



Council Meeting Agenda

27 November 2024 at 4pm

COPACC Meeting Rooms 1 & 2

COLAC OTWAY SHIRE COUNCIL MEETING

Wednesday 27 November 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 27 November 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).

3 MEETING ADMINISTRATION

3.1 Present

3.2 Apologies and Leaves of Absence

3.3 Confirmation of Minutes

- **Unscheduled Council Meeting held on 11 September 2024**
- **Council Meeting held on 18 September 2024**
- **Unscheduled Council Meeting held on 16 October 2024**

RECOMMENDATION

That Council confirm the minutes of the Council Meetings held on 11 September 2024, 18 September 2024 and 16 October 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 25 November 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 25 November 2024.
2. Questions via videoconference by prior arrangement.
3. Questions from the floor.

5 PETITIONS / JOINT LETTERS

Nil.

6 PLANNING AND RESPONSIBLE AUTHORITY DECISIONS

Nil reports.

Item: 7.1

Project Budget Adjustments and Cash Reserve Transfers - October 2024

OFFICER	Paula Gardiner
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	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 project budget adjustments in Table 3a.***
- 2. 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: \$1,717,899
- Unallocated Discretionary Funds: \$37,832

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
None	N/A	N/A	\$0	\$0

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
Road Reconstruction Program - Pascoe Street Apollo Bay (Moore Street to Nelson Street)	WO 00037918 Unallocated Discretionary Funds	WO 00038378 – 2024 - 2025 - Capital Works - Road Reconstruction Program - Pascoe Street Apollo Bay (Moore Street to Nelson Street)	Seeking additional funding to complete drainage upgrade works to improve stormwater capacity along Pascoe Street (mid-block) between Moore Street and Nelson Street. These works respond to flooding that occurred early in 2024 and impacted private property.	\$50,000	\$0
Carlisle River School Bollards	WO 00038369 - 2024 - 2025 - Capital Works - Open Space Upgrade Programme - Carlisle River School Bollards	WO 00031845 Unallocated Renewal Funds	Project completed during 2023-24 and funded from Road Safety funds.	(\$5,000)	\$0
Bluewater Toddler Pool Tile Replacement	WO 00037728 - 2022 -2023 Capital Works - Building Renewal Program - Bluewater Toddler Pool Tile Replacement	WO 00031845 Unallocated Renewal Funds	Project complete at a cost of \$132,400. Balance of unspent funds to be returned.	(\$19,768)	\$0
2023-24 - Kerb & Channel Replacement Program	Kerb and Channel Program	WO 00031845 Unallocated Renewal Funds	Program complete at a cost of \$157,023. Balance of unspent funds to be returned.	(\$6,946)	\$0

Project Name	Transfers from project account	Transfers to project account	Basis for variation	Project budget adjustment (exc. GST)	
				Expenditure	Income
Larpent Tennis Court Fence Repair	WO 00038227 - 2023 - 2024 Capital Works - Larpent Tennis Court Fence Repair	WO 00031845 Unallocated Renewal Funds	Project complete with savings. Balance of unspent funds to be returned.	(\$2,707)	\$0
Weston Street Beeac - Stormwater Pipe Renewal	WO 00038250 - 2023 - 2024 Capital Works Drainage Renewal Program - Weston Street Beeac - Stormwater Pipe Renewal	WO 00031845 Unallocated Renewal Funds	Project complete at a cost of \$2,074. Unspent funds to be returned.	(\$5,093)	\$0
Bromfield St Colac - Outfall Stormwater Pipe Renewal	WO 00038251 - 2023 - 2024 Capital Works Drainage Renewal Program - Bromfield St Colac - Outfall Stormwater Pipe Renewal	WO 00031845 Unallocated Renewal Funds	Project complete. Unspent funds to be returned.	(\$7,167)	\$0
2024 – 2025 Major Patch Program	WO 00031845 Unallocated Renewal Funds	Major Patch Program	Additional budget required to support major patch works.	\$250,000	\$0

Project Name	Transfers from project account	Transfers to project account	Basis for variation	Project budget adjustment (exc. GST)	
				Expenditure	Income
Wyuna Estate Open Space Improvements Program	Recreational Lands Reserve	WO 00038365 - 2024 - 2025 - Capital Works - Open Space Renewal Programme - Wyuna Estate Open Space Improvements Program	Additional budget required to complete project based on procurement process.	\$24,000	\$0
Colac Central Bowling Club Fence Renewal	WO 00031845 Unallocated Renewal Funds	WO 00038366 - 2024 - 2025 - Capital Works - Open Space Renewal Programme - Colac Central Bowling Club Fence Renewal	Additional budget required to complete project based on procurement process.	\$20,000	\$0
LRCI - Memorial Square Toilet Redevelopment	New Income	WO 00037577 - 2022 - 2023 Capital Works - LRCI - Memorial Square Toilet Redevelopment	Project is complete. Income received from GenU on behalf of the Colanda Parents and Friends Association has been paid. The Association is making this contribution towards the cost of the changing facilities installed at Memorial Square, post closure of the Colanda facility in Colac.	\$0	\$23,000

Project Name	Transfers from project account	Transfers to project account	Basis for variation	Project budget adjustment (exc. GST)	
				Expenditure	Income
Repairs to Apollo Bay Resource Recovery centre	WO 00031845 Unallocated Renewal Funds	WO 00037986 - 2023 - 2024 Capital Works – Repair works to the Apollo Bay Resource Recovery Centre Building	Additional budget required (original budget \$55,000). Repair works to cost more than initially estimated.	\$20,000	\$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
Roadside Weeds & Pests Management Project	New Income Received	WO 00035012 - Roadside Weeds & Pests Management Project	2024-25 Funding allocation received from DEECA.	\$47,505	\$47,505
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)
Council Covid-19 Rapid Antigen Test Program.	00038201 - Operating Projects - Council Covid-19 Rapid Antigen Test Variation.	WO 00037918 - Operating Projects – Unallocated Discretionary Funds	Funding has been acquitted by the funding agency.	(\$150,000)	\$0
Community Grants	From Recurrent Budget	WO 00038433 - 2024 - 2025 - Operating Projects - Community Grants	Council Grant budget allocation shown in Recurrent Operations Budget.	\$171,325	\$0

Project name	Transfers from project account	Transfers to project account	Basis for variation	Project allocation (exc. GST)	
				Expenditure	Income
Events Grants	From Recurrent Budget	WO 00038434 - 2024 - 2025 - Operating Projects - Events Grants	Council Grant budget allocation shown in Recurrent Operations Budget.	\$109,025	\$0
Business Grants	From Recurrent Budget	WO 00038435 - 2024 - 2025 - Operating Projects - Business Grants	Council Grant budget allocation shown in Recurrent Operations Budget.	\$31,150	\$0

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
Nil to Report			

5. CONSIDERATIONS

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

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

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

Not applicable.

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

Not applicable.

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

Not applicable.

Public Transparency (s58 LGA 2020)

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

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

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

Objective 2: We are a financially robust organisation.

Financial Management (s101 *Local Government Act 2020*)

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

Service Performance (s106 *Local Government Act 2020*)

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

Risk Assessment

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

Communication/Implementation

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

Human Rights Charter

There are no matters identified with this report that impact on human rights as defined in the charter.

Officer General or Material Interest

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

Options

Option 1 – 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

Appointments to Committees and External Organisations

OFFICER	Steven O'Dowd
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	Nil

1. PURPOSE

To appoint Councillor representatives to the following committees and boards:

- Council's Audit and Risk Committee (x2)
- G21 Geelong Region Alliance (Board).
- SouthWest Victoria Alliance (Board).
- Geelong Regional Library Corporation (representative and substitute)
- Australian Local Government Association (representative and substitute)
- Municipal Association of Victoria (representative and substitute)

And to consider appointments of Councillor representatives to the following committees and boards, either at this meeting, or the December Council Meeting:

- Colac Municipal Aerodrome Advisory Committee
- Colac Regional Saleyards Advisory Committee
- Lake Colac Advisory Committee
- Mooleric Road Consultative Committee
- Ondit Road Quarry Consultative Committee
- COPACC Trust
- Colac Road Safety Group
- Rural Councils Victoria (representative and substitute)
- Rural Financial Counselling Service Vic - Wimmera South West (RFC)
- Geelong City Deals CRG Observers – Apollo Bay Harbour, Kennett River Traffic and Parking
- Timber Towns Victoria Committee
- G21 Cultural and Economic Development Pillar

- G21 Health and Wellbeing Pillar
- G21 Sustainability Pillar
- G21 Transport and Planning Pillar

2. EXECUTIVE SUMMARY

Traditionally, Council appoints representatives to Council Committees and External Organisations annually each year at a meeting shortly after the Mayoral election.

Appointments to the listed committees/organisations have been prioritised due to the timing of scheduled meetings (prior to the December Council meeting) and to allow sufficient lead time for onboarding and induction of members. The following appointments are deemed to be more urgent:

- Council's Audit and Risk Committee (x2)
- G21 Geelong Region Alliance (Board).
- SouthWest Victoria Alliance (Board).
- Geelong Regional Library Corporation (representative and substitute)
- Australian Local Government Association (representative and substitute)
- Municipal Association of Victoria (representative and substitute)

The Mayor, by convention, is the Councillor representative appointed to both the G21 Geelong Region Alliance Board and the SouthWest Victoria Alliance Board.

The remaining Councillor appointments to boards and committees may be decided at this meeting if Council is able to do so, or at the Council Meeting on 11 December 2024.

3. RECOMMENDATION

That Council:

- 1. Appoints Councillors and to Council's Audit and Risk Committee.***
- 2. Appoints Councillor to the G21 Geelong Region Alliance (Board).***
- 3. Appoints Councillor to the SouthWest Victoria Alliance (Board).***
- 4. Geelong Regional Library Corporation representative is Cr***
- 5. Geelong Regional Library Corporation substitute representative is Cr***
- 6. Australian Local Government Association representative is Cr***
- 7. Australian Local Government Association substitute representative is Cr***
- 8. Municipal Association of Victoria representative is Cr***
- 9. Municipal Association of Victoria substitute representative is Cr***
- 10. Notes that all Councillors are appointed to the Planning Committee, Submissions Committee and Chief Executive Officer Employment Matters Advisory Committee as set out in their respective Terms of Reference.***

4. KEY INFORMATION

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

Council has Councillor and officer representation on a number of committees associated with a variety of interests. This includes managing Council owned or managed facilities, advising Council on issues and representing Council views on regional and state-wide matters. A number of the committees are not managed by Council and operate under their own charter and determine their procedures, policies and practices.

Council involvement is to participate and influence the activities of those external groups where those activities are in the public's interest.

5. CONSIDERATIONS

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

- The Overarching Governance Principles that are applicable to the contents of this report are: Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- Collaboration with other Councils and Governments and statutory bodies is to be sought.
- The transparency of Council decisions, actions and information is to be ensured.

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

- Council Committees Policy
- Audit and Risk Committee Charter
- Local Government Act 2020.

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

Not applicable.

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

Not applicable.

Public Transparency (s58 LGA 2020)

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

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 3 – Healthy and Inclusive Community Objective 3: We are a safe, equitable and inclusive community

Theme 4 – Strong Leadership and Management Objective 1: We commit to a program of best practice and continuous improvement

Financial Management (s101 Local Government Act 2020)

Not applicable.

Service Performance (s106 Local Government Act 2020)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

Following the meeting officers will advise relevant Committees who the Councillor representative is.

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 appointments to committees and external organisations as outlined in the recommendation. This option is recommended by officers, as meetings for these committee/organisations need will occur before the 11 December 2024 Council meeting.

Option 2 – Do not endorse the appointments to committees and external organisations as outlined in the recommendation. This option is not recommended by officers, as meetings for these committee/organisations are scheduled to take place before the 11 December 2024 Council meeting.

Item: 7.3

New Members - Community Asset Committee - Beech Forest Hall

OFFICER	Steve O'Dowd
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	Nil

1. PURPOSE

To enable Council to appoint new members to the Beech Forest Hall Community Asset Committee.

2. EXECUTIVE SUMMARY

This report proposes appointing new members to the Beech Forest Hall Community Asset Committee.

3. RECOMMENDATION

That Council:

- 1. Appoints the following members to the Beech Forest Hall Community Asset Committee:***
 - a. Belinda Wickens***
 - b. Samantha Lee***
- 2. Notes that these appointments cease upon resignation of the members or further resolution of Council.***

4. KEY INFORMATION

Colac Otway Shire Council has 20 Community Asset Committees and has appointed committee members to manage public halls, recreation reserves and sporting facilities across the Colac Otway Shire.

For the purposes of managing the Beech Forest Hall assets in the Colac Otway Shire and to ensure compliance with section 65 of the *Local Government Act 2020*, formal appointment of the members by Council, is required.

The Beech Forest Hall Community Asset Committee has requested Council appoint the following members:

- Belinda Wickens
- Samantha Lee.

5. CONSIDERATIONS

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

The overarching governance principles relevant to this report, include:

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

The recommended appointment is consistent with relevant sections of the Local Government act 2020, which enables Council to appoint community members to fulfil the role of Community Asset Committee member. By local volunteers playing a part in managing local assets, it allows local knowledge and passion to continue to provide best outcomes for the community and hopefully future generations of local community can also play a part.

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

Section 65 of the Local Government Act 2020 provides:

(1) A Council may establish a Community Asset Committee and appoint as many members to the Community Asset Committee as the Council considers necessary to enable the Community Asset Committee to achieve the purpose specified in subsection (2).

(2) A Council may only establish a Community Asset Committee for the purpose of managing a community asset in the municipal district.

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

Not applicable.

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

Council officers have 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)

Council's previous resolutions to establish Community Asset Committees and appoint Community Asset Committee members were made in an open Council meeting.

Community Asset Committees are required to submit annual reports to Council via the Chief Executive Officer to allow the broader community to have visibility of the asset usage and activities.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

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

Financial Management (s101 Local Government Act 2020)

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

Service Performance (s106 Local Government Act 2020)

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

Risk Assessment

Not applicable.

Communication/Implementation

Following Council's resolution, Council officers will advise the Community Asset Committee of Council's decision.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Adopt the recommendation as presented

This option is recommended by officers to formally appoint new Community Asset Committee members.

Option 2 – Do not adopt the recommendation as presented

This option is not recommended by officers as it will not enable the new members to be appointed to the Beech Forest Hall Community Asset Committee.

Item: 8.1

Quarterly Performance Report - 1 July to 30 September 2024

OFFICER	Andrew Tenni
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. Quarterly Performance Report 2024-25 - Q 1 - July to September 2024 [8.1.1 - 37 pages]

1. PURPOSE

To provide the Quarterly Performance Report for the period 1 July 2024 to 30 September 2024.

2. EXECUTIVE SUMMARY

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

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

This the Quarterly Performance Report also includes a progress report against the Council Plan objectives (via the 2024-25 Annual Plan).

3. RECOMMENDATION

That Council notes the Quarterly Performance Report for the first quarter 2024-25, for the period 1 July 2024 – 30 September 2024.

4. KEY INFORMATION

This Quarterly Performance Report provides Council with a progress report for the first quarter of the financial year (July to September 2024) and is structured in the following sections:

- Introduction by the Chief Executive Officer
- Annual Plan Progress Report (including links to the Health and Wellbeing Plan)
- Budget Report for the quarter ending 30 September 2024
- Capital Works and Operational Projects Reports

The Annual Plan Progress Report shows:

- 35 actions are in progress
- 3 actions have not started
- 1 action is about to commence
- 1 action is almost complete
- 1 action has been completed

Financial Statements:

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

Council's total comprehensive result (actual) for the three months ending September 2024 is a surplus of \$31.62 million. This is largely due to the requirement to recognise rate revenue up front in first quarter of the financial year, along with lower than budgeted expenses for the quarter.

The year-to-date operating surplus is \$2.5 million favourable to the budgeted operating surplus for the same period. This is largely due to an underspend in materials and services for the year to date.

Further details of these results are provided in Attachment 1.

5. CONSIDERATIONS

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

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

- Council decisions are to be made, and actions taken in accordance with the relevant law:
 - I. The Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public that includes a comparison of the actual and budgeted results to date, and an explanation of any material variations. The quarterly report must also include a

statement by the Chief Executive Officer as to whether a revised budget is, or may be, required (S97 LGA 2020).

- Priority is to be given to achieving the best outcomes for the municipal community, including future generations:
 - I. Explanation of budget and/or project performance variances to budget that provides information to Council and the public about allocation of financial resources to achieve Council Plan and Budget outcomes.
- Innovation and continuous improvement is to be pursued:
 - I. Continuous development of financial reporting information and systems to enable more useful information for Council decision making.
- The ongoing financial viability of the Council is to be ensured:
 - I. Regular monitoring of permanent and timing variances to Budget by the Executive Management Team and quarterly monitoring of Budget performance by the Audit and Risk Committee and Council to enable mitigation of identified financial risks.
- The transparency of Council decisions, actions and information is to be ensured:
 - I. Presentation of the quarterly performance report, including budget statements, provides the community with relevant information about Council's progress against key plans and adopted budget.

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

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

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

Not applicable.

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

Comprehensive community consultation and engagement was undertaken during the development of the Council Plan 2021-2025 and 2024-25 Budget.

Public Transparency (s58 LGA 2020)

Council information on Council Plan progress, capital works and major initiatives performance and budget performance is scheduled to be reported quarterly to an open Council meeting. Full year budget forecasts are updated regularly to transparently show the impact on Council's financial position of all material permanent variances forecast compared to the adopted Budget with explanations.

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

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

Objective 2: We are a financially robust organisation

Financial Management (s101 *Local Government Act 2020*)

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

- (a) Explain the financial operations and performance compared to the adopted budget for the financial year and forecast Council's financial position to 30 June 2024.
- (b) Assist Council to effectively manage its revenue, expenses, assets, liabilities, investments, and financial transactions in accordance with a Council's financial policies and strategic plans.
- (c) Assist Council to monitor and mitigate any financial risks identified during the financial year.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

Council needs to continue to closely monitor and manage its financial sustainability and performance considering the current economic conditions. Inflation in Australia continues to be a persistent and major challenge and Council, like all sectors, faces a tight labour market and capacity constraints. These financial pressures are generally outside Council's control and influence and will continue to represent a significant financial risk throughout the year.

Communication/Implementation

The quarterly Budget Report to 30 September 2024, including the Capital Works and Major Initiatives Performance Report, will be presented to the Audit and Risk Committee on 5 December 2024, in accordance with the Committee's functions and responsibilities under S54 LGA 2020.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Note the Quarterly Budget Report 2024-25 for the first quarter 2024-25, for the period July and September 2024.

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

Option 2 – Do not note the Quarterly Performance Report 2024-25 for the first quarter 2024-25, for the period July and September 2024.

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



Quarterly Performance Report 2024-25

First Quarter

1 July 2024 to 30 September 2024

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Acknowledgement

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

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

Chief Executive Report

The first quarter of Council was another busy period, with the combination of wrapping up the end of a four year Council term, and a forward-looking focus on the 2024 general election and the next four years.

Council was able to demonstrate its strong financial management discipline to the community through the end of year result which delivered an underlying result that was favourable to the adopted budget despite the higher inflation and economic pressures.



One of the most significant matters for the council in this quarter was the finalisation of Council's Best Value Review of its review of aged and disability services. Council had already committed to make a significant investment in the delivery of services that enabled Council to deliver services under the pending Commonwealth Government reforms that are being progressively introduced. Council's decision to seek to continue to deliver Home Care Packages, under the new Support at Home program, and transition out of other services, was a significant decision and the community's feedback about its priorities was important to councillors grappling with this issue. This was even more challenging because Councillors understand the amazing role our Community Care Workers play in supporting older persons to stay healthy, well and safe in their own homes.

Council continued to play its part in easing housing and accommodation pressures, with a focus on Council's role which is to plan for and facilitate land supply across the Shire. This saw significant progress in Colac West, the Deans Creek area, and the Bakerland and Hillview estates, which are progressing through strategic planning processes, and will provide thousands of future housing lots. Council's work in Birregurra, reviewing the structure plan, also got off to a good start with the establishment of an energetic and enthusiastic Community Reference Group.

In relation to the 2024 election, council's role was to ensure that there was strong community awareness of the election and to encourage the many capable and skilled people in the community to consider putting themselves forward for consideration as community leaders in the role of Councillor. This resulted in 18 candidates which reflected a fantastic enthusiasm for community leadership – against the state trends which saw many councils with scarce or no competition in many electorates. Look for more information about the election and results in our quarter 2 report.

Anne Howard
Chief Executive Officer

Annual Plan Progress Report

Council Plan 2021-2025

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

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

Community Engagement

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

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

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

Council Plan 2021-25 Strategic Themes

There are four themes in the Council Plan:

Theme One: Strong and Resilient Economy

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

Theme Two: Valuing the Natural and Built Environment

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

Theme Three: Healthy and Inclusive Community

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

Theme Four: Strong Leadership and Management

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

Links to the Public Health and Wellbeing Plan

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

Preventing Violence	Climate Change	Active Living	Mental Health Wellbeing	Gender Equity	Panel Recommendation
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Annual Plan Progress Report

Annual Plan 2024-25

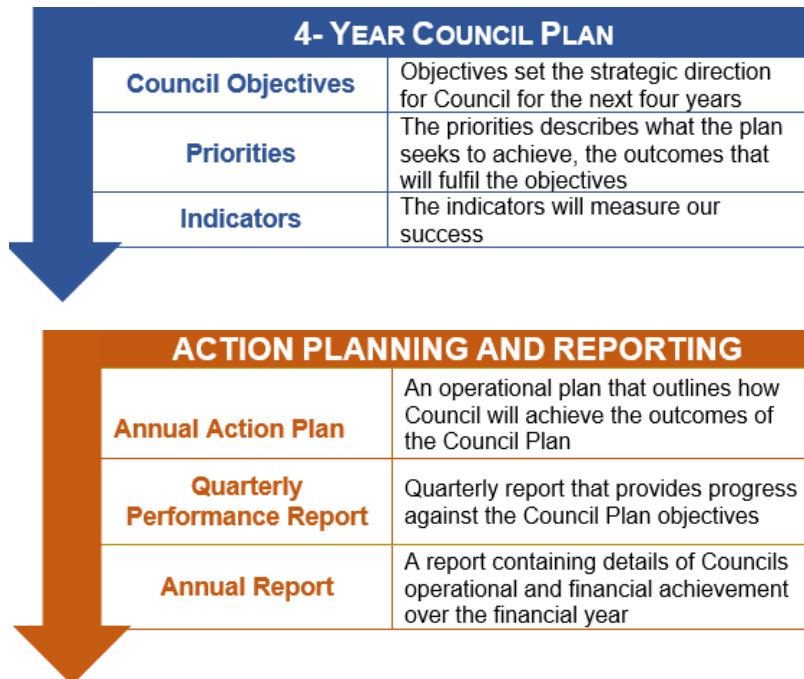
The Annual Plan 2024-25 is an operational plan that outlines how Council will work towards achieving the outcomes of the Council Plan 2021-25.

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

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

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

Integrated Planning Framework



Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
1.1 Affordable and available housing will support our growing community and economy						
1.1.1	Deliver a strategic growth plan for the shire and settlement strategy for all small towns and rural living areas ●	<ul style="list-style-type: none"> Strategic Growth Plan and Settlement Strategy developed Relevant Planning Scheme Amendments adopted 	Progress Birregurra Structure Plan & Northern Towns Growth Plan	<p>Draft Birregurra Structure Plan is on schedule.</p> <p>Wastewater and Bushfire Assessments are Completed for Northern Towns Growth Plans Review</p>	45%	In progress
1.1.2	Deliver a refreshed Apollo Bay Structure Plan ●	<ul style="list-style-type: none"> Refreshed Apollo Bay Structure Plan delivered by 2022-23 Relevant Planning Scheme Amendments adopted 	Commence Apollo Bay Structure Plan	2024-25 Budget allocated for Stage 1 – Apollo Bay Structure Plan Review. To commence in 2025.	5%	About to commence
1.1.3	Facilitate the delivery of more diverse housing stock in Colac and Apollo Bay ●●	<ul style="list-style-type: none"> Increase land supply by 200 new lots annually Increased availability of affordable housing Levels of housing stress including rental and mortgage stress 	Continue to work with Developers to promote greater diversity in housing stock	Colac West Development Plan approved by Council in September 2024. Significant progress is being achieved on Bakerland and Hillview Development Plans.	On-going	In progress
1.1.4	Increase residential land supply in Colac ●●	<ul style="list-style-type: none"> Number of hectares rezoned Number of residential lots approved by planning permits 	Continue to progress the Deans Creek Precinct Structure Plan ●●	The majority of technical reports have been completed for the Deans Creek Precinct Structure Plan with the remaining reports on hold pending further work on climate change related impacts for stormwater and flood events. This work is required to respond to recent changes at Federal and State level relating to climate change considerations.	40%	In progress
			Work with land owners to coordinate development in Colac West Development Plan area	Colac West Development Plan approved September 2024. Planning Permit applications have also been lodged and are being assessed.	90%	Almost complete

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
			Progress Planning Scheme Amendments for rezoning land to residential in Colac	Three significant amendments have been completed rezoning land for over 900 residential lots.	100%	Completed
1.1.6	Increase access to affordable accommodation for essential workers ●●	<ul style="list-style-type: none"> Level of rental and mortgage stress More accommodation options are available in towns including Apollo Bay, Birregurra, Forrest and Colac, specifically for workers 	Commence the Colac Otway Adaptable Precincts Project with partners, funded through Regional Precincts and Partnerships Program	Preliminary project planning has commenced with project partners.	5%	In Progress
1.3 Key infrastructure investment supports our economy and liveability						
1.3.1	Attract investment to implement key master plans and projects that will drive economic growth including but not limited to Lake Colac Foreshore Masterplan, Public Toilet Strategy, CBD and Entrances Plan, Apollo Bay, Marengo and Skenes Creek CIP, Murray Street upgrades, township masterplans, Colac Civic Health and Rail Precinct, Memorial Square Masterplan Tourism Traffic and Parking Strategy ●●●	<ul style="list-style-type: none"> Number of projects that have attracted funding \$ funding received 	Complete Colac Civic Health and Rail Precinct planning	Draft Final Colac Civic Health and Rail Precinct Plan is on schedule to presented to Council at the earliest practical meeting in the new term.	90%	In Progress
			Commence the Cultural and Accommodation Precinct Masterplan if successful in securing external funding	Council has been advised that its funding application to the Victorian Government's Enabling Tourism Fund was not successful.	N/A	N/A

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
1.3.2	Deliver improvements to Colac and Apollo Bay CBD's to support their role as a hub for commerce, tourism and the community	<ul style="list-style-type: none"> Grant funds secured for Colac and Apollo Bay CBD streetscape upgrades 	Complete Colac Civic Health and Rail Precinct planning (as per action 1.3.1)	(as per action 1.3.1)	-	-
1.3.4	Advocate for implementation of the Forrest Wastewater scheme	<ul style="list-style-type: none"> Funding secured to deliver Wastewater Scheme in Forrest 	Support efforts by Barwon Water to introduce reticulated wastewater to Forrest	Advice has been provided to Barwon Water in support of its purchase of land for a wastewater treatment facility and technical investigations.	25%	In Progress
1.4 Colac Otway Shire is a destination to visit						
1.4.1	Promote the Shire as a destination, not a gateway ●	<ul style="list-style-type: none"> Increased visitor spend and stay 	Support GORRT review of Otway Destination Action Plan	The Otway Destination Action Plan is currently under development by GORRT.	50%	In Progress
1.4.3	Work with our community to promote our towns as places to stop, visit and explore	<ul style="list-style-type: none"> Delivery of Destination Actions Plans In partnership with GORA, achieve Ecotourism Certification 	Support GORRT review of Otway Destination Action Plan (as per action for 1.4.1)	(see action 1.4.1)	-	-
1.4.4	Facilitate development of sustainable visitor infrastructure and accommodation	<ul style="list-style-type: none"> Increased availability of visitor accommodation Public Toilet Strategy completed and 60% of actions delivered by 2025 	As per action for 1.3.1	(as per action 1.3.1)	-	-

Theme 1 – STRONG AND RESILIENT ECONOMY

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 1 (July to September)	% Complete	Status (Not started, In progress or Completed)
1.5 Grow the Colac Otway Shire's permanent population by at least 1.5%						
1.5.1	Support business growth through population attraction and retention ●	<ul style="list-style-type: none"> • Increase total population of working-aged people and young families • 1.5% annual population growth achieved • Reduced seasonality impacts on businesses by having stable permanent population 	<p>No specific Year 4 action planned</p> <p>This strategic objective is being supported through Council's efforts to create residential land supply to support population growth (refer to 1.1)</p>			

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
2.1 We mitigate impacts to people and property arising from climate change						
2.1.2	Green our streets and public places ●●●●	<ul style="list-style-type: none"> Number of trees planted in public spaces (open space and streetscape) Development of an urban cooling strategy and canopy target as part of the reviewed environmental strategy Review the quality of street trees and streetscapes when planting appropriate trees in the future 	Deliver Council’s Street Tree planting program to identified candidate streets ●●●●	Council’s adopted Street Tree Planting Program for 2024-25 has been planned to be delivered in quarter 4 of this financial year, for autumn conditions. Candidate streets for the planting of the trees have been identified and a future planting plan is in place.	0%	Not started
			Commence implementation of Colac Botanic Gardens Master Plan as per funding capacity allocated	Colac Botanic Gardens Master Plan was adopted by Council in August 2024. One project has been funded from the Dawn Wade Foundation for the pond and fountain upgrade. Planning for the upgrade is underway with plans to complete the works within 2024-25.	10%	In Progress
2.1.3	Minimise the effects of climate change and extreme weather events on our community ●●	<ul style="list-style-type: none"> Emergency Management Plan regularly reviewed Community satisfaction with emergency and disaster management increases annually from current result of 71% Upgrades completed in vulnerable locations 	Implement priorities from Municipal Emergency Management Plan	The Municipal Emergency Management Plan was finalised and adopted by the relevant agencies in September 2024. Council has established practices and procedures for relief and recovery in preparation for emergencies consistent with the plan, and hosted a joint collaboration exercise for Emergency Relief Centres in October with Surf Coast and Corangamite Shires. Council has begun fire prevention activities consistent with its role under the Plan in preparation for the 2024-25 fire season.	25%	In Progress

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
2.2 We operate sustainably with a reduced carbon footprint						
2.2.1	Improve Council's sustainability practices through the reduction of Council's carbon emissions and/or need to pay for carbon offsets ●●●	<ul style="list-style-type: none"> Maintain Council's net zero carbon emissions and reduce dependence on carbon offsets through implementation of emission education projects Community satisfaction with environmental sustainability increases annually from current result of 61% 	Implement funded priorities from the Climate Change Action Plan	<p>Council adopted its new Nature Strip Planting Policy and Guidelines in August 2024 that supports the greening of nature strips for urban cooling and biodiversity, supporting efforts to build climate change resilience.</p> <p>Council's Urban Tree Canopy Mapping project is in its final stages providing Council with base line data to measure the success of future urban greening projects and moving Council closer to its urban tree canopy targets.</p>	50%	In progress
2.2.2	Council supports the community to reduce carbon emissions ●●●	<ul style="list-style-type: none"> Raised awareness of whole-of-community climate change mitigation/adaptation focused activities Reduction in CO2 emissions for Colac Otway (Source: Victorian Greenhouse Gas Emissions Report) Council has considered opportunities for regional partnerships in relation to climate change 	Implement funded priorities from the Climate Change Action Plan	<p>The second round of the Electric Homes Program launched in July 2024 and Council facilities are currently being assessed for solar, heat pump hot water, electric heating and cooling to replace gas, insulation and draught proofing to improve energy efficiency and reduce operational emissions.</p> <p>For the 2024-25 financial year, Council's community grants program funded approximately \$35,000 for a number of environmental, sustainability and climate change related programs and projects. The funded projects include energy efficient equipment and appliance upgrades; water tanks and environmental education and climate change engagement events.</p>	50%	In progress

Theme 2 – VALUING THE NATURAL AND BUILT ENVIRONMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
2.2.3	Educating and assisting our community to act on climate change by reducing waste, emissions and water usage ●	<ul style="list-style-type: none"> Reduced waste to landfill, emissions and water usage in the community 	Implement funded priorities from the Climate Change Action Plan	<p>The second round of the Electric Homes Program launched in July 2024 and all residents in the Shire can access electrification and energy efficiency upgrades as part of this community bulk-buying program. A supporting information session was held in Colac was ran in September 2024.</p> <p>Council's second Community Climate Change Action Forum is scheduled for 19 November and planning of the forum is well advanced.</p>	50%	In progress
2.4 We will satisfy our community's reasonable expectations to reduce waste going to landfill, increase resource recovery and minimise waste charges						
2.4.4	Divert glass from landfill by rollout of glass recycling bins (purple bin) and public awareness raising and innovative approaches ●	<ul style="list-style-type: none"> % of glass diverted from landfill stream 	Continue to promote CDEP roll-out in support of State Govt reforms	Council has continued to run advertisements online and in the local newspapers on glass recycling	25%	In progress
2.5 Provide and maintain an attractive and safe built environment						
2.5.3	Council meets annual infrastructure renewal gap	<ul style="list-style-type: none"> Asset Management Plans completed Capital funding allocated annually in accordance with levels identified in AMPs 	Commence review of Council's Asset Plan, to enable adoption by 31 October 2025 as per section 92 of LG Act	Preliminary work has commenced on review of the Asset Plan in preparation for commencement of the Council Plan process.	5%	In Progress

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
3.1 All people have the opportunity to achieve and thrive in our Shire						
3.1.2	Create environments where children can be happy, healthy, supported, educated and safe ●●●●	<ul style="list-style-type: none"> Funding for early years infrastructure secured (\$) Increased childcare options/availability Partner with agencies to decrease 23.3% children developmentally vulnerable in more than one domain Increase in 3 and 4-year-old kindergarten participation rates 	Complete the Kindergarten Infrastructure Strategic Plan (KISP)	Draft Kindergarten Infrastructure Strategic Plan (KISP) prepared. Council will be briefed on the draft plan in early 2025.	75%	In Progress
3.1.3	Provide services to enable lifelong health and wellbeing from the early to senior years ●●●	<ul style="list-style-type: none"> Community satisfaction for Family Support Services increases annually from current result of 66% Community satisfaction for Elderly Support Services increases annually from current result of 68% Participation rates in Maternal and Child Health checks 	Implement decisions arising from Community Care Best Value Review	<p>A Transition Plan has been developed to support the transition to the Commonwealth Government's In Home Support program in July 2025.</p> <p>Council continues to implement its Aged Care Continuous Improvement Plan, prepared in response to an audit by the Aged Care Quality and Safety Commission. A follow up audit by the Commission during Quarter 1 has confirmed that Council has now met all requirements of the Quality Standards.</p>	25%	In Progress

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
3.2 People are active and socially connected through engaging quality spaces and places						
3.2.2	Plan for and supply quality public open space to meet community needs ●●●	<ul style="list-style-type: none"> Council-managed open space provision aligns with standards for development outlined in the Public Open Space Strategy 	Upgrade Wyuna Estate open space and play area	Planning and procurement undertaken during Q1 with intent to deliver the project in Q2.	30%	In Progress
3.2.5	Increase participation in physical activity throughout the shire through direct service provision and partnerships with health services and the wider community ●●●	<ul style="list-style-type: none"> Increased visitation and memberships at Bluewater Leisure Centre and Apollo Bay Aquatic Centre Level of community grants funding directed to projects that encourage physical activity 	Review community grants process to encourage projects that encourage physical activity	Council's Grants Program has been reviewed and will be presented to Council in either Q2 or Q3.	80%	In Progress
3.2.6	Promote and demonstrate gender equity ●●●	<ul style="list-style-type: none"> Gender Equity Plan for Council adopted and implemented New and upgraded community facilities accommodate gender neutral design principles Community facility fees and charges structures encourage facility users to embrace gender equity 	Support community and clubs to implement the Fair Access Policy	Designs for Irrewillipe and Elliminyt Recreation Reserve changeroom facilities have been designed with gender neutral principles	25%	In Progress

Theme 3 – HEALTHY AND INCLUSIVE COMMUNITY

	Four-year Priorities	Indicator	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
3.3 We are a safe, equitable and inclusive community						
3.3.4	Deliver a Reconciliation Action Plan in consultation with Eastern Maar Aboriginal Cooperative ●●	<ul style="list-style-type: none"> Reflect level Reconciliation Action Plan delivered by 2022 	Continue to support partnership event during Reconciliation Week	Planning has commenced for the 2025 Reconciliation Week event.	10%	In Progress
3.3.5	Provide community safety services that enhance the liveability of our shire ●●●	<ul style="list-style-type: none"> Community satisfaction for enforcement and local laws increases annually from current result of 64% Local Law reviewed by 2023 	Actively explore with partners the re-establishment of a Bushfire Place of Last Resort in Apollo Bay	A new Bushfire Place of Last Resort has been designated at the Apollo Bay Golf Club, with final arrangements being made for signage to be erected and communications to the community.	90%	In Progress
3.3.6	Support health, enforcement and other services to support initiatives to reduce all forms of violence ●●●	<ul style="list-style-type: none"> Decrease family violence incident rates 	Continue to partner with CAH in 16 Days of Activism initiative	Council will support Colac Area Health's 16 Days of Activism initiative to be held in Q2.	50%	In Progress
3.3.7	Reduce gambling-related harm in the Colac Otway Shire ●●	<ul style="list-style-type: none"> Gambling Policy developed for inclusion in the planning scheme 	Commence development of a Gaming and Licensed Premises policy	Not yet commenced.	0%	Not started

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
4.1 We commit to a program of best practice and continuous improvement						
4.1.1	Identify and embrace best practice and modernise systems to realise efficiencies	<ul style="list-style-type: none"> Community satisfaction for Councils overall performance increases annually from current result of 58% 	Implement actions arising from the Cybersecurity Internal Audit	<p>Implemented third party patch management.</p> <p>Progressing actions from the Internal Audit against the Essential Eight framework</p>	40%	In progress
4.1.4	Undertake a rolling program of service reviews	<ul style="list-style-type: none"> Conduct at least two service reviews annually and implement decisions made by Council, with a view to saving at least \$250,000 per year 	Implement outcomes from completed reviews	<p>Light fleet review - action plan developed and implementation commenced.</p> <p>Colac Visitor Service Review – Expression of Interest to operate the centre has been released in accordance with the Council's resolution.</p>	5%	In progress
4.2 We are a financially robust organisation						
4.2.2	Adopt a policy and approach to guide the disposal of assets no longer required ●	<ul style="list-style-type: none"> Asset Management Plans include strategic service planning recommendations Capital Funds Allocation and Prioritisation Policies adopted 	Develop asset rationalisation and decommissioning principles	Not yet commenced	0%	Not started
4.2.3	Manage procurement to get best value for the community	<ul style="list-style-type: none"> Agreed audit recommendations are implemented within defined timelines Rolling internal audit program implemented 	Implement Internal Audit recommendations into Procurement	<p>Updated procurement policy implemented.</p> <p>An extensive staff training program was conducted on the updated policy and requirements that now exist.</p>	70%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
4.2.5	Financial and risk management practices are responsible and sustainable	<ul style="list-style-type: none"> • Deliver ten-year financial plan • VAGO LGPRF financial sustainability measures 	Commence review of Council's Financial Plan, to enable adoption by 31 October 2025 as per section 91 of LG Act	Long term financial plan updated with 2023-24 results and 2024-25 budget to enable commencement of the review process	10%	In progress
			Complete outstanding reviews of key financial policies	Investment Policy completed and adopted. Review of remaining policies in progress.	25%	In progress
4.3 We provide exceptional customer service						
4.3.1	Council service delivery is efficient, accessible, solution-focused and responsive to the needs of the community	<ul style="list-style-type: none"> • Community satisfaction for Customer Service increases annually from current result of 68% • Seek to understand factors contributing to the community's perception of Council's performance in Apollo Bay and surrounds 	Implement Customer Experience improvement program	Improvement program currently flowing from opportunities identified through complaints data and reporting. A more comprehensive Customer Experience Improvement Program will flow from actions prioritised by the Customer Experience Strategy. Currently in draft for further input.	25%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
4.4 We support and invest in our people						
4.4.1	We respect and invest in our employees and continue to strengthen our workplace culture ● ●	<ul style="list-style-type: none"> Employee satisfaction and engagement 	Implement an action plan based on People Matters Survey results	<p>One of the key actions was to take proactive steps to address sexual harassment and bullying through training and awareness programs.</p> <p>Face to face Respect and Responsibility training continues throughout the organisation. This quarter, 13% of staff completed the training.</p> <p>Compulsory Workplace Bullying and Harassment compliance e-learning module has been rolled out. This quarter, 10% of staff have completed the online module.</p>	50%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
4.4.2	We commit to safe work practices and take a positive approach to our work ●	<ul style="list-style-type: none"> Delivery of targets and measures as outlined in the OHS Strategic Plan 	Implement actions from Internal Audit into WHS systems	<p>The updated OHS Policy (for staff), along with the development of an OHS framework and OHS Manual, has been completed and endorsed by EMT, and these documents are now available on the safety page of the Intranet.</p> <p>The 2025-2027 COS Workplace Health, Safety and Wellbeing Strategy is currently in the consultation phase with staff.</p> <p>The emergency control organisation has been reintroduced across the Rea Street precinct, with new emergency evacuation diagrams developed and consolidated across Colac office sites, and new equipment implemented to facilitate safer evacuations.</p>	60%	In progress

Theme 4 – STRONG LEADERSHIP AND MANAGEMENT

	Four-year Priorities	Indicators	Year 4 Annual Actions	Progress Against Quarter 3 (January to March)	% Complete	Status (Not started, In progress or Completed)
4.4.3	Develop a skilled and diverse workforce by investing in training and development ●●	<ul style="list-style-type: none"> Attraction and retention of skilled workforce Number of secondments within the organisation Number of internal promotions Number of hours of training Number of traineeships/apprenticeships Development of a Workforce Plan 	Implement the organisation wide training program for mandatory and compliance training	<p>The 2024-25 Training matrix was finalised to be used as a roadmap for training and development</p> <p>The Respect & Responsibility Program has reached approximately 50% of our staff at various levels.</p> <p>'Outdoor worker' IT inductions continue. This provides them with access to resources via Email, Intranet and the online Learning Management System (LMS).</p> <p>Approximately 35% of staff have completed the 6 mandatory LMS compliance modules</p>	80%	In progress
4.4.4	Council provides clear, accessible communication and opportunities for the community to participate in decisions that affect them in line with the Community Engagement Framework	<ul style="list-style-type: none"> Community satisfaction for Consultation and Engagement increases annually from current result of 54% Rolling program of Community Conversations implemented 	Continue “community conversations” with at least two across the Shire	<p>Beeac Community Conversation occurred in July 2024 and was attended by Executive Team members and Councillors.</p>	50%	In progress

Budget Report for Quarter 1 ending 30 September 2024

Executive Summary

The year-to-date (YTD) financial performance for the quarter ending September 2024 is favourable as compared to the adopted budget 2024-25 for the same period.

After taking the 2023-24 actual financial results into consideration (including the carry forward balances relating to incomplete works for projects funded in 2023-24), the following summary is provided in relation to the 2024-25 forecast financial results.

Council's total comprehensive result (**actual**) for the three months ended 30 September 2024 is a surplus of \$31.62 million. This is largely due to the requirement to recognise rate revenue up front in first quarter of the financial year, along with lower than budgeted expenses for the quarter.

The year-to-date operating surplus is \$2.5 million favourable to the budgeted operating surplus for the same period. This is largely due to an underspend in materials and services for the year to date.

Cash Position

The Annual Budget has a cash balance of \$28.02 million at end of financial year, most of which is committed to a variety of important community projects and initiatives.

The YTD cash balance is \$28.73 million comprising an opening balance of \$29.42 million at 1 July 2024 and year to date net cash outflows of \$0.69 million.

The forecast year end cash balance is \$21.27 million, being \$6.75 million lower than the Adopted Annual Budget. This position is driven by the opening cash balance at 1st July 2024, being \$23.23 million lower than budget, Cash in-flows from operating activities being \$14.92 million greater than budget, and Cash out-flows from investing activities being \$1.55 million less than budget.

Capital Performance

The 2024-25 Current Annual Budget is \$33.03 million, comprising of \$11.52 million of Capital Works projects, \$21.51 million carried forward from the 2023-24 financial year.

YTD Capital Works actual expenditure is \$2.45 million against a budget of \$23.38 million. This is a variance of \$20.94 million, which is split across all areas of the capital works program.

Further breakdowns of these above results are provided below.

Budget Report for Quarter 1 ending 30 September 2024

OPERATING RESULT

Colac Otway Shire Council

Comprehensive Income Statement

For the period ended 30 September 2024

	Year-To-Date				Full Year			
	Actual \$'000	Current Budget \$'000	Variance \$'000	Variance %	Adopted Budget \$'000	Current Budget \$'000	Variance \$'000	Variance %
Revenue								
Rates and charges	36,741	37,058	(317)	(1%)	37,158	37,158	-	0%
Statutory fees and fines	183	210	(27)	(13%)	915	918	3	0%
User fees	1,641	1,971	(330)	(17%)	7,970	7,970	-	0%
Other income	446	515	(69)	(13%)	864	1,176	312	36%
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	-	-	-	0%	-	-	-	0%
Share of net profits/(loss) of associates and joint ventures	-	-	-	0%	(100)	(100)	-	0%
Total own-sourced revenue	39,011	39,754	(743)	(2%)	46,807	47,122	315	1%
Grants - operating	8,348	3,615	4,733	131%	10,747	11,792	1,045	10%
Grants - capital	270	4,720	(4,450)	(94%)	1,703	18,881	17,178	1009%
Contributions - monetary	122	113	9	8%	25	132	107	428%
Total grants and contributions	8,740	8,448	292	3%	12,475	30,805	18,330	147%
Total revenue	47,751	48,202	(451)	-1%	59,282	77,927	18,645	31%
Expenses								
Employee costs	6,203	5,786	(417)	(7%)	25,333	25,457	(124)	(0%)
Materials and services	6,003	9,091	3,088	34%	23,253	25,615	(2,362)	(10%)
Depreciation and amortisation	3,639	3,626	(13)	(0%)	14,503	14,503	-	0%
Amortisation - right of use assets	25	25	-	0%	101	101	-	0%
Bad and doubtful debts	(3)	3	6	200%	10	10	-	0%
Borrowing costs	-	-	-	#DIV/0!	-	-	-	#DIV/0!
Finance costs - leases	-	2	2	100%	10	10	-	0%
Other expenses	265	547	282	52%	1,335	1,678	(343)	(26%)
Total expenses	16,132	19,080	2,948	15%	64,545	67,374	(2,829)	(4%)
Surplus for the year	31,619	29,122	2,497	9%	(5,263)	10,553	15,816	-301%
Other comprehensive income								
Items that will not be reclassified to surplus or deficit in future periods								
Net asset revaluation increment/(decrement)	-	-	-		-	-	-	
Share of other comprehensive income of associates and joint ventures	-	-	-		-	-	-	
Total comprehensive result	31,619	29,122	2,497	9%	(5,263)	10,553	15,816	-301%

Council's total comprehensive result (*actual*) for the quarter ended 30 September 2024 is surplus of \$31.62 million. This is largely due to the requirement to recognise rate revenue up front in first quarter of the financial year, along with lower than budgeted expenses for the quarter.

Council's adopted budget for the full year accounts for a net loss or deficit of (\$5.26) million.

The full year **current budget** reflects carry forward allocations for grant funding, including unspent funds received in a prior year for approved projects not completed at 30 June 2024. These funds were set aside in Council's working capital at 30 June 2024 and are forecast to be spent in 2024-25.

Budget Report for Quarter 1 ending 30 September 2024

Further information is provided below:

Income

User Fees are unfavourable (\$330k) to YTD Budget,

- Unfavourable variance mostly driven by
 - Aged Services Fees (360k) due to the timing of September Invoices not flowing through and fewer HCP Clients than Budgeted YTD
 - Waste Disposal Fees (56k) due to fewer than expected Transfer Station and Waste drop offs
 - Leisure Centre Fees (\$48k) from Bluewater due to the Pool Tiling works in August
 - COPACC Admission Fees (\$47k)
- Offset by favourable variance driven in the most part by:
 - Other Fees and Charges \$152k due to higher than budgeted Asset Inspection and Checking Fees
 - Colac Livestock Selling Centre Fees \$40k, due to higher-than-expected throughput, currently on track for 31,000 head for the full financial year, instead of 23,500 budgeted

Grants operating is favourable \$4.73 million, this reflects that the Federal Assistant Grant (FAGs) was budgeted to be received in advance (June 2024) however it was received in July 2024.

Expenses

Employee costs are (\$417k) unfavourable to YTD Budget:

- Driven by an overspend in:
 - Workcover (\$568k) due to the Workcover Annual Premium being paid in September but phased monthly
 - Leave taken YTD is greater than budgeted (\$123k)
 - Casual Staff (\$73k), that is mostly driven by:
 - Planning and Strategic Focus (\$61k) due to casuals being utilised to fill vacancies in Statutory Planning which is offset by an underspend in Salary & Wages
 - Bluewater (12k) due to higher-than-expected service delivery hours requiring additional staff
 - COPACC (\$11k) increased Casual staff to cover higher than expected attendance at performances
 - Offset by favourable underspend in People and Culture \$23k
 - Fringe Benefits Tax payment in quarterly instalments ahead of budget resulting in an unfavourable variance (\$42k). We are paying quarterly, but this is phased in July
- Offset by an underspend in Salaries and Wages of \$273k driven largely by:
 - Favourable variances as per below:
 - Older Persons and Ability Support Services (OPASS) \$151k, due to vacant roles, lower service hours delivered due to a reduced number of packages which require less service hours. It is anticipated that service hours required will return to normal levels as additional packages are allocated to clients through the year.

Budget Report for Quarter 1 ending 30 September 2024

- Services and Operations \$133k, due to the yearly Capital Resheeting program being completed ahead of schedule, and wages being costed to Capital Projects
- Planning and Strategic Focus \$127k favourable due to vacant Planning and Planning Admin roles
- Offset by unfavourable variances as per below:
 - Project Management (\$71k) due to Project Management Coordinator and Project Administrator charged to this area until journaled to Projects
 - Corporate Services Management (\$63k) due to GM Secondment to Corangamite and other managers in higher duties
 - Emergency Management (\$39k) as only 2 FTE Budgeted, however there are currently 4 staff members in this department

Materials and Services is favourable by \$3.09m to YTD Budget.

- This is driven by an underspend in:
 - Several Operational Projects are yet to get underway which were budgeted for in 2024-25 totalling \$1.98m YTD
 - Contractors \$475k, which includes below variances:
 - Waste Management \$517k, being a temporary variance, due to timing of Waste contractor payments, which will correct itself to be on budget by end of year
 - Services and Operations \$148k due to phasing, as contractors are mainly utilised over the summer period
 - Offset by Governance and Communications (\$104k) due to specialist contractor usage for Governance and Councillor Support, and
 - Financial Services (\$59k) due to higher contractor usage for End of Financial Year and Payroll Support
 - Materials \$389k, which is mainly driven by below variances:
 - Services and Operations \$244k due to timing of Invoice payments, this is on track to be in line with budget once payments are made
 - OPASS \$44k due to lower than budgeted HCP Client numbers and no new packages being allocated
 - Subscriptions and memberships \$188k, as per below:
 - Information Services \$492k due to phasing as software renewals are paid in lump sums and are not a smooth distribution
 - Offset by Connected Communities (\$214k) due to phasing, as the second quarter Geelong Regional Library Corporation membership payment was made earlier than expected
 - Consultants \$166k, as per below:
 - Information Services \$16k
 - Corporate Services Management \$20k
 - Governance and Communications \$25k
 - Healthy Environments \$52k

Budget Report for Quarter 1 ending 30 September 2024

- Insurances \$112k which is a result of the rephasing of the Budget for the Yearly Insurance Renewals for Council to June, this is forecast to be in line with Budget at end of year
- Offset by Overspend in:
 - Agency Staff (98k), which includes variances in the below:
 - Planning and Strategic Focus (\$47k) due to consultants supporting Statutory Planning, this is expected to reduce beyond October and will be offset by lower employee costs
 - Waste Management (\$28k) due to vacant Landfill Coordinator role, and agency staff being utilised
 - Assets and Engineering Services (\$26k) due to contractor usage for vacant Coordinator Asset Management Role
 - Plant and Equipment Maintenance (\$92k) due to phasing of maintenance expenditure being higher YTD than expected

Budget Report for Quarter 1 ending 30 September 2024

BALANCE SHEET

Colac Otway Shire Council

Balance Sheet

As at 30 September 2024

	Sept 2024	Full Year		
	Actual \$'000	Adopted Budget \$'000	Current Budget \$'000	Variance \$'000
Assets				
Current assets				
Cash and cash equivalents	28,733	28,015	21,265	(6,750)
Trade and other receivables	39,465	1,687	1,687	0
Inventories	254	191	191	-
Non-current assets held for sale	-	-	-	-
Other assets	273	254	254	0
Total current assets	68,725	30,147	23,398	(6,749)
Non-current assets				
Right of use assets	2,856	2,869	2,869	(0)
Property, infrastructure, plant and equipment	528,895	441,360	469,569	28,209
Investments in associates, joint arrangements and subsidiaries	218	147	147	-
Total non-current assets	531,969	444,376	472,585	28,209
Total assets	600,694	474,523	495,983	21,460
Liabilities				
Current liabilities				
Trade and other payables	10,584	5,308	5,308	0
Trust funds and deposits	875	1,600	1,600	-
Interest-bearing liabilities	-	-	-	-
Lease liabilities	9	9	9	0
Provisions	5,195	4,385	4,385	(0)
Total current liabilities	16,663	11,302	11,302	0
Non-current liabilities				
Interest-bearing liabilities	-	500	500	-
Lease liabilities	-	-	-	-
Provisions	4,694	4,836	4,836	(0)
Total non-current liabilities	4,694	5,336	5,336	(0)
Total liabilities	21,357	16,638	16,638	0
Net assets	579,337	457,885	479,345	21,460
Equity				
Accumulated Surplus	170,427	146,401	167,862	(21,461)
Reserves	408,910	311,484	311,484	(0)
Total Equity	579,337	457,885	479,345	21,460

Budget Report for Quarter 1 ending 30 September 2024

STATEMENT OF CASH FLOWS

Colac Otway Shire Council
Statement of Cash Flows
For the period ended 30 September 2024

	Sept 2024	Full Year		
	Actual \$'000	Adopted Budget \$'000	Current Budget \$'000	Variance \$'000
Cash flows from operating activities				
Rates and charges	1,365	37,158	39,547	2,389
Statutory fees and fines	183	915	918	3
User fees	1,641	7,970	7,970	-
Grants - operating	8,628	10,747	7,557	(3,190)
Grants - capital	270	1,703	18,881	17,178
Contributions - monetary	122	25	132	107
Trust funds and deposits received/(paid)	(123)	-	602	602
Other receipts	726	864	1,465	601
Payments for Employees	(6,203)	(25,333)	(26,120)	(787)
Payments for materials and services (Incl GST)	(4,585)	(23,253)	(24,891)	(1,638)
Other payments	(265)	(1,335)	(1,678)	(343)
Net cash provided by/(used in) operating activities	1,758	9,461	24,383	14,922
Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(2,447)	(34,475)	(33,028)	1,447
Proceeds from sale of property, infrastructure, plant and equipment	-	(100)	-	100
Net cash provided by/(used in) investing activities	(2,447)	(34,575)	(33,028)	1,547
Cash flows from financing activities				
Finance costs	-	-	-	-
Proceeds from borrowings	0	500	0	(500)
Repayment of borrowings	-	-	500	500
Interest paid - lease liability	-	(10)	(10)	-
Repayment of lease liabilities	-	(9)	(0)	9
Net cash provided by/(used in) financing activities	-	481	490	9
Net increase (decrease) in cash and cash equivalents	(689)	(24,633)	(8,157)	16,476
Cash and cash equivalents at the beginning of the period	29,422	52,647	29,422	(23,225)
Cash and cash equivalents at the end of the period	28,733	28,015	21,265	(6,749)

Cash balance

The current actual cash balance is \$28.73 million as at 30 September 2024.

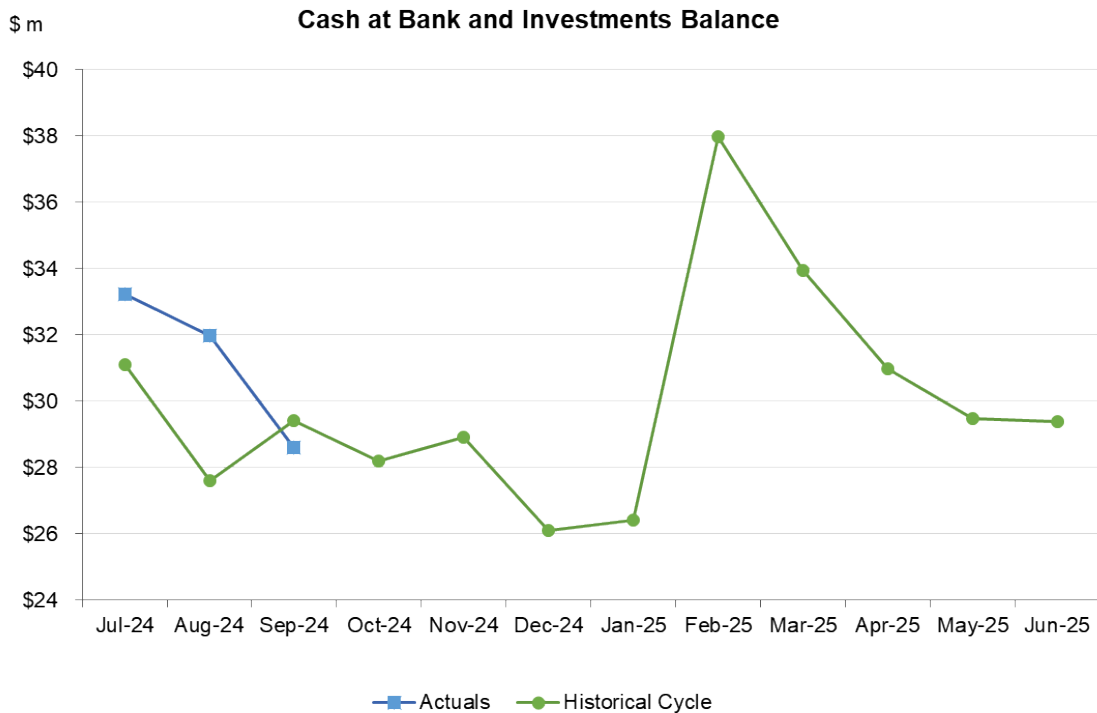
The net increase in the current budget cash flows from operating activities at end of year is expected to reach \$24.38 million. Net decrease in cash from the investing activities is forecasted to be (\$33.03) million at end of year.

Budget Report for Quarter 1 ending 30 September 2024

Graph 2 below shows how the Council’s cash balance has trended to 30 September 2024. The graph portrays:

- Historical Cycle – which is an estimation derived from 2023-24 actual cash balances that are expected to be achieved at the end of each month.
- The Actual – this is the actual balance at the end of each month from July’24 to September’24.

Graph 2: Cash balance performance



Every opportunity is taken to invest surplus cash to maximise investment returns in accordance with Council’s investment policy. Investment income (term deposits) received for the three months to 30 September 2024 was \$364,000 which has already exceeded the income budget for the year. Investment income is subject to availability of cash flow and has been steadily increasing as a result of successive interest rates rises announced by the Reserve Bank.

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

Local Authorities Superannuation Fund - Defined Benefits

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

Budget Report for Quarter 1 ending 30 September 2024

Date	Vested Benefits Index
June 2020	104.60%
September 2020	104.50%
December 2020	109.60%
March 2021	111.50%
June 2021	109.70%
September 2021	109.90%
December 2021	111.20%
March 2022	108.50%
June 2022	102.20%
September 2022	101.50%
December 2022	101.70%
March 2023	104.20%
June 2023	104.10%
September 2023	102.30%
December 2023	103.80%
March 2024	106.30%
June 2024	105.40%
September 2024	TBA

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

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

At the time of preparing this report there was no information available regarding the final VBI estimations as at 30 September 2024.

At 30 June 2024, the updated VBI for the sub-plan decrease to 105.40%, which presents an increase of 0.9% from prior quarter. The VBI is primarily impacted by:

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

Budget Report for Quarter 1 ending 30 September 2024

CAPITAL WORKS

Colac Otway Shire Council Statement of Capital Expenditure as at 30 September 2024				
	Sept YTD		Full Year	
	Actual YTD \$	Budget YTD \$	Adopted Budget \$'000	Programme Allocation \$'000
Property				
Land	-	-	-	-
Building	195	1,519	861	2,251
Total Property	195	1,519	861	2,251
Plant and Equipment				
Plant, machinery and equipment	557	1,979	1,500	3,254
Fixtures, fittings and furniture	0	5	-	5
Computers and telecommunications	20	417	458	658
Total Plant and Equipment	578	2,402	1,958	3,918
Infrastructure				
Roads	1,142	8,617	7,671	15,137
Bridges	2	70	60	121
Footpaths and cycleways	1	2,086	235	2,286
Drainage	34	1,403	320	1,675
Other infrastructure	493	7,285	418	7,640
Total Infrastructure	1,672	19,462	8,704	26,860
Total	2,445	23,382	11,523	33,028

Capital Performance

The 2024-25 Current Annual Budget is \$33.03 million, comprising of \$11.52 million of Capital Works projects, \$21.51 million carried forward from the 2023-24 financial year.

YTD Capital Works actual expenditure is \$2.45 million against a budget of \$23.38 million. This is a variance of \$20.94 million, which is split across all areas of the capital works program.

The Capital Works program has a variance of \$20.94 million against the year to date current budget for the first three months to 30 September 2024.

Capital Works Projects 2024-25 for Quarter 1 ending 30 September 2024

Project Name	Expenses							Income			Comments by Exception
	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	
ASSET RENEWAL PROGRAM											
2023 - 2024 Capital Works Bridge Renewal Program - Boundary Road	0	61,485	1,639	4,680	55,166	61,485	0	0	0	0	
2024 - 2025 - Capital Works - Bridge Renewal Program - Flannagans Road Inverillipe	60,000	60,000	0	0	60,000	60,000	0	0	0	0	Scope being reviewed
2023 - 2024 Capital Works Buildings Renewal Program - COPACC, re-surfacing and painting of main stage	0	8,842	0	0	8,842	8,842	0	0	-38,158	0	
2023 - 2024 Capital Works Buildings Renewal Program - Emergency Building renewal/compliance Works	0	5,500	0	0	5,500	5,500	0	0	0	0	
2020-21 Capital Works - Building Renewal Programme - Bluewater Roof Replacement	0	200,000	1,287	0	198,713	200,000	0	0	0	0	
2022 - 2023 Capital Works - Colac Otway Building Roof Compliance - OHS Renewal	0	27,050	0	0	27,050	27,050	0	0	0	0	
2022 - 2023 Capital Works - Building Renewal Program - Bluewater Toddler Pool Tile Replacement	0	152,168	132,580	0	19,588	152,168	0	0	0	0	Project Complete
2022 - 2023 - Capital Works - Buildings Renewal Program - Bluewater, Resurface Concourse	0	219,625	0	0	219,625	219,625	0	0	0	0	
2022 - 2023 - Capital Works - Buildings Renewal Program - Reactive Building Renewal Works	0	4,000	0	0	4,000	4,000	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Building Compliance Program	0	21,000	0	0	21,000	21,000	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Rae Street Office - Top Level roof replacement	0	147,994	23,999	44,569	79,427	147,994	0	0	0	0	
2023 - 2024 Capital Works Buildings Renewal Program - Winifred Nance Kindergarten	0	83,414	0	56,092	27,322	83,414	0	0	0	0	
2023 - 2024 Capital Works - Repair works to the Apollo Bay Recourse Recovery Centre building	0	55,000	0	8,520	46,480	55,000	0	0	0	0	
2024 - 2025 - Capital Works - Building Renewal Program - Wastewater Management System Renewal Program	150,000	150,000	0	0	150,000	150,000	0	0	0	0	
2024 - 2025 - Capital Works - Buildings Renewal Program - Facilities Amenities and Bathroom Renewal Program	110,000	110,000	0	0	110,000	110,000	0	0	0	0	
2024 - 2025 - Capital Works - Buildings Renewal Program - Municipal Pound Refurbishment	52,000	52,000	2,745	0	49,255	52,000	0	0	0	0	
2024 - 2025 - Capital Works - Buildings Renewal Program - Defects Rectification Program	40,000	40,000	0	0	40,000	40,000	0	0	0	0	
2024 - 2025 - Capital Works - Buildings Renewal Program - Colac MCH Building - Minor Works	27,000	27,000	0	0	27,000	27,000	0	0	0	0	
2024 - 2025 - Capital Works - Buildings Renewal Program - Roof Replacement Program	200,000	200,000	0	0	200,000	200,000	0	0	0	0	
2024 - 2025 - Capital Works - Buildings Renewal Program - Facilities Painting Program	240,000	240,000	0	0	240,000	240,000	0	0	0	0	
2023 - 2024 Capital Works - Building Renewal Program - Apollo Bay Library Emergency Door Replacement	0	25,000	0	0	25,000	25,000	0	0	0	0	
2024 - 2025 - Capital Works - Emergency Building Works - Power Supply Upgrade Colac Lawn Tennis & Mallet Club	0	15,000	0	0	15,000	15,000	0	0	0	0	
2023 - 2024 - Capital Works - Footpaths - Ruby Court Footpath Reconstruction	0	83,000	0	0	83,000	83,000	0	0	0	0	
Footpath Programme Total	155,000	155,000	1,802	93,295	59,903	155,000	0	0	0	0	
Budget Work Order - Fixtures, Fittings & Furniture - Renewals	0	17,380	1,436	1,727	14,217	17,380	0	0	0	0	
2023-24 Capital Works - Decommissioning and Installation of Landfill Gas Bores - Bruce Street	0	18,335	0	0	18,335	18,335	0	0	0	0	
2024 - 2025 - Capital Works - Budget Work Order Fixtures Fittings and Furniture Renewal Program	40,000	40,000	0	0	40,000	40,000	0	0	0	0	
2024 - 2025 - Capital Works - Fixture Fittings and Furniture Renewal Program - Lake Colac Oval Pavillion	12,000	12,000	0	0	12,000	12,000	0	0	0	0	
2024 - 2025 - Capital Works - Buildings Renewal Program - Colac Visitor Information Centre	15,000	15,000	0	0	15,000	15,000	0	0	0	0	
2023 - 2024 - Capital Works - BWLC Accessibility Changerooms Renewal Project	0	30,000	0	21,750	8,250	30,000	0	0	0	0	
2023 - 2024 Capital Works - Marengo Beacon Reinstatement	0	20,000	0	3,793	16,207	20,000	0	0	0	0	
2024 - 2025 - Capital Works - ICT Hardware Program - Annual PC Renewal Program	336,000	336,000	20,190	24,283	291,527	336,000	0	0	0	0	

Capital Works Projects 2024-25 for Quarter 1 ending 30 September 2024

Project Name	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	Comments by Exception
2024 - 2025 - Capital Works - ICT Hardware Program - Annual Network Switch Replacement	122,200	122,200	0	0	122,200	122,200	0	0	0	0	
Kerb and Channel Programme Total	150,000	313,969	158,700	0	155,269	313,969	0	0	0	0	
Light Fleet Programme Total	400,000	578,402	118,876	0	459,526	578,402	0	0	0	0	
Major Plant Programme Total	1,100,000	2,675,883	438,167	1,043,091	1,194,625	2,675,883	0	0	0	0	
2022 - 2023 Capital Works - Asset Condition Assessment	0	45,331	0	0	45,331	45,331	0	0	0	0	
2023 - 2024 Capital Works - Larpent Tennis Court Fence Repair	0	7,000	4,293	0	0	4,293	-2,707	0	0	0	Project Complete.
2023 - 2024 Capital Works - Open Space Renewal - Rubber Softfall Renewal	0	11,800	0	0	11,800	11,800	0	0	0	0	
2024 - 2025 - Capital Works - Open Space Renewal Programme - Eastern Reserve Oval - Playing Surface Re-leveling	60,000	60,000	0	0	60,000	60,000	0	0	0	0	
2024 - 2025 - Capital Works - Open Space Renewal Programme - Colac Central Bowling Club Fence Renewal	26,000	26,000	930	0	25,070	26,000	0	0	0	0	
2024 - 2025 - Capital Works - Open Space Upgrade Programme - Budget Work Order Open Space Renewal Annual Program	40,000	40,000	0	0	40,000	40,000	0	0	0	0	
2024 - 2025 - Capital Works - Open Space Renewal Program - Memorial Square Colac Fountain Renewal	110,000	110,000	0	0	110,000	110,000	0	0	0	0	
2023 - 2024 - Open Space Renewal Program - Botanic Gardens Fountain Restoration	0	28,500	0	0	28,500	28,500	0	0	-28,500	0	
Reseal Programme Total	1,100,000	1,100,000	62	0	1,099,938	1,100,000	0	0	0	0	
Road Major Patch Total	350,000	647,477	1,200	117,816	528,461	647,477	0	0	0	0	
Road Crack Sealing Programme Total	80,000	80,000	0	0	80,000	80,000	0	0	0	0	
Resheet Programme Total	1,200,500	1,200,500	532,536	139,463	528,501	1,200,500	0	0	0	0	
2021-22 Capital Works - Strachan Street, Birregurra	0	755,113	2,426	667,167	85,520	755,113	0	0	0	0	
2023 - 2024 Capital Works - Road Reconstruction Program - Mooleric Road, Stage 1	0	1,000,000	0	0	1,000,000	1,000,000	0	0	0	0	
2024 - 2025 - Capital Works Road Reconstruction Program - Mooleric Road Stage 2	850,000	850,000	0	0	850,000	850,000	0	-723,200	-723,200	0	
2024 - 2025 - Capital Works - Road Reconstruction Program - Pengilley Avenue (Gallipoli Parade to McLachlan Street)	690,000	690,000	0	0	690,000	690,000	0	-390,000	-390,000	0	
2024 - 2025 - Capital Works - Road Reconstruction Program - The Boulevard Wye River	605,000	605,000	0	0	605,000	605,000	0	-390,000	-390,000	0	
2024 - 2025 - Capital Works - Road Reconstruction Program - Koonya Avenue (Wallace Street to Dunoon Road)	530,000	530,000	0	0	530,000	530,000	0	0	0	0	
2024 - 2025 - Capital Works - Road Reconstruction Program - Pascoe Street Apollo Bay (Moore Street to Nelson Street)	510,000	510,000	0	24,800	485,200	510,000	0	0	0	0	
2024 - 2025 - Capital Works - Road Reconstruction Program - Unplanned Emergency Asset Renewal Program	500,000	500,000	0	0	500,000	500,000	0	0	0	0	
2024 - 2025 - Capital Works - Asphalt Overlay Program	370,000	370,000	1,243	0	368,757	370,000	0	-200,000	-200,000	0	
2024 - 2025 - Capital Works - Road Reconstruction Program - Forward Design Program	100,000	100,000	0	0	100,000	100,000	0	0	0	0	
2024 - 2025 - Capital Works - Shoulder Rehabilitation Program - Skene Street Colac	250,000	250,000	0	0	250,000	250,000	0	0	0	0	
Budget Work Order - Road Safety Devices Programme	0	4,819	2,314	64	2,441	4,819	0	0	0	0	
2023 - 2024 Capital Works - Public Street Litter Bin Replacement Program	0	51,707	38,560	0	13,147	51,707	0	0	0	0	

Capital Works Projects 2024-25 for Quarter 1 ending 30 September 2024

Project Name	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	Comments by Exception
2024 - 2025 - Capital Works Guardrail Replacement Program - Deepdene Road	30,000	30,000	75	0	29,925	30,000	0	0	0	0	
2024 - 2025 - Capital Works Guardrail Replacement Program - Barham River Road	25,000	25,000	118	0	24,882	25,000	0	0	0	0	
2024 - 2025 Capital Works - Budget Work Order - Road Slip Reconstruction Program	330,000	411,470	0	10,416	401,054	411,470	0	0	0	0	
2023 - 2024 Capital Works Drainage Renewal Program - 12 Murrell Street, Birregurra Strachan and Murrell corner	0	41,277	921	4,050	36,306	41,277	0	0	0	0	
2023 - 2024 Capital Works Drainage Renewal Program - Armstrong Street Outlet Renewal	0	124,386	0	0	124,386	124,386	0	0	0	0	
2023 - 2024 Capital Works Drainage Renewal Program - Kennett River Wetlands Sediment Removal Project	0	45,231	915	14,501	29,815	45,231	0	0	0	0	
2023 - 2024 Capital Works Drainage Renewal Program - Weston Street Beac - Stormwater Pipe Renewal	0	7,522	2,074	0	0	2,074	-5,448	0	0	0	Works complete
2023 - 2024 Capital Works Drainage Renewal Program - Bromfield St Colac - Outfall Stormwater Pipe Renewal	45,000	7,167	0	0	0	0	-7,167	0	0	0	Works complete
2024 - 2025 - Capital Works - Budget Work Order Drainage Renewal Program	195,000	195,000	0	0	195,000	195,000	0	0	0	0	
ASSET RENEWAL PROGRAM - TOTAL	11,205,700	16,782,547	1,489,087	2,280,077	12,998,061	16,767,225	-15,320	-1,703,200	-1,769,858	0	
LRCI											
2023 - 2024 Capital Works Buildings Renewal Program - Birregurra Hall Renewal - Painting	0	61,270	0	0	61,270	61,270	0	0	-61,270	0	
2023 - 2024 Capital Works Buildings Renewal Program - Street Furniture and Landscaping	0	20,000	0	0	20,000	20,000	0	0	0	0	Confirming scope
2023 - 2024 Capital Works Buildings Renewal Program - Lavers Hill Hall	0	87,264	527	5,386	81,351	87,264	0	0	-87,264	-527	
2023 - 2024 Capital Works Buildings Renewal Program - Cororooke Hall Upgrades	0	20,570	20,570	0	0	20,570	0	0	-20,570	-20,570	Project Complete
2023 - 2024 Capital Works Buildings Renewal Program - Chapple Vale Hall Upgrades	0	21,741	0	0	21,741	21,741	0	0	-21,741	0	
2023 - 2024 Capital Works Buildings Renewal Program - Beech Forest Hall Upgrades	0	20,000	0	0	20,000	20,000	0	0	-20,000	0	
2023 - 2024 Capital Works Buildings Renewal Program - Lavers Hill Public Hall - Septic System Replacement	0	150,000	0	0	150,000	150,000	0	0	-66,200	0	
2021 - 2022 Capital Works - LRCI Funding Round 3 - Stormwater Program Eliminyt Wetlands Development	0	3,842,159	70,862	111,954	3,602,067	3,784,884	-57,275	0	-2,630,159	-70,862	
Capital Works - Forrest Caravan Park Waste Water Upgrade	0	854,344	24,913	609,558	50,000	684,472	-169,872	0	-450,000	0	
2023 - 2024 Capital Works Footpath Program - GOR footpath stage 3	0	56,487	0	0	0	0	-56,487	0	-60,000	0	Project Complete
2023 - 2024 Capital Works Footpath Program - Walking connection from Old Coach Road to Hickeys Cutting, Sikenes Creek	0	18,400	0	0	0	0	-18,400	0	-22,000	0	Project Complete
2023 - 2024 Capital Works Open Space Upgrade - Birregurra play space redevelopment	0	274,639	33,963	0	238,532	272,495	-2,144	0	-274,639	-33,963	
2023 - 2024 Capital Works Open Space Renewals - Donaldson's Reserve Play Space Redevelopment	0	148,400	9,325	0	137,559	146,884	-1,516	0	-98,400	-9,325	
2023 - 2024 Capital Works Open Space Renewals - Eliminyt Tennis Court Resurfacing & Fence Repair	0	123,696	19,152	545	30,000	49,697	-73,999	0	-123,696	-19,152	
2023 - 2024 Capital Works Open Space Renewals - Paradise Picnic Reserve Facility Improvements	0	46,355	17,640	455	0	18,095	-28,260	0	-46,355	-17,640	
2024-2025 Capital Works Road Reconstruction - Morley Avenue, Wye River (McRae Road to end of seal)	0	1,279,250	0	10,595	0	10,595	-1,268,655	0	-982,444	0	
LRCI - TOTAL	0	7,024,575	196,953	738,494	4,412,519	5,347,967	-1,676,608	0	-4,964,739	-172,040	
EMERGENCY AND DISASTER RECOVERY PROJECTS											
2023 - 2024 Capital Works Drainage Renewal Program - Tiger Rail Drainage Upgrade	0	243,800	1,616	0	242,184	243,800	0	0	-243,800	-1,616	Evaluation completed. TEP report to be signed and contract to be awarded.
2023 - 2024 Capital Works - Footpath Program - Embankment Protection & Footpath Restoration at Ross Point	0	250,000	0	100,165	149,835	250,000	0	0	-250,000	0	PO Issued - works pending
2021 - 2022 Emergency Response - Landslip (Storm Events)	0	4,780,966	312,060	1,685,538	2,783,369	4,780,966	0	0	-6,500,000	0	Contract 2410 - 6 sites will be finished next month. Contract 2410 & 2413 will commence next month with a completion date of the end of Jan 2025. There will be
2022 - 2023 Capital Works - Landslip Treatment - Emergency Response Upgrade Works	0	190,000	329	0	189,671	190,000	-0	0	0	0	
2022 - 2023 Capital Works - October 2022 Storm / Flood Event Response	0	906,413	28,157	114,496	763,760	906,413	0	0	-1,200,000	0	Contract 2410 - will be awarded this month and is scheduled to be completed by end January 2025. The contract on budget will be finalized by the end of
EMERGENCY AND DISASTER RECOVERY PROJECTS - TOTAL	0	6,371,179	342,161	1,900,199	4,128,819	6,371,179	-0	0	-8,193,800	-1,616	

Capital Works Projects 2024-25 for Quarter 1 ending 30 September 2024

Project Name	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	Comments by Exception
NEW AND UPGRADE PROJECTS											
2022 - 2023 - Capital Works - Buildings Renewal Program - Elliminyt Recreation Reserve Pavilion - Detailed Design	0	28,908	10,655	17,972	281	28,908	-0	0	0	0	
2024 - 2025 - Capital Works - Buildings Renewal Program - Bluewater Leisure Centre Electrification Project - Stage 1 Plan	42,000	42,000	0	0	42,000	42,000	0	0	0	0	
2023-2024 Capital Works - COPACC Auditorium Equipment Upgrade	0	5,488	463	5,025		5,488	-0	0	0	0	Project Complete
2024 - 2025 - Capital Works - Fixture Fittings and Furniture Upgrade Program - Installation of Street Art	20,000	20,000	0	0	20,000	20,000	0	0	0	0	Investigation Grant opportunities.
2023 - 2024 Capital Works - Open Space Programme - Digital Wayfinding & Tourism Signage Project	0	79,880	0	0	79,880	79,880	0	0	-79,880	0	
2024 - 2025 - Capital Works - Open Space Renewal Programme - Wyuna Estate Open Space Improvements Program	50,000	50,000	5,235	0	44,765	50,000	-0	0	0	0	
2024 - 2025 - Capital Works - Open Space Upgrade Programme - Meredith Park Waste Area	25,000	25,000	0	0	25,000	25,000	0	0	0	0	
2024 - 2025 - Capital Works - Open Space Upgrade Programme - Lake Colac Foreshore furniture	15,000	15,000	0	0	15,000	15,000	0	0	0	0	
2024 - 2025 - Capital Works - Open Space Upgrade Programme - Carlisle River School Bollards	5,000	5,000	0	0	5,000	5,000	0	0	0	0	Project Complete
2022 - 2023 Capital Works - Irrewillipe Recreation Netball Courts Change Rooms & Amenities Upgrade - Detailed Design	0	54,247	2,900	45,360	5,987	54,247	0	0	-3,000	0	
2024 - 2025 - Capital Works - Budget Work Order - Strategic Footpath Network Expansion	80,000	80,000	0	0	80,000	80,000	0	0	0	0	
Capital Works - ICT - Critical Infrastructure Improvement	0	200,000	0	0	0	0	-200,000	0	0	0	Pending confirmation of scope
2022 - 2023 Capital Works - Colac Aerodrome RAP Round 2 Taxiway and Lighting	0	320,105	305,268	1,184	13,654	320,105	0	0	-270,105	-96,105	Project Complete
2022 - 2023 Capital Works - Road Improvement Program - Queen & Wilson Street Intersection Upgrade	0	49,296	16,258	400	32,638	49,296	0	0	-288,449	0	
2020-21 Capital Works - Colac Aerodrome - taxiway - earthworks - Grant Match	0	61,578	62,412	0	0	62,412	834	0	-64,641	0	Project Complete
2023 - 2024 Capital Works - Road Construction - Turn Around Areas - Hall Street Cressy	0	10,000	13,871	457	0	14,328	4,328	0	0	0	Additional budget required. Works complete
2023 - 2024 Capital Works Stormwater Asset Upgrade Program - 397 Murray Street, Unnamed Laneway 5	0	24,479	437	10,375	13,667	24,479	-0	0	0	0	
2024 - 2025 - Capital Works - Drainage Upgrade Program - Strategic drainage Improvement Program	80,000	80,000	0	0	80,000	80,000	0	0	0	0	
NEW AND UPGRADE PROJECTS - TOTAL	317,000	1,150,981	417,498	80,773	457,872	956,143	-194,838	0	-706,075	-96,105	
CAPITAL WORKS PROGRAM - TOTAL	11,522,700	31,329,282	2,445,700	4,399,543	21,997,271	29,442,513	-1,886,766	-1,703,200	-15,634,472	-269,761	

Notes

1. Financial reporting does not include expense or income transactions prior to 1 July 2024
2. Current balance of returned Asset Renewal funds Capital Projects (not on above report) = \$1,717,899

Legend

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

Operational Projects 2024-25 for Quarter 1 ending 30 September 2024

Project Name	Expenses							Income			Comments by Exception
	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	
Chief Executive Office											
Roadside Weeds & Pests Management Project	0	14,481	0	3,767	58,219	61,986	47,505	0	-14,481	0	Budget adjustment required to include the 2024-25 grant allocation of \$47,505 from DEECA.
18-19 Mid Year - Operating Projects - Colac Civic Precinct Plan	0	109,279	0	81,975	27,304	109,279	0	0	-90,000	0	Preliminary draft Precinct Plan received and being reviewed.
2018-19 Major Project - Colac West Development Plan	0	25,855	8,130	4,891	12,834	25,855	0	0	-5,000	0	Colac West Development Plan approved at Council meeting September 2024. Amendments are being assessed by the Statutory Planning team.
2019-20 Major Project - J Barys Road Industry Development Plan	0	298	1,874	0	0	1,874	1,576	0	0	0	Further review being completed by proponent.
2021-22 Operating Project - Deans Creek Precinct Structure Plan (Multi-year Project)	0	362,523	47,523	300,987	14,013	362,523	0	0	-62,664	0	Further review being completed by proponent.
2021-22 Operating Project - Planning Scheme Amendment - Irwellipie Road / Harris Road	0	5,500	0	4,293	1,207	5,500	0	0	0	0	Planning Scheme Amendment complete. Waiting for incorporation into Planning Scheme.
2022 - 2023 Operating Projects - VicSmart Provisions - Planning Scheme Amendment	0	20,000	0	0	0	0	-20,000	0	0	0	Project On Hold pending State Government progress
2023-24 Operating Project - Birregurra Structure Plan Review	0	51,100	10,075	12,661	28,363	51,100	0	0	0	0	Stage 2 - Engagement expected to be complete November 2024.
2023-24 Operating Project - Key Worker Housing Feasibility, Nelson St, Apollo Bay	0	120,000	0	0	120,000	120,000	0	0	0	0	Project commenced and arranging meeting with key statutory agencies.
2023-24 Operating Project - Northern Towns Growth Plans	0	49,906	0	22,806	27,100	49,906	0	0	0	0	Stage 1 - Draft Background Report complete.
2022 - 2023 Operating Projects - 82 Mariners Street Colac East - Planning Scheme Amendment	0	5,000	0	0	0	0	-5,000	0	-5,000	0	On-hold. Pending further information from proponents.
2023 - 2024 Operating Projects - Bluewater Electrification Project Leverage Fund	0	75,000	0	0	0	0	-75,000	0	0	0	On hold - awaiting outcome of grant application.
2023-2024 Operating Projects - Public Health Partnership	0	10,350	1,800	2,350	6,200	10,350	0	0	-12,000	0	
2023-2024 Operating Projects - Barham River Flood Study	0	161,000	0	22,727	138,273	161,000	0	0	-136,000	0	Grant received from CCMA.
2024-2025 Operating Project - Council Election 2024	300,000	300,000	0	0	300,000	300,000	0	0	0	0	
2024-2025 Operating Project - Councillors Induction 2024-25	60,000	60,000	0	30,600	29,400	60,000	0	0	0	0	
2024-2025 Operating Project - Integrated Strategic Plans, including Council Plan 2025 - 29	250,000	250,000	0	1,053	248,947	250,000	0	0	0	0	
2024 - 2025 Operating Project - Apollo Bay Structure Plan Review	200,000	200,000	0	0	200,000	200,000	0	0	0	0	
2024 - 2025 Operating Project - Gaming and Licensed Premises Policy - Stage 1	85,000	85,000	0	0	85,000	85,000	0	0	0	0	Council briefing to be scheduled to review project delivery timeframe.
2023 - 2024 - Operating Project - Climate Change Resilient Community Assets Project	0	245,200	0	0	245,200	245,200	0	0	-245,200	0	This project is managed and administered by the Barwon South West Climate Alliance, COS auspiced the grant.
Chief Executive Office Total	855,000	2,150,492	69,402	488,111	1,542,060	2,099,573	-50,919	0	-570,345	0	

Operational Projects 2024-25 for Quarter 1 ending 30 September 2024

Project Name	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	Comments by Exception
Community and Economy											
2020-21 Operating Project - Local Planning & Change Management Grant	0	21,094	0	0	0	0	-21,094	0	0	0	
2020-21 Operating Project - Eastern Reserve - Baseball Batting Cage	0	29,125	0	0	29,125	29,125	0	0	0	0	Grant funding provided by State Government direct to club. Council contribution for site investigation and Council support towards the project.
2020-21 Operating Project - Forrest MTB Revitalisation DELWP	0	82,018	2,100	55,990	23,928	82,018	0	0	-82,018	0	
Operating Projects - Family Day Care Marketing Campaign	0	8,780	0	0	0	0	-8,780	0	-9,673	0	Project Complete
2022 - 2023 Operating Projects - Colac Otway Shire Botanical Gardens Masterplan Review	0	13,600	10,115	0	3,485	13,600	0	0	0	0	Project Complete
2021-22 Operating Project - Youth Film - VLGP	0	2,510	0	0	0	0	-2,510	0	-3,935	0	Project complete, remaining funds to be transferred to other Youth related projects.
2021 - 2022 Operating Project - Freeza	0	24,147	0	0	0	0	-24,147	0	-24,147	0	Program Complete
2021 - 2022 Operating Project - Engage	0	90,724	6,621	0	83,903	90,724	0	0	-90,722	0	
2020 - 2021 Operating Project - Vocal, Young and Local (VYL)	0	117,549	22,139	11,936	83,474	117,549	0	0	-97,395	0	
2022 - 2023 Operating Project - Positive Masculinities VLGP (Vic Health)	0	7,041	0	0	0	0	-7,041	0	-7,041	0	Project complete, remaining funds to be transferred to other Youth related projects.
2021-22 Operating Project - Bus Service from Apollo Bay to COPACC	0	1,700	0	0	1,700	1,700	0	0	-1,701	0	
Operating Project - OPASS Service Review	0	4,946	0	0	4,946	4,946	0	0	0	0	
2023-2024 Operating Projects - Community Grants	0	24,435	9,000	0	15,435	24,435	0	0	0	0	
2023-2024 Operating Projects - Events Grants	0	15,702	0	0	15,702	15,702	0	0	0	0	
2023-2024 Operating Projects - Business Grants	0	3,721	0	0	3,721	3,721	0	0	0	0	
2023 - 2024 Operating Project - Kindergarten Infrastructure Services Plan	0	30,720	0	6,897	23,823	30,720	0	0	-30,720	0	
2022 - 2023 Grants Program - Consolidated Community Grants Carried Forward	0	5,996	0	0	5,996	5,996	0	0	0	0	
2023 - 2024 Operating Projects - Colac Otway Soccer Facilities Feasibility Study	20,000	60,000	0	0	60,000	60,000	0	0	-40,000	0	
2024 - 2025 Operating Project - Aged Care Review Implementation Activities	194,489	194,489	0	0	194,489	194,489	0	0	0	0	
2024 - 2025 Operating Project - Council Ongoing Contribution to Youth Engagement Program	70,000	70,000	0	0	70,000	70,000	0	0	0	0	
2024 - 2025 Operating Project - Bike Parks Planning	50,000	60,000	0	0	60,000	60,000	0	0	0	0	
2024 - 2025 Operating Project - Apollo Bay Cricket Net upgrade - Council Contribution	35,000	35,000	0	0	35,000	35,000	0	0	0	0	On hold pending new grant submission.
2024 - 2025 Operating Project - Christmas Events	30,000	30,000	0	0	30,000	30,000	0	0	0	0	
2023 - 2024 Operating Project - Colac Cultural & Tourism Precinct Plan	0	60,000	0	0	60,000	60,000	0	0	0	0	
2023 - 2024 Operating Projects - MCH - Universal Special One Off	0	44,000	0	0	44,000	44,000	0	0	-44,000	0	
2023 - 2024 Operating Projects - MCH - Enhanced	0	55,000	0	0	55,000	55,000	0	0	-55,000	0	
2023 - 2024 Operating Projects - MCH - Workforce Support	0	9,000	0	0	9,000	9,000	0	0	-9,000	0	
2023 - 2024 Operating Projects - MCH - Sleep & Settling Outreach & Group Work	0	18,667	0	0	18,667	18,667	0	0	-18,667	0	
2023 - 2024 Operating Projects - MCH - Lactation Consultations	0	3,633	0	0	3,633	3,633	0	0	-3,633	0	
2024 - 2025 - Operating Projects - Community Grants	0	175,103	110,717	0	64,386	175,103	0	0	-1,578	0	
2024 - 2025 - Operating Projects - Events Grants	0	106,825	28,983	0	77,842	106,825	0	0	0	0	
2024 - 2025 - Operating Projects - Business Grants	0	31,150	22,385	0	8,765	31,150	0	0	0	0	
Community and Economy Total	399,489	1,436,675	212,261	74,823	1,086,020	1,373,104	-63,571	0	-519,230	0	

Operational Projects 2024-25 for Quarter 1 ending 30 September 2024

Project Name	Annual Original Budget	Annual Current Budget	YTD Actuals	Committed	Estimate to Complete	Total Estimated Project Cost	Estimated Variance to Budget	Annual Original Budget	Annual Current Budget	YTD Actuals	Comments by Exception
Corporate Services											
2022 - 2023 Operating Projects - ICT - Intranet Drupal Upgrade	0	1,625	0	0	0	0	-1,625	0	0	0	Project Complete.
Operating Projects - Discretionary Funds (Organisational Holding Account - Overs & Unders of Operating Projects)	0	37,832	0	0	0	0	-37,832	0	0	0	
2024 - 2025 Operating Project - Revenue and Rating Plan	50,000	50,000	0	0	50,000	50,000	0	0	0	0	
2024 - 2025 Operating Project - Storage Compliance - Implementation	44,000	44,000	0	0	44,000	44,000	0	0	0	0	
2024 - 2025 Operating Project - Security Application Control - Implementation	66,000	66,000	0	0	66,000	66,000	0	0	0	0	
Corporate Services Total	160,000	199,457	0	0	160,000	160,000	-39,457	0	0	0	
Infrastructure and Operations											
2020-21 Operating Project - Grant Preparation / Detailed Design - Lake Colac Perimeter Pathway Feasibility Study	0	5,490	0	5,394	96	5,490	0	0	0	0	Lake Colac Path Feasibility Study draft report presented to Council in August 2024, draft report to be released for community consultation in early 2025.
Operating Projects - Council Covid-19 Rapid Antigen Test Variation	0	150,000	0	0	0	0	-150,000	0	-150,000	0	Program complete.
Operating Projects - Community Recovery Hub Grant Funding	0	40,725	0	20,258	20,467	40,725	0	0	-40,725	0	
Operating Projects - Municipal Emergency Resourcing Program (MERP)	0	16,862	36	529	16,297	16,862	0	0	-16,862	0	
2024-2025 Operating Project - Asset Condition Assessments	330,000	330,000	0	117,563	212,437	330,000	0	0	0	0	
2024 - 2025 Operating Project - Tree Planting Program	60,000	60,000	9,378	245	50,377	60,000	0	0	0	0	2024/25 Program commenced
2024 - 2025 Operating Project - Road Management Plan	15,000	15,000	0	0	15,000	15,000	0	0	0	0	
Operating Projects - 2024 -2025 POAB Breakwall Remediation Project	0	0	250,722	0	0	250,722	250,722	0	0	0	All the works are completed and finalising hand over to GORCAPA. Project fully funded.
2023 - 2024 - Operating Projects - Assets - South West Victoria Regional Transport Strategy	0	15,000	0	0	15,000	15,000	0	0	0	0	
2023 - 2024 Operating Projects - Sand Road Glenaire - Cultural Heritage Permit	0	50,000	0	35,700	14,300	50,000	0	0	0	0	
2023 - 2024 - Operating Projects - Footpath Strategies for Colac & Apollo Bay	0	20,000	0	0	20,000	20,000	0	0	0	0	
Infrastructure and Operations Total	405,000	703,077	260,136	179,689	363,974	803,799	100,722	0	-207,587	0	
Waste Management Services											
2021-22 Operating Project - Closed Landfill Aftercare Management Plan, Landfill Gas and Groundwater Investigation	0	41,913	21,799	7,356	12,758	41,913	0	0	0	0	Final draft reports received and being reviewed.
2021-22 Operating Project - Kitchen Caddy and Liners	0	27,965	0	0	27,965	27,965	0	0	0	0	
2021-22 Operating Projects - Waste Transfer Station Upgrades for Glass Separation	0	27,513	742	0	36,771	37,513	10,000	0	0	0	
Operating Projects - Promoting COS recycling system	0	55,371	2,038	0	53,333	55,371	0	0	-55,371	0	
Operating Projects - Alvie Landfill Rehabilitation Plan	0	130,000	40,428	51,009	38,563	130,000	0	0	0	0	
Waste Management Services Total	0	282,762	65,006	58,365	169,390	292,761	9,999	0	-55,371	0	
Total of Operational Projects	1,859,489	4,772,463	606,805	800,988	3,321,444	4,729,238	- 43,225	-	- 1,352,533	-	

Notes

1. Financial reporting does not include expense or income transactions prior to 1 July 2024

Legend

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

Item: 8.2

Audit and Risk Committee Meeting - Unconfirmed Minutes - 9 and 12 September 2024

OFFICER	Natasha Skurka
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	1. Unconfirmed Minutes Audit and Risk Committee Meeting - 9 & 12 September 2024 [8.2.1 - 9 pages]

1. PURPOSE

To provide for information the Colac Otway Shire Audit and Risk Committee unconfirmed minutes, dated 9 and 12 September 2024.

2. EXECUTIVE SUMMARY

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

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

The unconfirmed minutes of the ARC meeting held on 9 and 12 September 2024 are presented at **Attachment 1**. These two meetings were held specifically to enable the committee to consider the auditing of the end of year financial and performance statements. The committee also had the opportunity to meet with the auditors without management.

3. RECOMMENDATION

That Council receives for information the Colac Otway Shire Audit and Risk Committee unconfirmed minutes, dated 9 and 12 September 2024.

4. KEY INFORMATION

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

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

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

The ARC will confirm its minutes at its next meeting (scheduled for 5 December 2024) and will become the 'final minutes'. Final minutes will only be presented to a Council meeting if there are significant changes to the unconfirmed minutes (i.e. changes other than minor administrative changes).

5. CONSIDERATIONS

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

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

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

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

Audit and Risk Committee Charter
Local Government Act 2020

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

Not applicable.

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

Not applicable.

Public Transparency (s58 LGA 2020)

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

Alignment to Plans and Strategies

Alignment to Council Plan 2021-2025:

Theme 4 – Strong Leadership and Management

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

Financial Management (s101 *Local Government Act 2020*)

Not applicable.

Service Performance (s106 *Local Government Act 2020*)

Not applicable.

Risk Assessment

Not applicable.

Communication/Implementation

Not applicable.

Human Rights Charter

No impact.

Officer General or Material Interest

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

Options

Option 1 – Receive for information the Colac Otway Shire Audit and Risk Committee Unconfirmed Minutes dated 9 and 12 September 2024

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

Option 2 – Do not receive for information the Colac Otway Shire Audit and Risk Committee Unconfirmed Minutes dated 9 and 12 September 2024

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



AUDIT AND RISK COMMITTEE MEETING

MINUTES

**Monday 9 September 2024 and
Thursday 12 September 2024**

at 9:00 AM and 10.30 AM

Online Meetings

95 - 97 Gellibrand Street, Colac

COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

Monday 9 September 2024 and Thursday 12 September 2024

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COLAC OTWAY SHIRE AUDIT AND RISK COMMITTEE MEETING

MINUTES of the **AUDIT AND RISK COMMITTEE MEETING OF THE COLAC OTWAY SHIRE** held Online on
Monday 9 September 2024 at 9.00 AM and Thursday 12 September 2024 at 10.30 AM.

MINUTES

1 DECLARATION OF OPENING OF MEETING

2 PRESENT

Cr Margaret White (Mayor)
Cr Max Arnott
Melissa Field (Chair)
Richard Trigg
John Sutherland
John Gavens

Anne Howard, Chief Executive Officer
Andrew Tenni, General Manager Corporate Services
Doug McNeill, General Manager Infrastructure and Operations
Ian Seuren, General Manager Community and Economy
Steven O'Dowd, Manager Customer and Communications
Xavier Flanagan, Manager Financial Services
Azam Mahmood, Coordinator Financial Accounting
Nicholas Bell, RSD Audit
Natasha Skurka, Risk and Insurance Officer

3 APOLOGIES

Nil

4 DECLARATIONS OF INTEREST

Nil

5 CONFIRMATION OF MINUTES

Recommendation

That the Audit and Risk Committee confirm the minutes from the Audit and Risk Committee Meeting held on 22 August 2024.

OUTCOME/ACTION

The Audit and Risk Committee confirm the minutes from the Audit and Risk Committee Meeting held on 22 August 2024.

RESOLVED UNANIMOUSLY

6 BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil



Item: 7.1

**Financial Reporting - Review Annual Financial and
Performance Statement 2023-24**

OFFICER	Xavier Flanagan
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	<ol style="list-style-type: none">1. Draft 2023 - 2024 Colac Otway Shire Financial Statements [7.1.1 - 63 pages]2. Report of Operations, Performance Statement and Governance Management Checklist as at 3 September 20 [7.1.2 - 9 pages]3. Closing Report - Colac Otway Shire Council 30 June 2024 - draft received 3 September 2024 [7.1.3 - 19 pages]

This item was deferred from 9 September 2024 meeting to 12 September 2024 meeting and was put forward for recommendation at the 12 September meeting.

OUTCOME/ACTION

That the Audit and Risk Committee recommends that Council:

- 1. Approves in principle the 2023-24 Financial Statements and Performance Statement for Colac Otway Shire Council, subject to any changes that are recommended or agreed by the Auditor in accordance with Section 98(2) of the Local Government Act 2020.*
- 2. Makes provision, that if there is any significant change prior to certification of the 2023-24 Colac Otway Shire Council Financial Statements and Performance Statement, they be referred to the Audit and Risk Committee for information; and*
- 3. In accordance with section 98 of the Local Government Act 2020, nominates and authorises Councillors Max Arnott and Margaret White to certify and approve the 2023-24 Financial Statements and Performance Statement in their final form, after any changes recommended or agreed with the Auditor, have been made on behalf of Council.*

RESOLVED UNANIMOUSLY



Item: 7.2

Financial Reporting - Review significant accounting and reporting issues - Port of Apollo Bay Special Purpose Statements 2023 - 2024

OFFICER	Xavier Flanagan
GENERAL MANAGER	Andrew Tenni
DIVISION	Corporate Services
ATTACHMENTS	1. Draft Port of Apollo Bay Special Purpose Report 2023 - 2024 [7.2.1 - 15 pages]

OUTCOME/ACTION

That the Audit and Risk Committee notes the 2023-24 Port of Apollo Bay Special Purpose Financial Report, subject to any changes that are recommended or agreed by the auditor to be used to meet the reporting requirements of the Port of Apollo Bay Management Agreement.

RESOLVED UNANIMOUSLY



Item: 7.3

**Reporting Responsibilities: Chair Report on Audit and Risk
Committee Activities to Council**

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

OUTCOME/ACTION

That the Audit and Risk Committee:

- 1. Notes that the final report will be distributed out of session to the Audit and Risk Committee members before being presented to Council.*
- 2. Requests the Chief Executive Officer table the Colac Otway Shire Audit and Risk Committee biannual report dated September 2024, at the Council meeting scheduled for 11 December 2024 in accordance with the requirements of the Local Government Act 2020.*

RESOLVED UNANIMOUSLY



Item: 7.4

**Appointment of Audit and Risk Committee Chairperson
and reappointment of Independent Audit and Risk
Committee member**

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

OUTCOME/ACTION

That the Audit and Risk Committee:

- 1. Recommends to Council the reappointment of Melissa Field as the Chairperson of the Audit and Risk Committee for a period of 12 months, commencing on 1 October 2024.*
- 2. Recommends to Council the reappointment of Melissa Field as an Independent Audit and Risk Committee member for a further three years, commencing on 2 December 2024.*

RESOLVED UNANIMOUSLY

*The meeting held on 9 September was declared closed at 10.15am
The meeting held on 12 September was declared closed at 11.08am*

CONFIRMED AND SIGNED at the meeting held on 5 December 2024.

.....CHAIR

Item: 8.4

Report of Informal Meeting of Councillors

OFFICER	Council Business
CHIEF EXECUTIVE OFFICER	Anne Howard
DIVISION	Executive
ATTACHMENTS	<ol style="list-style-type: none"> 1. Informal Meeting of Councilors - Pre Council Meeting 28 August 2024 [8.4.1 - 3 pages] 2. Informal Meeting of Councillors - 4 September 2024 [8.4.2 - 2 pages] 3. Informal Meeting of Councillors - Pre Council Meeting 11 September 2024 [8.4.3 - 3 pages] 4. Informal Meeting of Councillors - Pre Council Meeting 18 Sept 2024 [8.4.4 - 2 pages] 5. IMOC - Day 1 Councillor Induction - 12 November 2024 [8.4.5 - 1 page] 6. IMOC - Day 2 Councillor Induction - 13 November 2024 [8.4.6 - 1 page] 7. IMOC - Day 3 Councillor Induction - 14 November 2024 [8.4.7 - 1 page] 8. IMOC - Day 4 Councillor Induction - 19 November 2024 [8.4.8 - 1 page]

1. PURPOSE

To report the Informal Meetings of Councillors.

2. EXECUTIVE SUMMARY

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

If there is a meeting of Councillors that:

- *is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors*
- *is attended by at least one member of Council staff*

- *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:

- | | |
|---------------------------------------|--------------------------|
| 1. Council Meeting Preparation | 28 August 2024 |
| 2. Councillor Briefing | 4 September 2024 |
| 3. Council Meeting Preparation | 11 September 2024 |
| 4. Council Meeting Preparation | 18 September 2024 |
| 5. Councillor Induction Day 1 | 12 November 2024 |
| 6. Councillor Induction Day 2 | 13 November 2024 |
| 7. Councillor Induction Day 3 | 14 November 2024 |
| 8. Councillor Induction Day 4 | 19 November 2024 |

4. KEY INFORMATION

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

- | | |
|---------------------------------------|--------------------------|
| 1. Council Meeting Preparation | 28 August 2024 |
| 2. Councillor Briefing | 4 September 2024 |
| 3. Council Meeting Preparation | 11 September 2024 |
| 4. Council Meeting Preparation | 18 September 2024 |
| 5. Councillor Induction Day 1 | 12 November 2024 |
| 6. Councillor Induction Day 2 | 13 November 2024 |
| 7. Councillor Induction Day 3 | 14 November 2024 |
| 8. Councillor Induction Day 4 | 19 November 2024 |

5. OFFICER GENERAL OR MATERIAL INTEREST

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



Informal Meeting of Councillors Record

Pre-Council Meeting Preparation

Date: 28 August 2024

Time: 2.00pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Max Arnott, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Steven O’Dowd, Doug McNeill, Ian Seuren, Christine Ferguson, Kendrea Pope
Attendees:
Cr Graham Costin (videoconference), Cr Kate Hanson, Cr Stephen Hart (videoconference), Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Cr Max Arnott, Anne Howard, Doug McNeill, Ian Seuren, Steven O’Dowd, Kendrea Pope, Christine Ferguson, Blaithin Butler, Rashil Pradhan, Dora Novak, Cameron Duthie, Fiona Maw, Kanishka Gunasekara
External attendees:
Nil
Apologies:
Nil
Absent:
Nil

Meeting Commenced at: 2.09pm

Declarations of Interest: Nil.

Name	Type of Disclosure	Item	Reason



Pre Council Meeting – 28 August 2024 (continued)		
Time	Item	Attendees
2.09pm – 2.26pm	Item 9.1 - P139/2023-1 - 173 Hart Street Colac - Use and Development of a Childcare Centre	Blaithin Butler Rashil Pradhan
2.26pm – 2.27pm	Item 9.2 - Project Budget Adjustments and Cash Reserve Transfers - July 2024	
2.27pm – 2.33pm	Item 9.3 - Nature Strip Planting Policy and Guidelines - Consideration of Submissions and Adoption	Dora Novak
2.33pm – 2.45pm	Item 9.4 - Adoption of Colac Botanic Gardens Master Plan	Cameron Duthie
Withdrawn Moved to 11 September	Item 9.5 - Grey Headed Flying Fox Management Plan Update	
2.45pm – 3.10pm	Item 9.6 - Lake Colac Water Quality and Events	Fiona Maw
3.10pm – 3.16pm	Item 9.7 - Meredith Park Management Options	
3.16pm – 3.17pm	Item 9.8 - Purchase of part of the surplus land to the Lake Colac School for road reserve to implement the Colac West Development Plan	
3.17pm – 3.18pm	Item 9.9 - Request to provide Public Notice of Intention to declare a Road to be Public Highway. (Extension of Stanway Drive Wye River.)	
3.18pm – 3.32pm	Item 9.10 - McMinns Bridge - Access Issues	Kanishka Gunasekara
3.32pm – 3.33pm	Item 9.11 - Proposed Funding Application for New and Upgraded Dog Parks - Round 2 program	
3.33pm – 3.33pm	Item 9.12 - Tirrengower Drainage Scheme - Review of Committee	
3.33pm – 3.34pm	Item 9.13 - Proposed Funding Applications for 2024-25 Country Football Netball Program	
3.35pm – 3.43pm	Item 9.14 - Lake Colac Advisory Committee - Appointment of Community Representatives	



Pre Council Meeting – 28 August 2024 (continued)		
3.43pm -	Item 9.15 - Update to S6 Instrument of Delegation Council to Members of Council Staff	
Withdrawn Moved to 11 September	Item 9.16 - Forrest Wastewater Project	
3.44pm -	Item 9.17 - Colac Regional Saleyards - Advisory Committee Terms of Reference, Fee Amendment and Service Review Update	
3.44pm -	Item 9.18 - Report of Informal Meeting of Councilors	
3.45pm	Meeting Closed	



Informal Meeting of Councillors Record

Councillor Briefing

Date: 4 September 2024

Time: 1.00pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Max Arnott, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Steven O’Dowd, Doug McNeill, Ian Seuren, Christine Ferguson
Attendees:
Cr Graham Costin (Videoconference), Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Cr Max Arnott, Anne Howard, Doug McNeill, Ian Seuren, Steven O’Dowd, Christine Ferguson, Ian Williams, Blaithin Butler, Simon Clarke, Xavier Flanagan, Kanishka Gunasekara, Rashil Pradhan
External attendees:
Nil
Apologies:
Cr Max Arnott
Absent:
Cr Kate Hanson

Meeting Commenced at: 1.02pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Tosh-Jake Finnigan	General	Item 1.1 - Development Plan (DPO10) – Colac West	Family members live in the area.



Council Briefing Meeting – 4 September 2024 (continued)		
Time	Item	Attendees
1.02pm – 1.22pm	Item No 1.1 – Development Plan (DPO10) – Colac West	Ian Williams Blaithin Butler Simon Clarke
1.23pm – 1.48pm	Item No 1.2 – Planning Scheme Review Cr Finnigan attended the meeting at 1.23pm Cr Hart stepped out of the meeting at 1.44pm and returned at 1.47pm	Simon Clarke
1.48pm – 2.02pm	Item No 1.3 – Asset Revaluation – Land and Buildings	Xavier Flanagan Kanishka Gunasekara
2.02pm – 2.14pm	Item No 1.4 – Proposed Programs for New Footpath Construction and Stormwater Drainage Upgrade – 2024-25	Kanishka Gunasekara Rashil Pradhan
2.14pm – 2.35pm	General Business Residents of Ruby Court: Update to councillors	Kanishka Gunasekara Rashil Pradhan
2.45pm – 3.37pm	Customer Satisfaction Survey	
3.37pm – 3.48pm	General Business Information relating to the agenda for the Unscheduled Council Meeting on 11 September 2024	
FIO	Item No 1.6 – Geelong Regional Library Corporation – CEO Report	
FIO	Item No 1.7 – Appointment of Audit and Risk Committee Chairperson and Reappointment of Independent Member Audit and Risk Committee	
3.48pm	Meeting Closed	



Informal Meeting of Councillors Record

Pre-Council Meeting Preparation

Date: 11 September 2024

Time: 12.30pm

Meeting Location: Meeting Rooms 1 and 2, COPACC

Invitees:
Cr Max Arnott, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O’Dowd, Christine Ferguson, Kendrea Pope
Attendees:
Cr Graham Costin (video conference), Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Cr Max Arnott, Anne Howard, Doug McNeill, Ian Seuren, Andrew Tenni, Kendrea Pope, Christine Ferguson, Blathin Butler, Ian Williams, Simon Clarke, Darren Rudd (video conference)
External attendees:
Nil
Apologies:
Nil
Absent:
Cr Kate Hanson

Meeting Commenced at: 12.46pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Cr Tosh-Jake Finnigan	General	Item No 8.7 Development Plan (DPO10) - Colac West	Family member has property within the development plan area
Ian Seuren	General	Item no 5.1 (closed session) Best Value Review of Aged and Disability Services - Final Report	Family member receives OPASS services
Cr Tosh-Jake Finnigan	General	Item no 5.1 (closed session) Best Value Review of Aged and Disability Services - Final Report	Family member works within the OPASS area of Council
Anne Howard	Material	Item no 5.2 - Formal consideration of 2024/25 CEO Performance Plan	Conflict arising due to the direct benefit or loss I could suffer as a result of consideration of this item



Pre Council Meeting – 11 September 2024 (continued)		
Time	Item	Attendees
12.46pm	Item no 8.1 - Grey Headed Flying Fox Management Plan Update Item withdrawn from agenda	
12.48pm -	710 Blue Johanna Road	Ian Williams Blaitthin Butler
12.53pm	Item no 8.2 - Tirrengower Drainage Scheme - Review of Committee	
12.57pm	Item no 8.3 - Lake Colac Advisory Committee - Appointment of Community Representatives	
1.02pm	Item no 8.4 - Update to S6 Instrument of Delegation Council to Members of Council Staff	
1.03pm	Item no 8.5 - Forrest Wastewater Project	
1.04pm	Item no 8.6 - Colac Regional Saleyards - Advisory Committee Terms of Reference, Fee Amendment and Service Review Update	
1.07pm	Item no 8.7 - Development Plan (DPO10) - Colac West Cr Finnigan left the meeting at 1.07pm due to a conflict of interest and returned at 1.17pm when discuss for this item was completed	Ian Williams Blaitthin Butler Simon Clarke
1.17pm	Item no 8.8 - Planning Scheme Review Cr Costing joined the meeting at 1.19pm	Simon Clarke Darren Rudd(video conference)
1.25pm	Item 8.9 - Adoption of Investment Policy	
1.26pm	Item no 8.10 - Audit and Risk Committee Meeting - Unconfirmed Minutes - 22 August 2024	
1.27pm	Item no 8.11 - Appointment of Audit and Risk Committee Chair and Re-appointment of Independent Member	
1.28pm	Item no 8.12 - Instrument of Appointment and Authorisation - Planning and Environment Act 1987 - Chris (Qiong) Hu	
1.29pm	Item no 8.13 - Report of Informal Meeting of Councillors	



Pre Council Meeting – 11 September 2024 (continued)

<p>1.40pm</p>	<p>General Business</p> <ul style="list-style-type: none"> • Audit and Risk Financial Statements were not ready for this meeting so an online meeting will be held 12 September at 10.30am to finalise these statements • There will be an online Council Meeting on the 18 September 2024 as scheduled to start at 4pm to finalise the financial statements – a pre meeting will also be held for discussions • A afternoon tea to be confirmed on the 18th September for final gathering of the Councillors for 2024. 	
<p>1.46pm</p>	<p>Meeting Closed</p>	



Informal Meeting of Councillors Record

Pre-Council Meeting Preparation

Date: 18 September 2024

Time: 2.00pm

Meeting Location: Video Conference

Invitees:
Cr Max Arnott, Cr Graham Costin, Cr Kate Hanson, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Anne Howard, Andrew Tenni, Doug McNeill, Ian Seuren, Steve O’Dowd, Christine Ferguson
Attendees:
Cr Graham Costin, Cr Stephen Hart, Cr Chris Potter, Cr Margaret White, Cr Tosh-Jake Finnigan, Cr Max Arnott, Anne Howard, Doug McNeill, Ian Seuren, Andrew Tenni, Steven O’Dowd, Christine Ferguson, Xavier Flanagan
External attendees:
Nil
Apologies:
Nil
Absent:
Cr Kate Hanson

Meeting Commenced at: 2.06pm

Declarations of Interest:

Name	Type of Disclosure	Item	Reason
Nil			



Pre Council Meeting – 18 September 2024 (continued)		
Time	Item	Attendees
2.06pm	Item 6.1 – Approval and Certification of in-principle Financial Statements and Performance Statement 2023-24	Xavier Flanagan
2.39	Meeting Closed	



Informal Meeting of Councillors Record

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

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

Meeting Details

Meeting name: Councillor Induction

Date: 12/11/2024 **Time:** 9am to 4pm

Meeting Location: Central Reserve - Pavilion

Matter/s Discussed: Introduction to Induction and presentations from externals.

In Attendance:

Councillors:
Cr Chris Potter, Cr Jason Schram, Cr Phil Howard, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan
Officers:
Steven O'Dowd, Ian Seuren, Doug McNeill, Anne Howard, Andrew Tenni
Externals: Fiona McAllister, 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 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: 13/11/2024 **Time:** 9am to 4pm

Meeting Location: COPACC, Meeting Rooms 1 and 2

Matter/s Discussed: Official Councillor photos, IT induction, WHS induction, conversations and presentations on good Governance, policies for Councillors and other mandatory training topics.

In Attendance:

Councillors:
Cr Chris Potter, Cr Jason Schram, Cr Phil Howard, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan
Officers:
Steven O'Dowd, Ian Seuren, Doug McNeill, Anne Howard, Andrew Tenni, Rikk Price, Paul Croysdale,
Externals: Mark Hayes, 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 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: 14/11/2024 **Time:** 11am to 3.30pm

Meeting Location: Central Reserve – Pavilion

Matter/s Discussed: Mandatory training topics and reflection on week 1 of induction.

In Attendance:

Councillors:
Cr Chris Potter, Cr Jason Schram, Cr Phil Howard, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan
Officers:
Steven O’Dowd, Ian Seuren, Doug McNeill, Anne Howard, Andrew Tenni
Externals: 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 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: 19/11/2024 **Time:** All day

Meeting Location: Warrnambool City Council

Matter/s Discussed: Regional Induction Day

In Attendance:

Councillors:
Cr Chris Potter, Cr Jason Schram, Cr Phil Howard, Cr Zoe Hudgell, Cr Mick McCrickard, Cr Chrissy De Deugd, Cr Charlie Buchanan
Officers:
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

