financial report and annual performance statement and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position.
- 6.4 Review with management and the external auditors the results of the audit, including any difficulties encountered by the auditors and how they were resolved.
- 6.5 Recommend the adoption of the annual financial report and annual performance statement to Council.



## AUDIT AND RISK COMMITTEE CHARTER

- 6.6 Review the appropriateness of the format and content of periodic management financial reports and performance statements to Council as required.

### **Internal Control Environment**

- 6.7 Review the adequacy and effectiveness of key policies, systems and controls for providing a sound internal control environment. This should be done on a rotational basis over a four year period and in accordance with approved review dates.
- 6.8 Determine whether systems and controls are reviewed regularly and updated where required.
- 6.9 Monitor significant changes to systems and controls to assess whether those changes significantly impact Council's risk profile.
- 6.10 Ensure that a programme is in place to test compliance with systems and controls.
- 6.11 Assess whether the control environment is consistent with the Governance Principles defined within the Local Government Act 2020.

### **Risk Management**

- 6.12 Review annually the effectiveness of Council's risk management framework.
- 6.13 Review Council's risk appetite statement and the degree of alignment with Council's risk profile.
- 6.14 Review Council's risk profile and the changes occurring in the profile from meeting to meeting.
- 6.15 Review every two years Council's treatment plans for significant risks, including the timeliness of mitigating actions and progress against those plans.
- 6.16 Review the insurance programme prior to renewal of insurance policies.
- 6.17 Review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

### **Fraud Prevention Systems and Controls**

- 6.18 Review Council's Fraud Prevention policies and controls, including the Fraud Control Plan and fraud awareness programmes at least every two years
- 6.19 Receive 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.
- 6.20 Review reports by management about the actions taken by Council to report such matters to the appropriate integrity bodies.

### **Internal Audit**

- 6.21 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.



## AUDIT AND RISK COMMITTEE CHARTER

- 6.22 Review and approve the three year strategic internal audit plan, the annual internal audit plan and any significant changes to them.
- 6.23 Review progress on delivery of the annual internal audit plan.
- 6.24 Review and approve proposed scopes for each review in the annual internal audit plan.
- 6.25 Review reports on internal audit reviews, including recommendations for improvement arising from those reviews.
- 6.26 Meet with the leader of the internal audit function at least annually in the absence of management
- 6.27 Monitor action by management on internal audit findings and recommendations.
- 6.28 Review the effectiveness of the internal audit function and ensure that it has appropriate authority within Council and has no unjustified limitations on its work.
- 6.29 Recommend to Council the appointment of an internal audit service provider.
- 6.30 Recommend to Council, if necessary, the termination of the internal audit contractor.

### **External Audit**

- 6.31 Annually review and provide feedback on the external audit scope and plan proposed by the external auditor for their consideration.
- 6.32 Discuss with the external auditor any audit issues encountered in the normal course of audit work, including any restriction on scope of work or access to information.
- 6.33 Ensure 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.
- 6.34 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.
- 6.35 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor Council's responses to them.
- 6.36 Meet with the external auditor at least annually in the absence of management.

### **Compliance Management**

- 6.37 Review 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.
- 6.38 Obtain briefings on any significant compliance matters.
- 6.39 Receive 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.



## AUDIT AND RISK COMMITTEE CHARTER

### 7 PERFORMANCE EVALUATION

The Committee must undertake a process to evaluate its performance annually and report the outcomes of the evaluation process to Council through the Chief Executive Officer, including recommendations for any opportunities for improvement.

The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

### 8 COMMITTEE MEMBER REGULATORY OBLIGATIONS

Committee members are expected to be aware of their obligations under Section 53 of the Act. These obligations relate to misuse of position as a member of the Committee (Section 123), confidential information (Section 125) and conflict of interest (Sections 126 to 131). Details about these obligations are included in Appendix A to this Charter.

Independent ARC members will be required to sign an Initial Personal Interest Form upon commencement of their term, and a Personal Interests Return biannually.

### 9 REVIEW OF CHARTER

The Committee will review and assess the adequacy of the Charter every two years or earlier if necessary and submit requests to Council through the Chief Executive Officer for revisions and improvements for approval.

### 10 DOCUMENT CONTROL

<b>Policy owner</b>	Manager Governance	<b>Division</b>	Executive
<b>Adopted by council</b>	28 September 2022 (amended 22 November 2023)		
<b>File Number</b>	D22/172511	<b>Review date</b>	August 2025





## AUDIT AND RISK COMMITTEE CHARTER

### Appendix A

#### Committee Member Regulatory Obligations

##### Guidance to Members

LGA Section	LGA Requirement
<b>Misuse of Position</b>	
125	A Committee member must not intentionally misuse their position to: <ul style="list-style-type: none"> <li>a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or</li> <li>b) Cause, or attempt to cause, detriment to the Council or another person</li> </ul>
123(3)	Circumstances involving misuse of a position by a member of the Committee include: <ul style="list-style-type: none"> <li>a) Making improper use of information acquired as a result of being a member of the Committee; or</li> <li>b) Disclosing information that is confidential information; or</li> <li>c) Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or</li> <li>d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or</li> <li>e) Using public funds or resources in a manner that is improper or unauthorised; or</li> <li>f) Participating in a decision on a matter in which the member has a conflict of interest.</li> </ul>
<b>Confidential Information</b>	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
<b>Conflicts of Interest</b>	
125	A member of the Committee has a conflict of interest if the member has: <ul style="list-style-type: none"> <li>a) A general conflict of interest as described in Section 127; or</li> <li>b) A material conflict of interest as described in Section 128.</li> </ul>
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
<p><b>Please Note</b></p> <p>The above guidance is not verbatim from the Act and does not include all details as explained in Part 6, Division 1 of the Act. For a full understanding of the requirements of the Act in relation to the matters summarised above, members are expected to make themselves fully aware of the requirements of the Act.</p>	

## Item: 8.2

# Audit and Risk Committee Biannual Report

<b>OFFICER</b>	Natasha Skurka
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	1. Biannual Report to Council of Colac Otway [8.2.1 - 7 pages]

## 1. PURPOSE

To receive for information the Colac Otway Shire Audit and Risk Committee Biannual Risk Report.

## 2. EXECUTIVE SUMMARY

Under section 54(5) of the *Local Government Act 2020* the Audit and Risk Committee must prepare a biannual report and provide it to the Chief Executive Officer for tabling at the next Council meeting.

The Chair of the Audit and Risk Committee attended a meeting to provide Councillors an opportunity to ask questions and discuss matters of interest/relevance.

## 3. RECOMMENDATION

***That Council:***

- 1. Receives for information, the Colac Otway Shire Audit and Risk Committee Biannual Report, dated 30 September 2024.***
- 2. Acknowledges the Audit and Risk Committee Chair and independent members for their efforts and commitment to Colac Otway Shire Council.***

## 4. KEY INFORMATION

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

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

The ARC must prepare a biannual audit and risk report that describes its activities and includes its findings and recommendations. A copy of the report must then be provided to the Chief Executive Officer for tabling at the next Council meeting.

## 5. CONSIDERATIONS

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

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

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

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

Audit and Risk Committee Charter  
*Local Government Act 2020*

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

No impact.

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

Not required.

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

Presentation of the Audit and Risk Committee Biannual Report to an open Council meeting, ensures transparency for 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

Objective 2: We are a financially robust organisation

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

Not applicable.

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

Not applicable.

### **Risk Assessment**

Tabling the biannual Audit and Risk report to Council meets the requirements 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.

### **Options**

Option 1 – Receive for information the Colac Otway Shire Audit and Risk Committee biannual report.

This option is recommended by officers as tabling the Audit and Risk Committee Biannual Report at the next Council meeting is a requirement of the *Local Government Act 2020*.

Option 2 – Do not receive for information the Colac Otway Shire Audit and Risk Committee biannual report

This option is not recommended by officers as tabling the Audit and Risk Committee Biannual Report at the next Council meeting is a requirement of the *Local Government Act 2020*.

## Report to Council of Colac Otway's Shire Council Audit and Risk Committee (ARC) for presentation to Council – September 2024

### 1. Introduction

Colac Otway Shire Council has established an Audit & Risk Committee (ARC) pursuant to Section 53 of the Local Government Act 2020 (the Act) to support Council in discharging its oversight responsibilities. It acts in this capacity by monitoring, reviewing, endorsing, and advising on the matters as set out in its Charter.

The appointment of independent members to the ARC enables it to provide advice to Council on matters related to its responsibilities based on broader skills and experience than might otherwise be the case and in so doing bring additional benefits to Council.

Under Section 54(5) of the Act, the Chairperson is required to prepare a report to Council through the Chief Executive Officer (CEO) on the ARC's activities twice per annum.

One such report is prepared after the meeting at which the annual financial report and the annual performance statement have been considered and recommended to Council for adoption. This report covers the ARC meetings held between June 2024 and September 2024.

Meetings were held on:

Date	Location
6 June 2024	COPACC and Video Conference
22 August 2024	COPACC and Video Conference
9 September 2024	Video Conference
12 September 2024	Video Conference

### 2. ARC Membership

The membership of the ARC during the reporting period was:

Name	Role	Expiry Date	Attendance
Ms Melissa Field	Independent Chair	30/11/2024	4 of 4 meetings
Mr Richard Trigg	Independent Member	30/11/2026	3 of 4 meetings
Mr John Gavens	Independent Member	30/11/2026	4 of 4 meetings
Mr John Sutherland	Independent Member	30/11/2025	4 of 4 meetings
Cr Margaret White	Internal Member	30/11/2024	3 of 4 meetings
Cr Max Arnott	Internal Member	30/11/2024	4 of 4 meetings

### 3. ARC Purpose

The purpose of the ARC is to provide a structured, systematic oversight of Council's governance, risk management and internal control practices, and financial performance and position. The ARC assists the Council and management by providing advice and guidance on the adequacy of initiatives for:

- Financial and performance reporting,
- Risk management,
- Fraud prevention systems and controls,
- Maintenance of a sound internal control environment,
- Assurance activities including internal and external audit,
- Ensuring compliance with policies and legislative and regulatory requirements.

It does this by adherence to its annual work plan and a formal agenda for each meeting.

The ARC does not have executive powers and management functions, but rather acts in an advisory capacity.

### 4. Responsibilities and Activities for the period

#### a. Financial and performance Reporting:

The quarterly performance report for the period 1 January 2024 – 31 March 2024 was tabled at the June meeting. The quarterly report encompassed:

- Financial performance (budget) report
- Annual Plan progress report, and
- Capital Works and Major Initiatives performance report.

At the August meeting ARC was briefed on the changes to the Local Government Performance Reporting Framework (LGPRF) for 2023 -2024, along with details of the impact of these changes on Council's performance indicators.

The annual financial statements and performance statement were presented to the 9 & 12 September meetings. The financial results showed an operating deficit of \$5.4 million for the year, \$3.4 million unfavourable to budget. Capital works expenditure amounted to \$10.8 million which was \$1.1 million more than budgeted expenditure. Financial assets (including cash and cash equivalents) decreased to \$29.4 million, of which \$22.3 million is unrestricted. However, \$19 million is subject to intended allocations. Net assets increased by \$47.6 million, largely on the back of a net revaluation of Land and Buildings of \$52.3 million.

Financial service performance indicator trends were negatively impacted by a delay in receiving \$7.47m in Financial Assistance Grants. These were received after year end. Excluding this impact, service performance indicators are largely consistent with previous years and other rural Councils.

The Committee were able to propose questions in relation to the annual

financial statements and performance statement prior to the meeting, and management responded with adequate answers to satisfy the Committee.

Across all performance reporting formats, adequate explanations were provided by management for variances and exceptions.

**b. Internal Control:**

As part of management's previous cycle of policy and procedure review and development, ARC reviewed and provided feedback on:

- Council's Investment Policy, presented to the June meeting,
- Council's Complaints Policy, presented to the June meeting,
- Management's assessment of the need to maintain an Internal Audit Control Policy, with ARC recommending to Council that this policy be revoked, noting that relevant information around internal audit roles and responsibilities will be retained within the organisation as guidelines.

At the June meeting ARC was also provided with an update on the review of Council's Governance Rules.

At the August meeting ARC was advised of a change in approach to the management of the program of policy review and renewal. Council will now take a policy framework approach to reviewing/developing groupings of policies in key functional areas across the organisation, to ensure synergies between related policies are maximised and to reduce policy conflict and redundancy. ARC noted that the policy review program is expected to be completed by the end of 2025.

Due to resourcing constraints and changes in personnel in the Governance function, the committee's annual review of its Audit and Risk Committee Charter has been deferred to December 2024.

**c. Risk management:**

The CEO briefs ARC each meeting on emerging matters and their key risks to Council. During the period, these matters included the key risks associated with the appointment in July of a Municipal Monitor, and risks associated with Councillor and candidate dynamics during an election year.

Updates were also provided regarding risks associated with continuing matters raised in previous CEO ARC briefings, including the impact of vacancies in key executive roles, EPA requirements for landfill remediation, Councils decision to undertake a Best Value Review of Community Aged Care Services and timing of Councils Capital Works program delivery.

In line with its Charter and workplan ARC received and considered the following reports associated with council's risk management activities:

- In June, ARC received and noted Council's updated assessment of strategic risks, reflecting the continued application of Council's new Risk Management Framework, adopted in 2023. The ARC noted the 19 updated Strategic Risk assessments and the timelines and progress towards completion of mitigation plans and actions.
- In August, ARC received and noted Council's second progress report on its renewed program of identification, assessment and mitigation planning around Council's operational risks. Approximately 50% of councils identified operational risks were included in the first phase risk assessment report to the ARC in March, with this preliminary risk assessment of remaining operational risks presented to ARC in August. Ongoing, management will report to ARC at least annually on the outcomes of its operational risk assessments and progress against mitigation plans.

Other matters of a risk nature tabled during this period were:

- The insurance program was presented and noted at the June meeting. Further to this presentation, ARC recommended to Council a one-year extension of Jardine Lloyd Thompson's Insurance Broking and Risk Management Services Contract.
- In August ARC was provided with an update on the progress made to date in implementing Business Continuity Planning (BCP) and Emergency Management (EM) responsibilities. ARC noted that progress in developing protocols in these areas, including the testing of continuity and emergency management plans, has been negatively impacted by significant changes in personnel within the Emergency Management function. ARC will maintain an oversight of BCP and EM progress at council in 2025 and has recommended that this area be considered for inclusion in the strategic internal audit program.

ARC believes that there is adequate transparency regarding emerging matters and risks to council.

**d. Fraud and Corruption Prevention:**

ARC was provided with an update on the delivery of Fraud and Corruption prevention and awareness training at the June meeting.

**e. Internal Audit:**

At the June meeting ARC endorsed the final tender specification for Provision of Internal Audit Services, and nominated independent ARC members for inclusion on the Tender Evaluation Panel.



Following the completion of Tender Evaluation, ARC recommended to Council the appointment of Crowe as internal auditors for a three-year period, with two one-year extension options.

No internal audit reports were tabled during the period. During the period ARC approved the scope of an Accounts Payable internal audit, to be completed by outgoing internal auditors, Moores. The final internal audit report for this audit is expected to be reviewed by the ARC in December.

In both June and August, ARC received summary updates from management relating to progress made against the implementation roadmaps arising out of the following previous internal audit findings:

- Procurement
- Workplace Health and Safety
- Delegations and Authorisations
- Property Management, including leases and licences
- Cyber security

A new three-year strategic internal audit plan, covering proposed audits from 2025 onwards, is expected to be tabled with ARC at the December meeting.

**f. External Audit:**

At the 9 & 12 September meetings RSD (as Audit Service provider for the Victorian Auditor-General) provided an overview of the financial report and performance statement audit processes and tabled their audit Closing Report and Draft Final Management Letter. They indicated their intention to issue a clean audit opinion.

ARC had the opportunity to ask questions of RSD relating to the audit, and financial and performance statements. This included the opportunity for discussion of matters in camera.

Subject to any changes arising from final Victorian Auditor General's Office (VAGO) review of statements, ARC recommended the statements to Council for adoption.

At the June meeting the Interim Management Letter from RSD Audit was tabled, as part of their audit for the year ending 30 June 2024. There were 6 new internal control findings identified in the Interim Management Letter, 4 of which were rated Low and 2 which were rated Moderate. ARC received a verbal update from Management that the Moderate items had been addressed and resolved prior to the September ARC meeting.

ARC noted that the Interim Management Letter contained 6 unresolved items relating to the 2023 Management Letter, with items rated moderate relating to the need for Business Continuity Plan and Disaster Plan testing, and to strengthening IT Access Management.

An updated Draft Final Management Letter tabled at the 12 September meeting contained three further findings, including a recommendation that Management make significant improvements to its process of preparation and review of its annual performance statement, prior to submitting it for audit.

At the August meeting ARC were provided with an update on Independent Land and Buildings revaluations, undertaken to support annual financial reporting and audit requirements. The previous revaluations had been undertaken as at 20 June 2022. Adjustments arising as a result of the revaluation were audited as part of the annual financial statement audit process.'

**g. Compliance:**

***Legislative Compliance Surveys***

At the August meeting, Council tabled the results of its legislative compliance survey for the period 1 January 2024 – 30 June 2024. The scope of the survey included team leaders and coordinators. ARC noted an increase in reported non-compliances compared to earlier surveys. Upon inquiring, ARC noted that matters reported were already known to senior executive and matters had been subject to appropriate risk assessment and response. From the survey, several actions have been initiated to improved future results.

***Aged Care Quality and Safety Commission Audit of Council programs***

In June ARC received a report on the outcome of the Aged Care Quality and Safety Commission's audit of Council's Older Persons Ability Support Services (OPASS), including Commonwealth Home Support Program (CHSP) and Home Care Packages (HCP) program, against Aged Care and Quality Standards. The audit had been undertaken in February 2024. The auditor had assessed Council as non-compliant against 8 standards. ARC noted the continuous improvement plan tabled by management to address the non-compliances, ahead of a scheduled follow up visit by the Auditor in August. At the August meeting ARC received a verbal update from the CEO that all non-compliances had now been addressed to the satisfaction of the Auditor.

***Compliance with the General Environmental Duty under the EPA Act 2017***

At the June meeting ARC received a report from management that tabled an approach to better understanding Council's compliance with its obligations under environmental legislation, in particular the General Environmental Duty applicable under the Environmental Protection Act 2017. ARC noted that the proposed approach will include undertaking an assessment of Council's environmental based risks, and the development of action plans to respond to these risks. ARC expects that these risk assessments and plans will be reported to the ARC meeting in March 2025.

**h. Performance Evaluation:**

The annual ARC performance evaluation is due to be undertaken ahead of the December ARC meeting and tabled at that meeting.

**5. General:**

At the 9 September meeting ARC recommended to Council that Independent Member Melissa Field be reappointed as Chair for one year.

The committee maintains a sound professional relationship with management. Through our meetings in this bi-annual reporting period ARC observed that management continues to be challenged in addressing all tasks and issues arising from activities of the committee. Resource constraints arising from key vacancies and key staff turnover have contributed to this. ARC, through the application of its Charter and associated Workplan, will seek to work proactively with management to ensure the scope, timing and focus of work is prioritised to better address important audit, risk, performance and compliance matters, particularly internal and external audit reporting findings.

This report has been reviewed and approved by all members of ARC.

Melissa Field

Chair

Colac Otway Audit and Risk Committee

30 September 2024

## Item: 8.3

# Community Asset Committees Annual Report 2023-2024

<b>OFFICER</b>	Steven O'Dowd
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	1. Community Asset Committees - 2023-24 Annual Report - Attachment 1 - Activities of the Committees - 2 [8.3.1 - 12 pages]

## 1. PURPOSE

To present the 2023-24 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 19 Community Asset Committees (CACs), and Council's Chief Executive Officer has delegated responsibilities to all members of the 19 Committees. The *Local Government Act 2020* requires the Chief Executive Officer to report to Council annually on the activities of the Community Asset Committee. The 2023-24 Annual Report (Attachment 1) represents the information available regarding the committees in this last financial year.

## 3. RECOMMENDATION

***That Council receives the 2023-24 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.***

## 4. KEY INFORMATION

Colac Otway Shire currently has 19 Community Asset Committees (CACs), and Council's Chief Executive Officer has delegated responsibilities to all members of the 19 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 2023-24 Annual Report (Attachment 1) comprises data provided by 10 Committees, which have responded since requested in June 2024. If any further reports are provided they will be presented to Council at a future meeting.

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. This committee does not need to provide an annual report due to the inactivity.

## 5. CONSIDERATIONS

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

A key principle is that “Innovation and continuous improvement is to be pursued”. Council has tried to make improvements in the way Community Asset Committees are governed in recent years and this report is the result of some of those improvements, however there is still a lot of work to be done to ensure that Council and the committees are working in an optimum manner. Council has decided not to allocate resources to support these volunteers which can leave the committee members frustrated or not realising their potential, however the volunteers remain committed to the local management of these important facilities and reserves.

### **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) 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*)

This report has no financial implication for Council as asset-related costs come through the budget and other processes.

### **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.

### **Options**

#### Option 1 – Adopts the recommendation as presented.

T 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 – 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 2023-24

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
1. <b>Alvie Recreation Reserve</b>	Detail not provided	Detail not provided	Detail not received as at 5 December 2024. Activities will be reported to council at a future meeting if the committee provides information.
2. <b>Apollo Bay Senior Citizens Centre</b>	Detail not provided	Detail not provided	<p>Weekly events:</p> <ul style="list-style-type: none"> <li>• twice weekly playgroups for preschoolers, free to attend for community members</li> <li>• four times a week we host dance classes for children of different ages</li> <li>• weekly yoga classes</li> <li>• weekly open studio art group</li> <li>• weekly old time dance group for 60+</li> <li>• twice weekly we host movement classes for NDIS supported people</li> <li>• choir practice</li> <li>• film society film screenings</li> </ul> <p>One-off and annual events:</p> <ul style="list-style-type: none"> <li>• second hand market</li> <li>• community dinner</li> <li>• many AGM's</li> </ul> <p>Maintenance:</p> <ul style="list-style-type: none"> <li>• Roof replacement will be required in 2025</li> </ul>

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
3. Beech Forest Hall	Detail not provided	Detail not provided	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>• Community Dinners</li> <li>• Bowls</li> <li>• Christmas Get-together</li> <li>• Historical Society Open days</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>• Community dinners to enable local people to get together.</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>• Nil identified.</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>• Community dinners.</li> <li>• New signage.</li> <li>• Possible return of markets.</li> </ul> <p>Improving the space around the hall.</p>
4. Beech Forest Recreation Reserve	Detail not provided	Detail not provided	Detail not received as at 5 December 2024. Activities will be reported to council at a future meeting if the committee provides information.
5. Birregurra Public Hall	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>• Re-establishing the hall program post Covid</li> <li>• Prepared grant applications for replacement of hall chairs and tables</li> <li>• Committee became an Incorporated Association on 15 November 2021</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>• Successful restarting of a range of community programs</li> <li>• Birregurra Art show Challenges</li> <li>• Ongoing maintenance issues</li> <li>• Funding for maintenance</li> <li>• External painting of hall</li> <li>• Working at Heights – local training unavailable</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>• Reestablished community connections post pandemic</li> <li>• Local regular activities and community group activities</li> <li>• Collaborations with other entities has shown strong recovery after a few lean years</li> <li>• The events attracted a diversity of participation across the community and drew visitors to town</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>• Budget commitment to paint outside of hall</li> <li>• Attraction of high-end music and theatre</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>• Full diverse season of music, arts, circus, magic shows, dance, karate, theatre, film, gardening, markets and celebrations of life including birthday, weddings and farewells.</li> <li>• Local regular variety of activities and community activities for children, young people and adults.</li> <li>• New film society commenced and introduced many people to some great films.</li> <li>• Hosting major acts including Ash Grunwald, Black Sorrows, Lloyd Speigal.</li> <li>• Rejuvenating local music scene with several bookings from local musicians providing a festival type atmospheres in the hall.</li> <li>• Continual investigation in how to develop and build the committee has led to the planning the move to an online booking system that will eventually reduce the role of the booking officer</li> </ul>



Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
	<ul style="list-style-type: none"> <li>• OHS responsibilities</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>• New ideas and plans for hall usage</li> <li>• Western pergola works</li> <li>• Renovation of East wing kitchen</li> <li>• Installation of storage shipping container</li> <li>• Outdoor stage improvements</li> <li>• Hall branding</li> <li>• Shade measures</li> </ul>	<ul style="list-style-type: none"> <li>• Reengagement with the community</li> <li>• Local celebrations held at the hall</li> <li>• Estimate of 7,000 people engaged in activities</li> <li>• Estimated 1,200 hours of volunteering time</li> <li>• Committee and volunteers continue to be highly committed to the facility</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>• Moving from Incorporation to a Community Asset Committee</li> <li>• Concern with the lack of consultation prior to the Instrument of Delegation (IoD) and draft Induction Guide distribution</li> <li>• Feedback on the IoD and Guide not yet acted upon</li> <li>• No improvement to the responsiveness of issues raised</li> <li>• Maintaining members is challenging</li> <li>• Volunteer responsibilities has changed; previously Council responsibility</li> <li>• Volunteer fatigue is high</li> <li>• Maintenance is an issue. Concerned with the time taken to resolve capital issues</li> <li>• Unresolved uncertainty about OHS issues and the lack of OHS training</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>• Optimistic that the core functions of the hall will continue to be met</li> </ul>	<p>and treasurer, expecting to be fully operational in 24-25 FY. Space to Go will fully replace the current Skedda.</p> <ul style="list-style-type: none"> <li>• Aim to increase bookings by 20% in the next full financial year.</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>• Birregurra Recreation Reserve Black Tie fundraiser with local ex AFL CEO Gillion McLauchlan raised \$40,000 for the recreation reserve.</li> <li>• Continuing to partner with the Community health centre for special events to reengage the community post covid with morning teas and Christmas in July functions.</li> <li>• Completion of the hall external painting.</li> <li>• Programmed work of garden upkeep and cleaning that ensures the hall is well maintained all year.</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>• Continued concerns with the Instrument of Delegation and expectations on volunteers.</li> <li>• Working at height training.</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>• Outside stage planning fee and permit paid, collaboration with Birregurra Art Show.</li> <li>• Garden improvements with potential to build in or shade the outside patio.</li> <li>• Refresh the wooden floor in partnership with Council.</li> <li>• Resolve water damage from recent storm and leaking.</li> <li>• Bin designated platform.</li> <li>• Re gravel the driveway for annual access.</li> <li>• Partner with health centre to add arbour over the rose garden.</li> <li>• Resolve the ongoing Instrument of Delegation and committee responsibilities with Council.</li> </ul>

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
<p><b>6. Carlisle River Recreation Reserve</b></p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Cricket</li> <li>Camp groups</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Cricket club in operation</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Nil identified</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Installation of new cricket nets</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Cricket</li> <li>Installation of new cricket nets</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Nil identified</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Nil identified</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Nil identified</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Men's and women's cricket.</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Nil identified.</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Nil Identified.</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Water tanks for irrigation and drinking.</li> </ul>
<p><b>7. Chapple Vale Public Hall</b></p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Annual Christmas tree</li> <li>Music Trivia night</li> <li>Hall photographed for a book</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>The easing of Covid restrictions</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Ongoing maintenance issues</li> <li>Lack of key Council representative</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>New committee memberships</li> <li>New ideas and plans for hall usage</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Four hall hires</li> <li>Trail ride - Australian Antique Motorcycle Club</li> <li>Annual Christmas tree</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Six new members</li> <li>Ability to host events and hire the hall</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>IoD – concern with the lack of consultation, increase to members responsibilities</li> <li>Concerned with rights, obligations and coverage for risks; feel unable to host functions and social gatherings</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Local history display</li> <li>Maintenance – new roof and gutter guarding</li> <li>New members - ideas for future use</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>New committee members.</li> <li>Sip and Paint fundraiser.</li> <li>Easter community get together.</li> <li>New roof.</li> <li>Defibrillator installed at hall.</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Community attendance at hall, with many new members attending functions.</li> <li>New roof and gutter guards.</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Continued lack of consultation between Council and committee.</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Local history to be displayed at hall.</li> <li>Film society nights.</li> <li>Tree removal.</li> </ul>

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
<b>8. Cororooke Public Hall</b>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Increasing usage of the hall</li> <li>Highlights of the Year</li> <li>Hall usage remains strong</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Access to Essential Safety Measures Reports</li> <li>Maintenance requests – external painting, removal of roof water from base of Hall, re-mortaring foundation bricks of hall</li> <li>Poor responses of Council/property owner relating to Hall maintenance projects</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Installation of Solar Roof Panels</li> <li>Installation of purchased stainless steel kitchen</li> <li>Investigating alternative Committee run activities</li> <li>Installation of alternative ‘greener’ heating/cooling</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>General hall hire</li> <li>Project management and development</li> <li>Fundraising concepts and meetings</li> <li>Future of hall drafting</li> <li>Maintaining local relationships</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>First market held since the start of Covid</li> <li>Australia Day Celebrations</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Time</li> <li>Peoplepower</li> <li>Change of positions due to unforeseen circumstances</li> <li>Change from Incorporation to a CAC</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Funding to install solar roof panels</li> <li>Quarterly events</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>One market held for year</li> <li>Regular use by cycling club.</li> <li>Hire for exercise sessions and some children’s birthday parties</li> <li>Friends of Cororooke Hall Inc initiated to assist with grant and funding applications</li> <li>Highlights of the Year</li> <li>Advertising sign support.</li> <li>Installation of solar panels</li> <li>Exterior painting of hall</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Inability to fill officer bearer roles.</li> <li>Insufficient membership numbers.</li> <li>Fundraising.</li> </ul> <p><u>Future Project or Opportunities</u></p> <ul style="list-style-type: none"> <li>Place of refuge: <ul style="list-style-type: none"> <li>➢ Installation of reverse cycle air conditioners</li> <li>➢ Kitchen moved to ground floor level</li> <li>➢ Internet installation</li> <li>➢ Excess power generation to be fed back into grid</li> </ul> </li> <li>Conduct one larger market each year</li> <li>Preparation of Masterplan</li> <li>Installation of heritage leadlight window</li> <li>All abilities toilet</li> <li>Install verandah along north wall</li> </ul>

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
<b>9. Cressy Hall</b>	Detail not provided	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>• Nil identified</li> </ul> <u>Future Projects or Opportunities</u> <ul style="list-style-type: none"> <li>• Nil identified</li> </ul>	Detail not received as at 5 December 2024. Activities will be reported to council at a future meeting if the committee provides information.
<b>10. Eurack Public Hall and Tennis Reserve</b>	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>• Re-commencement after Covid</li> </ul> <u>Future Projects or Opportunities</u> <ul style="list-style-type: none"> <li>• 2023 community suppers</li> <li>• 2023 Christmas party</li> </ul>	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>• Recommended of community gatherings</li> <li>• Meeting with Council to discussed IoD and health and safety</li> <li>• Electing new leadership</li> <li>• New ideas for the future</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>• Christmas party</li> <li>• Information about the history of the region and soldiers stories from the Avenue of Honour</li> <li>• Re-commencement of supper nights</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>• Ongoing challenge to pay power bill</li> </ul> <u>Future Projects or Opportunities</u> <ul style="list-style-type: none"> <li>• New Facebook page – focus on history and local opportunities</li> <li>• QR codes for the Avenue of Honour and donations</li> <li>• Grant opportunities</li> </ul>	Detail not received as at 5 December 2024. Activities will be reported to council at a future meeting if the committee provides information.

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
<b>11. Irrewillipe Sports and Entertainment Complex</b>	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>• Match day lights (oval)</li> <li>• Maintain facility in safe and tidy manner</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>• Return of spectators to football and netball</li> <li>• Return of indoor bowls</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>• Maintenance of facilities to required standard</li> <li>• Future Projects or Opportunities</li> <li>• Upgrade of football and netball change rooms</li> </ul>	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>• Turning on training light on oval</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>• Christmas party at the hall</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>• New membership</li> </ul> <u>Future Projects or Opportunities</u> <ul style="list-style-type: none"> <li>• Nil identified</li> </ul>	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>• Renewed cricket pitch cover on the oval</li> <li>• Hall roof replaced</li> <li>• Hall exterior painted</li> <li>• Resowing and irrigating of oval</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>• Constant hall hire</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>• Upgrade of football change rooms</li> </ul> <u>Future Projects of Opportunities</u> <ul style="list-style-type: none"> <li>• Upgrade of social and football change rooms</li> <li>• Upgrade of toilet facilities</li> </ul>

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
<p><b>12. Kennett River Tennis Reserve (KRTR)</b></p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Installation of key safe for out of hours court use</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Grant received to paint shelter, construct and install shelter bench</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Vandalism to court fence</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Resurfacing the court</li> <li>Replacement of court fencing</li> <li>2023 Tennis Classic</li> <li>Signage for court</li> <li>Basketball ring</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Regaining membership post Covid</li> <li>Grant received for shelter upgrade and bench seat</li> <li>Court maintenance - replacement of net post</li> <li>Annual tennis classic</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Kennett River Tennis Classic – held January 2023</li> <li>Liaison with Council representative and site visit</li> <li>Receipt of community grant</li> <li>Community involvement in working bees</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Vandalism, including to court fence</li> <li>Funding for major projects with limited resources</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Resurfacing the court</li> <li>Replacement of court fencing</li> <li>Signage for court</li> <li>Replacement of basketball ring and backboard</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Annual Kennett River Tennis Classic</li> <li>AGM</li> <li>Collaboration with the Kennett River Association (KRA) for grant applications to affect the KRTR upgrade project.</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>KRA successful grant applications:</li> <li>Tiny Towns grant (Regional Dev Vic)</li> <li>Community Grant (Council)</li> <li>Community partnership - Apollo Bay and District Community Bank</li> <li>Grant from the Apollo Bay and District Health Foundation</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Vandalism.</li> <li>Change of booking procedure from the local shop Kafe Koala to the office of the campground.</li> <li>Ongoing strategy for booking and keys once the upgrade is affected, and appropriate signage.</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Working group formed to enact the upgrade project with members of the CAC. Joining members of the KRA. Upgrade will entail new poles and fence, with a double gate for vehicular access, a new adjustable height basketball hoop/stand, a new court surface with relocation of the shelter and re-siting of court area.</li> </ul>

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
<p><b>13. Larpent Hall Committee</b></p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>• Low activity due to Covid</li> <li>• Council contact to discuss Incorporation and maintenance schedule</li> <li>• Fund raising auction</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>• Fund raising auction</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>• Covid</li> <li>• Tennis courts not used</li> <li>• 2020 letter to Council – relocation of hall</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>• Fund raising auction 2024</li> <li>• Relocation of hall</li> </ul> <p>Moving defibrillator to outside of hall</p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>• Defibrillator installed outside in the foyer</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>• Nil identified</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>• Hall facility improvements</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>• Nil identified</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>• Tennis courts removed, cleared and fence established</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>• Nil identified</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>• Low numbers of committee members</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>• Nil identified</li> </ul>
<p><b>14. Lavers Hill Hall</b></p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>• Festival of Small Halls Event</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>• As above</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>• COVID</li> <li>• Building maintenance issues</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>• Overall plan for Council land surrounding hall</li> <li>• Ongoing maintenance - building and septic system</li> </ul>	<p>Detail not provided</p>	<p>Detail not received as at 5 December 2024. Activities will be reported to council at a future meeting if the committee provides information.</p>

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
<b>15. Pirron Yallock Recreation Reserve</b>	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>New turf and replaced wicket, new carpet and concrete</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>As above</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>Trees require attention</li> <li>Vinyl in the change rooms require maintenance</li> </ul> <u>Future Projects or Opportunities</u> <ul style="list-style-type: none"> <li>Tree maintenance</li> <li>Vinyl in the change rooms</li> <li>Gravel around the rooms</li> </ul>	Detail not provided	Detail not received as at 5 December 2024. Activities will be reported to council at a future meeting if the committee provides information.
<b>16. Stonyford Hall</b>	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>Landscaping/erect or repair flag poles</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>Covid (easing of restrictions)</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>Covid</li> </ul> <u>Future Projects or Opportunities</u> <p>Prioritising future works (based on Council building reports)</p>	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>Nil identified</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>Nil identified</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>Nil Identified</li> </ul> <u>Future Projects or Opportunities</u> <ul style="list-style-type: none"> <li>Nil identified</li> </ul>	<u>Key Activities or Projects</u> <ul style="list-style-type: none"> <li>Hall hire</li> <li>Community functions</li> </ul> <u>Highlights of the Year</u> <ul style="list-style-type: none"> <li>Live bands.</li> </ul> <u>Challenges</u> <ul style="list-style-type: none"> <li>Nil identified.</li> </ul> <u>Future Projects or Opportunities</u> <ul style="list-style-type: none"> <li>Nil identified.</li> </ul>
<b>17. Swan Marsh Hall and Tennis Reserve</b>	Detail not provided	Detail not provided	Detail not received as at 5 December 2024. Activities will be reported to council at a future meeting if the committee provides information.



Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
<b>18. Warncoort Tennis Reserve</b>	Detail not provided	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>One senior team, plus three junior teams</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Regular tennis</li> <li>Completing new retaining wall</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Wet winter delayed the retaining wall project</li> <li>Slippery court surface</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>More tennis teams next season – new mid-week competition</li> </ul>	Detail not received as at 5 December 2024. Activities will be reported to council at a future meeting if the committee provides information.
<b>19. Warrion Public Hall</b>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Activities limited due to Covid</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Kitchen renovation</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Covid restrictions</li> <li>Improved usage</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>New concrete footpath to enable disability access</li> <li>Hall exterior repainting</li> <li>External carpentry works</li> <li>Construct sealing wall and roller door to storage shed</li> <li>Replace window</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>110<sup>th</sup> Flower Show – October 2022</li> <li>Repainting hall interior</li> <li>Carpentry works – two new external doors, new window and arcs</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>110<sup>th</sup> Flower Show</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Old window replacement</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Complete window replacement and storage shed works</li> </ul>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>Fire shed storage shed roller door and wall installed.</li> <li>Rotten window replaced.</li> <li>Successful 111th Flower show.</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>Warrion Flower Show</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>Nil identified</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>Replacement of rear fence.</li> </ul>

Community Asset Committee	2021-22 Activities of the Committee	2022-23 Activities of the Committee	2023-24 Activities of the Committee
<p><b>20. Yeo Recreation Reserve</b></p>	<p><u>Key Activities or Projects</u></p> <ul style="list-style-type: none"> <li>• Repair of roof over kitchen</li> <li>• Maintenance of reserve</li> </ul> <p><u>Highlights of the Year</u></p> <ul style="list-style-type: none"> <li>• Nil identified</li> </ul> <p><u>Challenges</u></p> <ul style="list-style-type: none"> <li>• Re-establishing Committee post Covid</li> </ul> <p><u>Future Projects or Opportunities</u></p> <ul style="list-style-type: none"> <li>• Upgrade of Reserve</li> <li>• Reserve to be used as a lunchroom/office during the gas pipeline upgrade</li> </ul>	<ul style="list-style-type: none"> <li>• Detail not provided</li> <li>• Access to the hall located was removed on 10 May 2023. The facility was deemed not suitable for use or entry due to safety concerns and remains closed</li> </ul>	<ul style="list-style-type: none"> <li>• The facility was deemed not suitable for use or entry due to safety concerns and remains closed</li> </ul>

## Item: 8.4

# Report of Informal Meetings of Councillors

<b>OFFICER</b>	Council Business
<b>CHIEF EXECUTIVE OFFICER</b>	Anne Howard
<b>DIVISION</b>	Executive
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"> <li>1. IMOC - Day 5 Induction - 20 November 2024 [8.4.1 - 1 page]</li> <li>2. IMOC - Day 6 Induction - 21 November 2024 [8.4.2 - 1 page]</li> <li>3. IMOC - Day 7 Induction - 26 November 2024 [8.4.3 - 1 page]</li> <li>4. Informal Meeting of Councilors - Council Meeting 27 November 2024 [8.4.4 - 2 pages]</li> <li>5. IMOC - Councillor Induction - 28 November 2024 [8.4.5 - 1 page]</li> <li>6. IMOC - Day 9 Induction - 3 December 2024 [8.4.6 - 1 page]</li> <li>7. Informal Meeting of Councilors - Pre Planning Committee Meeting 4 December 2024 [8.4.7 - 2 pages]</li> </ol>

## 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*
- *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 reported are:

- |  |                         |
|--|-------------------------|
| <b>1. Councillor Induction Day 5</b>     | <b>20 November 2024</b> |
| <b>2. Councillor Induction Day 6</b>     | <b>21 November 2024</b> |
| <b>3. Councillor Induction Day 7</b>     | <b>26 November 2024</b> |
| <b>4. Council Meeting Preparation</b>    | <b>27 November 2024</b> |
| <b>5. Councillor Induction</b>           | <b>28 November 2024</b> |
| <b>6. Councillor Induction</b>           | <b>3 December 2024</b>  |
| <b>7. Pre-Planning Committee Meeting</b> | <b>4 December 2024</b>  |

### 4. KEY INFORMATION

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

- |  |                         |
|--|-------------------------|
| <b>1. Councillor Induction Day 5</b>     | <b>20 November 2024</b> |
| <b>2. Councillor Induction Day 6</b>     | <b>21 November 2024</b> |
| <b>3. Councillor Induction Day 7</b>     | <b>26 November 2024</b> |
| <b>4. Council Meeting Preparation</b>    | <b>27 November 2024</b> |
| <b>5. Councillor Induction</b>           | <b>28 November 2024</b> |
| <b>6. Councillor Induction</b>           | <b>3 December 2024</b>  |
| <b>7. Pre-Planning Committee Meeting</b> | <b>4 December 2024</b>  |

### 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

This form must be completed by the attending Council Officer and the completed form must be provided to [governance@colacotway.vic.gov.au](mailto: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:** Councillor Induction

**Date:** 20/11/2024      **Time:** All day

**Meeting Location:** COPACC Meeting Rooms 1 and 2

**Matter/s Discussed:** Multiple mandatory induction topics, preparing to elect the Mayor and Deputy Mayor.

### In Attendance:

<b>Councillors:</b>
Cr Chris Potter, Cr Jason Schram, Cr Phil Howard, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan
<b>Officers:</b>
Steven O'Dowd, Ian Seuren, Doug McNeill, Anne Howard, Andrew Tenni

**Conflict of Interest Disclosures for Councillors and Officers:** NIL.

Completed by: Matilda Hardy-Smith



## 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](mailto:governance@colacotway.vic.gov.au) for reporting at the next practicable Council Meeting.

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**Meeting Details**

**Meeting name:** Councillor Induction

**Date:** 21/11/2024      **Time:** All day

**Meeting Location:** Bus Trip around Colac Otway Shire

**Matter/s Discussed:** Planning and Development of the region.

**In Attendance:**

<b>Councillors:</b>
Cr Chris Potter, Cr Phil Howard, Cr Zoe Hudgell, Cr Chrissy De Deugd, Cr Charlie Buchanan
<b>Officers:</b>
Steven O’Dowd, Ian Seuren, Doug McNeill, Anne Howard, Andrew Tenni

**Conflict of Interest Disclosures for Councillors and Officers:** NIL.

Completed by: Matilda Hardy-Smith



## 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](mailto:governance@colacotway.vic.gov.au) for reporting at the next practicable Council Meeting.

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### Meeting Details

**Meeting name:** Councillor Induction

**Date:** 26/11/2024      **Time:** All day

**Meeting Location:** COPACC Meeting Rooms 1 and 2

**Matter/s Discussed:** Multiple mandatory induction topics, focus on Governance and meeting procedures.

### In Attendance:

<b>Councillors:</b>
Cr Jason Schram, Cr Chris Potter, Cr Phil Howard, Cr Zoe Hudgell, Cr Chrissy De Deugd, Cr Charlie Buchanan, Cr Mick McCrickard
<b>Officers:</b>
Steven O'Dowd, Ian Seuren, Doug McNeill, Anne Howard, Andrew Tenni, Kendrea Pope, Matilda Hardy-Smith, Christine Ferguson

**Conflict of Interest Disclosures for Councillors and Officers:** NIL.

Completed by: Matilda Hardy-Smith



## Informal Meeting of Councillors Record

### Pre-Council Meeting Preparation

**Date:** 27 November 2024

**Time:** 2.00pm

**Meeting Location:** Meeting Rooms 1 and 2, COPACC

<b>Invitees:</b>
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O’Dowd
<b>Attendees:</b>
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O’Dowd
<b>External attendees:</b>
Nil
<b>Apologies:</b>
Nil
<b>Absent:</b>

**Meeting Commenced at:** 2.13pm

### Declarations of Interest:

Name	Type of Disclosure	Item	Reason
NIL			





<b>Pre Council Meeting – 27 November 2024 (continued)</b>		
<b>Time</b>	<b>Item</b>	<b>Attendees</b>
2.15pm -	Item No 7.1 - Project Budget Adjustments and Cash Reserve Transfers - October 2024	
2.16pm	Item No 7.2 - Appointments to Committees and External Organisations	
2.25pm	Item No 7.3 - New Members - Community Asset Committee - Beech Forest Hall	
2.27pm	Item No 8.1 - Quarterly Performance Report - 1 July to 30 September 2024	
2.32pm	Item No 8.2 - Audit and Risk Committee Meeting - Unconfirmed Minutes - 9 and 12 September 2024	
2.33pm	Item No 8.4 - Report of Informal Meeting of Councillors	
2.44pm	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](mailto: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:** Councillor Induction

**Date:** 28/11/2024      **Time:** All day

**Meeting Location:** Colac Library

**Matter/s Discussed:** Mandatory induction topics.

### In Attendance:

<b>Councillors:</b>
Cr Chris Potter, Cr Phil Howard, Cr Zoe Hudgell, Cr Chrissy De Deugd, Cr Charlie Buchanan, Cr Mick McCrickard
<b>Officers:</b>
Steven O'Dowd, Ian Seuren, Doug McNeill, Anne Howard, Andrew Tenni, Christine Ferguson

**Conflict of Interest Disclosures for Councillors and Officers:** NIL.

Completed by: Matilda Hardy-Smith



## 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](mailto: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:** Councillor Induction

**Date:** 3/12/2024      **Time:** All day

**Meeting Location:** Colac Central Reserve Pavilion

**Matter/s Discussed:** Multiple mandatory induction topics, including an introduction to the Senior Leadership team and key functions of departments within council.

### In Attendance:

<b>Councillors:</b>
Cr Jason Schram, Cr Chris Potter, Cr Phil Howard, Cr Zoe Hudgell, Cr Chrissy De Deugd, Cr Charlie Buchanan, Cr Mick McCrickard
<b>Officers:</b>
Steven O'Dowd, Ian Seuren, Doug McNeill, Anne Howard, Andrew Tenni, Matilda Hardy-Smith, Rebecca Witcombe, Elizabeth Connolley, Belinda Rocka, Stacey Alfred, Kanishka Gunasekara, Dora Novak, Rikk Price, Xavier Flanagan, David Butterfield, Danny Milinic, Blathin Butler, Darren Rudd, Brendan Walsh, Jamie Spokes, Raam Gowriswaran, Matthew White, Kevin Young, Rashil Pradhan, Simon Clarke, Lauren Hester, Micah Nuske, Gwynneth Cowley

**Conflict of Interest Disclosures for Councillors and Officers:** NIL.

Completed by: Matilda Hardy-Smith



## Informal Meeting of Councillors Record

### Pre-Planning Meeting Preparation

**Date:** 4 December 2024

**Time:** 2.03pm

**Meeting Location:** Meeting Rooms 1 and 2, COPACC

<b>Invitees:</b>
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O’Dowd
<b>Attendees:</b>
Cr Jason Schram, Cr Phil Howard, Cr Chris Potter, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan, Anne Howard, Andrew Tenni, Ian Seuren, Steve O’Dowd, Blathin Bulter, Ian Williams, Rashil Pradhan(video conference), Christine Ferguson.
<b>External attendees:</b>
Nil
<b>Apologies:</b>
Doug McNeill
<b>Absent:</b>

**Meeting Commenced at:** 2.03pm

### Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Jason Schram	Material	PA2403244 - 170 Ondit-Warrion Road, Ondit – Notification of Application for Expansion of Quarry	My Company works at the quarry & has for a number of years



Pre-Planning Meeting Preparation – 4 December 2024 (continued)		
Time	Item	Attendees
2.03pm -	Item No 7.1 - EXT15/2022-2 - 70 Triggs Road IRREWARRA - PP268/2006-1	Blaithin Bulter Ian Williams Rashil Pradhan (video conference)
2.38pm	Cr Jason Schram left the meeting due to a conflict of interest at 2.37pm and did not return to the meeting.  Item no 7.2 - PA2403244 - 170 Ondit-Warrion Road, Ondit – Notification of Application for Expansion of Quarry	Blaithin Bulter Ian Williams Rashil Pradhan (video conference)
2.50pm	Meeting Closed	

Item 10.1  
**Notice of Motion No. 351 24-25 - Skenes Creek to  
Apollo Bay Trail**

**COUNCILLOR** Cr Phil Howard

**ATTACHMENTS** Nil

## 1. NOTICE OF MOTION

*That Council writes to the State Government of Victoria (Regional Development Victoria) within 30 days of this resolution, seeking details of the “identified long-term impacts” on the coastal environment in the relevant studies and/or other documents relating to the proposed Skenes Creek to Apollo Bay Trail Project which was part of the Geelong City Deals, and any details of possible mitigation of these risks.*